

Registrar's Advisory Council
Minutes of the September 23, 2019 Meeting
Miller Learning Center, Room 348, 3:30 p.m.

- **Double Dawgs Program:**
 - The number of approved Double Dawgs programs is 196.
 - The number of pending Double Dawgs programs is 11.
 - Additional resources for faculty, staff, and advisors are available on the faculty/staff tab on the Double Dawgs website:
 - Double Dawgs Proposal System instructions and guidelines
 - Double Dawgs advisor information
 - Double Dawgs Student Tracking Application is coming soon to Athena. Once the application is in Athena, reports will be made available for departments to use that will show the Double Dawgs students in their program(s). Through the application, Double Dawgs pathway contacts will be notified when a student indicates an interest in a pathway program. This will allow the pathway contact to reach out to the student with additional information about the application and admission process. Additionally, Double Dawgs approvers will also be notified when a student formally applies for acceptance into a Double Dawgs pathway program. The approver may then log into the application in Athena to consider and approve or deny the request.
 - As a reminder, each Double Dawgs program has its own application process and admissions requirements for students. The number of graduate-level courses an undergraduate student can take is not limited. However, only up to 12 credit hours of graduate-level courses may count toward both undergraduate and graduate degree requirements. Student should consult with their advisors to ensure courses will satisfy degree requirements. Students should reach out to the Office of Financial Aid with questions about how Double Dawgs may impact their financial aid.
 - A long-term goal is to include Double Dawgs program requirements in DegreeWorks for students, which will show the courses are that are being used to satisfy both undergraduate and graduate requirements.
 - The approval process for a new pathway includes department(s), school(s)/college(s), the Graduate School, with OVPI providing the final review and approval. For questions on where a pathway is in the approval process, email doubledawgs@uga.edu.

- **Curriculum Updates:**
 - The Office of Curriculum Systems moved from New College to the Holmes/Hunter Academic Building in July 2019. The process is underway to integrate the information the Curriculum Systems website (<https://curriculumsystems.uga.edu/>) into the Registrar's Office website (www.reg.uga.edu).
 - Updates to programs and policies: A document with details of these changes was provided to RAC members during the meeting (found as an appendix to the minutes).

- **Duplicate/Equivalent Courses:**
 - Duplicate credit and/or course equivalencies are submitted by departments and approved in CAPA and appear in the Duplicate Credit Statement in the Bulletin.
 - Equivalent courses satisfy the same requirements in DegreeWorks.

- **Prior to Banner- Courses were considered:**
 - equivalent if they had the exact same course prefix and number (Ex. ENGL 1101 and ENGL 1101E).
 - equivalent if they were similar enough in content but had different course prefix and number (Ex. BIOS 2010 and STAT 2000).
 - duplicate credit (one-way equivalencies) if they must be taken in a specific order to allow students to receive credit for both courses (Ex. SPAN 1001 and SPAN 1002).
 - Example: SPAN 1001 → SPAN 1002 = student receives credit for both courses
 - Example: SPAN 1002 → SPAN 1001 = SPAN 1002 is marked as repeated credit and falls into Non-Credit in DegreeWorks.
- **Equivalent Courses in Banner-Courses are considered:**
 - equivalent if they have the exact same course prefix and number
 - Example: ENGL1101 → ENGL 1101E = ENGL 1101 is marked as repeated credit and falls into Non-Credit in DegreeWorks.
 - ENGL1101E → ENGL 1101 = ENGL 1101E is marked as repeated credit and falls into Non-Credit in DegreeWorks.
 - equivalent if they are similar enough in content but have different course prefix and number.
 - Example: BIOS 2010 → STAT 2000 = BIOS 2010 is marked as repeated credit and falls into Non-Credit in DegreeWorks.
 - Example: STAT 2000 → BIOS 2010 = STAT 2000 is marked as repeated credit and falls into Non-Credit in DegreeWorks.
- **Duplicate credit (one-way equivalences) is not an option in Banner.**
- Now, the only course in the duplicate credit field for SPAN 1001 is SPAN 1001E.
 - Example: SPAN 1001 → SPAN 1002 = student receives credit for both courses.
 - Example: SPAN 1002 → SPAN 1001 = student receives credit for both courses.
 - Also, SPAN 1002 and SPAN 1110 are considered equivalent.
- **Updates to the Bulletin and CAPA to clarify equivalent courses:**
 - Changing wording from “Duplicate Credit” to “Equivalent Credit.”
 - Reviewing all duplicate/equivalent credit statements in CAPA to ensure that the equivalent courses are appearing on all appropriate courses in the Bulletin and in Banner.
 - Adding additional field in the Bulletin to display previous course IDs.
 - Example: DRAM 2000 changed to THEA 2000. Students who received credit for DRAM 2000 cannot receive credit for THEA 2000.
 - It is the hope that in Banner 9 SSB students will be notified if a course/grade will be listed as repeat and non-credit prior to the course/grade rolling to academic history.
 - Questions about equivalent courses should be sent to capa@uga.edu.
- **Process for Certificate Completion:**
 - **Issues with Current Process for Awarding Certificate Programs:**
 - Students are not adding the certificate in Athena.
 - Students are not applying to graduate with the certificate in Athena.
 - Students are not being updated to pending on the graduation roster.
 - Turnover of faculty or staff responsible for the certificate.

