

University Council Recommendations
The University of Georgia

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OFFICE OF THE PRESIDENT

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To: President Michael F. Adams

Re: DOCUMENT NUMBER: 2005.9.22.08

Issue: A proposal to revise Academic Affairs Policy Statement #5, Undergraduate Areas of Emphasis (to allow for establishment of Graduate Areas of Emphasis).

Discussion: None

Action: The vote was called and the proposal was approved.

Submitted by: Rebecca L. Macon
Rebecca L. Macon, Secretary

9.28.05
Date

- Approved
 Reconsider
 Vetoed (see attached explanation)
 Received

M. F. Adams
Michael F. Adams, President

10-6-05
Date

Attachment

UNDERGRADUATE, PROFESSIONAL, 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, January 1999, and April 2004.

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 and/or submitting for approval undergraduate, professional, 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

- 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. Although graduate study by its very nature focuses on specialized areas of study, students may benefit from the formal recognition of specialized study that the official Area of Emphasis provides.
- b. The official designation shall be "area of emphasis."
- c. Only approved areas of emphasis will be included on the student's official transcript and appear in the bulletin. Only one area of emphasis may be assigned for each degree program for each student.

5. Requirements

The process outlined in 6.a-d of this policy must be followed when establishing the requirements for an area of emphasis.

- a. Undergraduate Area of Emphasis:
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.
- b. Professional Program Area of Emphasis
A professional program area of emphasis is a specialty within a major. It requires 9 or more semester-credit hours of professional-level courses acceptable for satisfaction of the

major degree requirements.

c. Graduate Area of Emphasis

Requirements for an area of emphasis within a graduate major will be established within the individual academic departments.

6. Process

- a. Establishment of an area of emphasis should begin with the department or academic unit offering the major. After approval of the curriculum committee and dean of the appropriate school or college, proposals for Undergraduate and Professional Areas of Emphasis should be submitted to the University Curriculum Committee for review and approval. Proposals for Graduate Areas of Emphasis should be submitted to the Graduate School for consideration after approval by the appropriate dean and curriculum committee. After approval by the Graduate School, proposals for Graduate Areas of Emphasis should be submitted 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 another unit), the proposal should be circulated to that unit for sign-off prior to submission to the University Curriculum Committee.
- c. Undergraduate or professional 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. 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.
- d. Graduate students who wish to receive designation for an area of emphasis should consult with the graduate coordinator in the academic department. Upon agreement on the area of emphasis to be studied, the academic department will make the appropriate update to the student database. When the Graduate School certifies the student for graduation, the registrar will add a notation to the transcript indicating the area of emphasis.

7. 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 information or assistance.

PROPOSAL FOR 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 requirements for the major. Undergraduate programs may attach a copy of the major requirements from the online bulletin. Graduate programs may provide a list of general requirements for the major.

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

Proposed starting date:

Area of Emphasis Description:

Include prefixes, numbers and titles of required courses, number of credit hours required; residency requirements (if any); and grade requirements (if any). Graduate Areas of Emphasis may refer to groups of courses if necessary.

Signatures:

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