

UNDERGRADUATE AND GRADUATE AREAS OF EMPHASIS

Academic Affairs Policy Statement No. 5

1. References

Areas of Emphasis policy statement recommended by the University Curriculum Committee, June 1992; revised by the University Curriculum Committee, October 1994 and January 1999.

2. General

The following implementing policy and guidelines have been developed by the Office of the Senior Vice President for Academic Affairs and Provost to assist academic units in developing undergraduate **and graduate** areas of emphasis.

3. Objective

The objective in instituting areas of emphasis at the University of Georgia is to officially acknowledge the attainment by students of a fair measure of expertise and knowledge of a specific nature within the major field of study.

4. Policy

Area of emphasis

In limited situations, schools/colleges may benefit from the establishment of specialized courses of study within a major. ~~In general, however, the establishment of specialized courses of study is discouraged.~~

- a. The option to create an area of emphasis within a major and the formulation of requirements for the area of emphasis are curriculum decisions; therefore, they should originate from the faculty of the academic unit offering the major.
- b. The official designation shall be "area of emphasis." This designation will supplant such terms as concentrations, specialties, options, tracks, fields, etc.
- c. An **undergraduate** area of emphasis is a specialty within a major. It requires 12 or more semester-credit hours of upper-division courses (numbered 3000 or above) acceptable for satisfaction of the major degree requirements.
- d. **A graduate area of emphasis shall require 9 or more semester-credit hours of graduate level courses.**
- e. Only officially approved areas of emphasis will be included on the student's official transcript, in the *Bulletin*, and in the Degree Audit Reporting System (DARS).

5. Process

- a. Establishment of an area of emphasis should begin with the department or academic unit offering the major. After the proposal is approved by the curriculum committee of the appropriate school or college, it is submitted to the University Curriculum Committee for review and approval. **Areas of emphasis at the graduate level should be submitted to the Graduate School for approval prior to submission to the University Curriculum Committee.** Approved areas of emphasis will then be forwarded to the Board of Regents for information only. Proposals for areas of emphasis should be submitted using the area of emphasis program form. (Attachment A)

- b. When a proposed area of emphasis affects another school, college, or department (by, for example, listing a course offered by such other unit), the proposal should be circulated to that unit for sign-off prior to submission to the University Curriculum Committee.
- c. Only approved areas of emphasis shall appear in the *Bulletin*.
- d. Students who wish to pursue an area of emphasis should consult with their major advisor. Upon agreement on the area of emphasis to be studied, the student's dean will make the appropriate update to the student data base.
- e. When the student's dean certifies the student for graduation, the registrar will add a notation to the transcript indicating the area of emphasis. In those cases where the emphasis was not completed, the student's dean will delete the emphasis from the student data base prior to certifying completion of the major.

6. Point of Contact

Academic units contemplating the development of an area of emphasis should consult with the Office of the Senior Vice President for Academic Affairs and Provost for needed information or assistance.

PROPOSAL FOR AN AREA OF EMPHASIS

School/College: _____

Department/Division: _____

Major: _____

If major has more than one area of emphasis submit all areas of emphasis under one major together. A course may appear in more than one area of emphasis, but each area of emphasis should have a distinct focus.

Major Requirements: Attach a list of all courses required for the major.

Area of Emphasis Title (as it will appear in the *Bulletin*): _____

Proposed starting date: _____

Area of Emphasis Description:

Include prefixes, numbers (must be 3000-4000 level); and titles of required courses; total credit hours (must be 12 or more hours); residency requirements (if any); and grade requirements (if any); **for graduate areas of emphasis, include prefixes and numbers (must be graduate level) and titles or required courses; total credit hours (must be 9 or more hours):**

Justification:

Signatures:

Department Head	Department	Date
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School/College Curriculum Committee Chair	School/College	Date
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Dean	School/College	Date
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Dean of Graduate School	Date
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University Curriculum Committee Chair	Date
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