- Certificate for student is not awarded or is awarded late.
 - **Process for Adding and Awarding Certificate Programs:**
 - Student reviews list of available certificate programs in the Bulletin.
 - Student talks to certificate program advisor about certificate requirements.
 - Student adds the certificate program in Athena.
 - Student completes certificate requirements.
 - Student applies to graduate for their degree and certificate in Athena.
 - Certification officers are given access to the graduation rosters; will list students who have applied to graduate with a certificate.
 - Certification officers change status to pending for students who should be awarded the certificate program.
 - Registrar's Office reviews the pending students.
 - Degree must be awarded first before the certificate program can be awarded.
 - Retroactive awarding of certificates will be by exception only.
 - **Other information:**
 - An information sheet about certificate completion is available from the Registrar's Office. Email regsupp@uga.edu for assistance.
 - Graduate students pursuing certificates should either apply for the certificate in Athena or reach out to the department. The department should then send a notification to the Graduate School, who in turn will notify the Registrar's Office.
 - A DegreeWorks audit currently does not show graduation applications for certificates. Advisors can see if a student is pursuing a certificate in SAGE.
 - If a student applies to graduate for degree in one college but has a certificate in another college, communication is required between the two colleges regarding the awarding of the certificate.
 - Completion of a certificate is noted on the student's transcript.
 - Students can be admitted into only a certificate program as a non-degree seeking student but upon completion of the certificate, if no degree is awarded at UGA, it must be determined if a degree has been awarded from another institution.
- **Fall 2019 Graduation Information:**
 - October 1-2: Graduation Fair, UGA Bookstore (10 am-4 pm).
 - October 3-November 20: Ticket distribution continues at Registrar's Office.
 - Early December: Students emailed regarding extra tickets.
 - October 21: Application deadline to guarantee a student's name in the commencement booklet.
 - December 13: Undergraduate Commencement Ceremony at 9:30 am (Graduate Ceremony at 2:30 pm).
 - Clear Bag policy is in effect at the December 2019 ceremony. More information can be found on the commencement website: <https://commencement.uga.edu/>.
- **FERPA Awareness:**
 - Faculty and staff are to access restricted student data without the student's consent only if they have a legitimate educational interest which involves completing necessary duties required of their position.

- Faculty and staff should never access a student's FERPA restricted student record, be it for a former student, current student, or a faculty or staff member who is attending the university as a student, purely out of personal curiosity or interest.
- Doing so would constitute a violation of FERPA.

- **Reminders:**
 - If a staff member is aware of a faculty member who has passed away in their department or school/college, please notify the Registrar's Office so that appropriate updates to courses, classrooms, and other logistical issues can be made.
 - The Registrar's Office is providing a point of contact list for departments and schools/colleges to reference. Please note that reghelp@uga.edu and regsupp@uga.edu are the primary forms of contact for the Registrar's Office and can ensure the fastest response.
 - "NG" grades remain on a student's transcript until the instructor of record submits a grade change request to change the "NG" to the appropriate letter grade. The Registrar's Office does extensive outreach to faculty each semester reminding them to submit their grades by the grade deadline.
 - Grades of "I" (Incomplete) remain on a student's transcript for three semesters. If the "I" is not changed by the instructor of record by the end of the third semester, the "I" converts to a grade of "F." Grades of "I" assigned at UGA will be listed on a DegreeWorks audit for a student who is about to graduate as "in progress" and will not display in the non-credit section of the audit. The Registrar's Office does reach out to schools and colleges if they see that there are students who are about to be cleared to graduate with an active "I" grade to discuss the GPA implications/impact on graduation clearance.
 - Students are allowed in Athena to re-register for courses that they have already taken and received a grade of "I."
 - Proposals for any changes to the course repeat policy or to the Incomplete policy would have to go through the faculty governance process.

Curriculum Updates for RAC (since February 20, 2019)

New Majors

- Political Science (B.S.)

Major Name Changes

- Physics and Astronomy (B.S.) to Astrophysics (B.S.)
- World Language Education (B.S.Ed.) to TESOL and World Language Education (B.S.Ed.)
- Comparative Literature (A.B.) to Comparative Literature and Intercultural Studies (A.B.)
- Comparative Literature (M.A.) to Comparative Literature and Intercultural Studies (M.A.)
- Comparative Literature (Ph.D.) to Comparative Literature and Intercultural Studies (Ph.D.)
- Counseling and Student Personnel Services (Ph.D.) to Education (Ph.D.)
- Biostatistics (M.S.) to Epidemiology and Biostatistics (M.S.)
- Biostatistics (Ph.D.) to Epidemiology and Biostatistics (Ph.D.)
- Environmental Engineering (M.S.) to Civil and Environmental Engineering (M.S.)

New Minors

- Environmental Design
- Hebrew Language and Literature
- Landscape Studies

Minor Name Changes

- Comparative Literature to Comparative Literature and Intercultural Studies
- Physics and Astronomy to Astrophysics

New Certificates

- Undergraduate Certificate in Financial Technology
- Undergraduate Certificate in Nonprofit Management and Leadership

New Areas of Emphasis

- Area of Emphasis in Educational Studies in Language Education under TESOL and World Language Education (B.S.Ed.)
- Area of Emphasis in TESOL under TESOL and World Language Education (B.S.Ed.)
- Area of Emphasis in College Student Affairs Administration under Education (Ph.D.)
- Area of Emphasis in Counselor Education and Supervision under Education (Ph.D.)
- Area of Emphasis in Biostatistics under Epidemiology and Biostatistics (M.S.)
- Area of Emphasis in Biostatistics under Epidemiology and Biostatistics (Ph.D.)
- Area of Emphasis in Data Analysis and Modeling under Epidemiology and Biostatistics (M.S.)

- Area of Emphasis in Data Analysis and Modeling under Epidemiology and Biostatistics (Ph.D.)
- Area of Emphasis in Epidemiology under Epidemiology and Biostatistics (M.S.)
- Area of Emphasis in Epidemiology under Epidemiology and Biostatistics (Ph.D.)
- Area of Emphasis in Environmental Engineering under Civil and Environmental Engineering (M.S.)
- Area of Emphasis in Environmental Engineering under Civil and Environmental Engineering (M.S. Non-Thesis)
- Area of Emphasis in Civil Engineering under Civil and Environmental Engineering (M.S.)
- Area of Emphasis in Civil Engineering under Civil and Environmental Engineering (M.S. Non-Thesis)
- Area of Emphasis in Acting under Theatre (A.B.)
- Area of Emphasis in Design under Theatre (A.B.)
- Area of Emphasis in Directing and State Management under Theatre (A.B.)
- Area of Emphasis in Dramatic Media under Theatre (A.B.)
- Area of Emphasis in Dramatic Writing under Theatre (A.B.)
- Area of Emphasis in Theatre Theory and History under Theatre (A.B.)
- Area of Emphasis in Educational Studies in Middle Grades Education under Middle Grades Education (B.S.Ed.)
- Area of Emphasis in Composition under Master of Music (M.M.)
- Area of Emphasis in Conducting under Master of Music (M.M.)
- Area of Emphasis in Performance under Master of Music (M.M.)
- Area of Emphasis in Performance and Pedagogy under Master of Music (M.M.)
- Area of Emphasis in Musicology and Ethnomusicology under Music (Ph.D.)
- Area of Emphasis in Music Education under Music (Ph.D.)
- Area of Emphasis in Educational Studies in Early Childhood Education under Early Childhood Education (B.S.Ed.)

Area of Emphasis Name Changes

- Area of Emphasis in Educational Studies in Agricultural Education to Area of Emphasis in Extension Education under Agricultural Education (B.S.A.)

New Non-Thesis Tracks

- Agricultural Engineering (M.S. Non-Thesis)
- Engineering (M.S. Non-Thesis)
- Marine Sciences (M.S. Non-Thesis)
- Civil and Environmental Engineering (M.S. Non-Thesis)

Deactivation and Terminations

- Deactivation of Financial Planning, Housing, and Consumer Economics (M.S.) on the Griffin campus
- Deactivation of Financial Planning, Housing, and Consumer Economics (M.S. Non-Thesis) on the Griffin campus
- Termination of the Area of Emphasis in Sport Management and Policy under Kinesiology (M.S.) on the Gwinnett campus
- Termination of the Area of Emphasis in Sport Management and Policy under Kinesiology (M.S. Non-Thesis) on the Gwinnett campus
- Termination of the Area of Emphasis in Avian Health and Medicine under Comparative Biomedical Sciences (M.S.)
- Termination of the Area of Emphasis in Avian Medicine under Comparative Biomedical Sciences (M.S.)
- Termination of the Area of Emphasis in Food Animal Medicine under Comparative Biomedical Sciences (M.S.)
- Termination of Social Foundations of Education (Ph.D.)

Additional Changes

- Economics (A.B.) is now a high-demand major
- Creation of the prefix, ATTR, Athletic Training

Policy Revisions

- Revision of Academic Affairs Policy Statement No. 1, New Degrees or Major Programs
- Revision of Academic Affairs Policy Statement No. 2, Certificates
- Revision of Academic Affairs Policy Statement No. 3, Minors
- Revision of Academic Affairs Policy Statement No. 4, Deactivation, Reactivation, or Termination of Academic Programs
- Revision of Academic Affairs Policy Statement No. 5, Undergraduate, Professional, and Graduate Areas of Emphasis
- Revision of Academic Affairs Policy Statement No. 6, Changing Names of Academic Units
- Revision of Academic Affairs Policy Statement No. 7, Institutes
- Revision of Academic Affairs Policy Statement No. 8, Dissolution of Academic Units
- Revision of Academic Affairs Policy Statement No. 9, Establishing or Changing the Entrance Requirements or High-Demand Status of an Undergraduate Major
- Revision of Academic Affairs Policy Statement No. 11, Cultural Diversity Requirement
- Revision of Academic Affairs Policy Statement No. 13, Course Syllabus Policy
- Revision of Academic Affairs Policy Statement No. 14, General Education Core Curriculum
- Revision of Academic Affairs Policy Statement No. 16, Dual Degree Programs
- Revision of Academic Affairs Policy Statement No. 17, External Education
- Revision of Academic Affairs Policy Statement No. 18, Reorganization of Academic Units
- Revision of Academic Affairs Policy Statement No. 19, Substantive Change Policy

- Revision of Academic Affairs Policy Statement No. 21, Online Education
- Revision of Academic Affairs Policy Statement No. 22, Changing Names of Academic Programs

Courses Approved to Fulfill Cultural Diversity

- AESC 3910, International Agricultural Internship (*College of Agricultural and Environmental Sciences*)
- ALDR(AFST)(LACS) 3820, Reflections on Fighting Hunger (*College of Agricultural and Environmental Sciences*)
- ALDR(AFST)(LACS) 3820E, Reflections on Fighting Hunger (*College of Agricultural and Environmental Sciences*)
- ALDR 3820H, Reflections on Fighting Hunger (Honors) (*College of Agricultural and Environmental Sciences*)
- ETAP 2200, Education Around the World (*College of Education*)
- HIST(LACS) 3140, The Other Americans: U.S. Hispanic/Latinx History from 1565 to the Present (*Franklin College of Arts and Sciences*)
- HIST(LACS) 3210, Race and Slavery in the Americas (*Franklin College of Arts and Sciences*)
- INTL(AFST) 4355, African Political Systems (*School of Public and International Affairs*)
- INTL 4360, East Asian Political Changes (*School of Public and International Affairs*)
- INTL 4361, Chinese Politics (*School of Public and International Affairs*)
- INTL 4370, Middle Eastern Political Systems (*School of Public and International Affairs*)
- INTL 4475, War and Gender (*School of Public and International Affairs*)
- INTL 4625, The Holocaust and Contemporary German Politics (*School of Public and International Affairs*)
- INTL 4625H, The Holocaust and Contemporary German Politics (Honors) (*School of Public and International Affairs*)
- INTL 4644, Human Rights in the European Union (*School of Public and International Affairs*)
- INTL 4650, Women and World Politics (*School of Public and International Affairs*)
- SOCI(INTL) 4560, Globalization and Work (*Franklin College of Arts and Sciences*)
- SOCI(INTL) 4560S, Globalization and Work (*Franklin College of Arts and Sciences*)
- SOCI(INTL) 4570S, South African Society (*Franklin College of Arts and Sciences*)
- POLS 3610, Race and the Law (*School of Public and International Affairs*)
- POLS 4690, Religion and American Politics (*School of Public and International Affairs*)
- POLS 4750, Gender, Law, and Politics (*School of Public and International Affairs*)

Courses Approved to Fulfill Environmental Awareness

- ECOL 2100, Global Climate Change: Past, Present, and Future
- ECOL 3530, Conservation Biology

- ECOL 3530E, Conservation Biology
- ECOL 3770S, Urban Ecology

Courses and Activities Approved to Fulfill Experiential Learning

- ARST 4995, Capstone Exhibition (*Franklin College of Arts and Sciences*)
- ARST 4995, Capstone Exhibition (*Terry College of Business*)
- BIOL 3110L, Basic Skills in Laboratory (*Terry College of Business*)
- EDUC 2120E, Exploring Socio-Cultural Perspectives on Diversity (*Terry College of Business*)
- EMST 3210, Production Basics (*Terry College of Business*)
- EPSY 2130E, Exploring Learning and Teaching (*Terry College of Business*)
- EPSY 2130H, Exploring Learning and Teaching (Honors) (*Terry College of Business*)
- FORS 3901, Community Forestry and Arboriculture Internship (*Terry College of Business*)
- FORS 4651S, Community Forestry and Arboriculture Field Practicum (*Terry College of Business*)
- GENE 4210L, Experimental Molecular Genetics Laboratory (*Terry College of Business*)
- GENE 4220L, Laboratory in Genetic Modeling (*Terry College of Business*)
- GENE 4230L, Evolutionary Biology Laboratory (*Terry College of Business*)
- GENE 4240L, Experimental Microbiome Genetics Laboratory (*Terry College of Business*)
- INTS 4990, Interdisciplinary Studies (*Terry College of Business*)
- KINS 5450, Internship in Kinesiology (*Terry College of Business*)
- RELI 4095/6095, Christianity and Sustainability (*Terry College of Business*)
- SPED 7440, Practicum in Special Education (*College of Education*)
- SPED 7440E, Practicum in Special Education (*College of Education*)
- SPED 7440S, Practicum in Special Education (*College of Education*)
- STAT 5010W, Statistical Capstone Course I (*Franklin College of Arts and Sciences*)
- Any S-suffix course (*Odum School of Ecology*)
- Any R-suffix course (*Odum School of Ecology*)
- Any UGA-approved study abroad of field study program (*Odum School of Ecology*)
- College of Family and Consumer Sciences Non-credit Professional Internship (*College of Family and Consumer Sciences*)
- Participation in any CURO undergraduate research course, CURO research assistantship, or any CURO summer fellowship (*Odum School of Ecology*)
- Small Satellite Research Lab (*Franklin College of Arts and Sciences*)
- Student Ambassador Program (*Franklin College of Arts and Sciences*)
- Teaching in Brescia, Italy (*Franklin College of Arts and Sciences*)
- Warnell School of Forestry and Natural Resources Professional Internship (*Warnell School of Forestry and Natural Resources*)

Courses Approved to Fulfill General Education

- AAEC 2710, Food Fights: Analysis of Global Food Policy Issues (*Core Area V, Social Sciences*)
- BIOS 2010, Elementary Statistics (*reapproved for Core Area III, Quantitative Reasoning*)
- MARS 1021E, Biology of the Marine Environment (*Core Area II, Life Sciences*)
- STAT 2000, Introductory Statistics (*Core Area I, Foundation Courses*)
- SOWK 2154, The Profession of Social Work (*Core Area V, Social Sciences*)
- SOWK 2155, Communication in the Helping Process (*Core Area IV, World Languages and Culture*)