

DOUBLE OWL PATHWAYS GUIDE

**Office of the Provost and Senior Vice President for
Academic Affairs**



**KENNESAW STATE
UNIVERSITY**

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ACKNOWLEDGEMENTS:

This effort is a result of expertise across campus including members of the Curriculum Support Office, Registrar's Office, the College of Graduate and Professional Education, Financial Aid, and Advisement Services, whose assistance is greatly appreciated.

This guide is a living document and will continue to evolve as faculty and other stakeholders offer input. Any questions, concerns, or suggestions regarding this guide should be directed to Dr. Anissa Vega, via email at avega4@kennesaw.edu.

DISCLAIMER:

This guide is designed to be a resource to Kennesaw State University's campus. The information in this guide is subject to change. Every effort will be made to ensure the information in this guide is accurate and up to date; however, there is no guarantee, explicit or implied, regarding the information presented in this guide.

DOUBLE OWL PATHWAYS

OVERVIEW

The Double Owl Pathway program allows qualified undergraduate students to take up to 9-credit hours of graduate coursework that will count towards two degrees. The double counted courses contribute to both the undergraduate degree and a pre-determined Master's degree allowing accelerated completion of the Master's degree.

PURPOSE

The Double Owl Pathway is a selective advising pathway for high potential KSU undergraduate students who want to accelerate the attainment of a Master's degree at KSU. This program serves to grow Graduate program admissions, but also to incentivize retention of KSU's strongest undergraduate students. The Double Owl Pathway is a collaborative initiative supported by Academic Affairs, the College of Graduate and Professional Education, Academic Advising, Office of the Registrar, and the participating colleges.

DOUBLE OWL SCHOLARS

A student become a Double Owl Scholar once admitted to a Double Owl Pathway. Admission into Double Owls as an undergraduate student does not guarantee the student admission into the Master's degree. Double Owl Scholars will be advised when best to apply to the graduate program. Admissions requirements and student-facing information will be made available at the Double Owl website through the College of Graduate and Professional Education at doubleowl.kennesaw.edu.

DOUBLE OWL CAMPUS SUPPORT RESPONSIBILITIES

New Pathway Options: The Curriculum, Instruction, and Assessment Office in Academic Affairs will oversee the pathway proposal process and vet the advisement pathway proposals to ensure the integrity and quality of the degree programs. Academic Affairs will notify the College of Graduate and Professional Education, the Registrar, and Academic Advising of newly approved Double Owl Pathways. The College of Graduate and Professional Education will identify potential new pathway combinations and communicate these opportunities to those Academic Program Coordinators/Directors.

Advisement of Students: Undergraduate Advising will make students aware of any pathway for which they are eligible, direct those students to appropriate application systems, and advise accepted Double Owl Scholars according to their defined pathway.

Double Owl Scholar Admission and Communication: Academic Affairs will maintain a list of active and approved pathways website (<https://cia.kennesaw.edu/double-owl-pathways/approved-pathways.php>). The College of Graduate and Professional Education will work with the participating colleges to promote their Double Owl Pathways on the student-facing website, operate an admissions process, and communicate with their Double Owl Scholars. The College of Graduate and Professional Education is responsible for maintaining any Double Owl Scholar listservs.

Registration and Records: The College of Graduate and Professional Education will communicate with the Registrar's Office regarding Double Owl Scholar registration. Academic Affairs will communicate each pathway's course options for undergraduate Double Owl Scholars. The Registrar's Office will develop a way to identify a Double Owl Scholar in Banner, Degreeworks, and/or the transcript system.

Scholar Engagement: The College of Graduate and Professional Education may partner with Graduate Academic Program Coordinators to design additional student engagement activities unique to Double Owl Scholars. The College of Graduate and Professional Education may work with the KSU Bookstore to acquire graduation chording to recognize Double Owl Scholars.

DOUBLE OWL SUPPORT DIRECTORY

For any questions related to Kennesaw State University's Double Owl Pathways and the preparation or approval of a pathway proposal, contact the appropriate person below.

Name and Title	How We Can Help You?	Phone and Email
Pam Cole, Ph.D. Associate Vice President for Curriculum	Oversees all aspects of the undergraduate and graduate curriculum	470-578-6023 pcole@kennesaw.edu
Anissa Vega, Ph.D. Interim Assistant Vice President for Curriculum and Academic Innovation	Supports curriculum processes and assists with overseeing undergraduate and graduate curriculum. Oversees faculty-facing Double Owl process.	470-578-7751 avega4@kennesaw.edu
Dr. Sheb True Interim Dean of The College of Graduate and Professional Education and Interim Associate Vice Provost, Division of Global Affairs	Oversees graduate programming	470-578-6076 stue@kennesaw.edu
David Baugher Assistant Dean of The College of Graduate and Professional Education	Assists with questions related to Double Owl Pathway and Graduate Program admissions. Oversees student-facing Double Owl website at DoubleOwl.Kennesaw.edu	470- 578-3008 dbaugher@kennesaw.edu
Amy Jones Curriculum Support Manager	Assists with the Curriculum process, including the Double Owl Curriculum proposal form.	470-578-4951 ajone545@kennesaw.edu

Paul Parker Registrar	Assists with registration and implementation of courses and/or programs	470-578-7883 pparke25@kennesaw.edu
Mardi Richardson Assistant Registrar, focus on Degree Certification	Assists with questions related to Degree Works, Degree Audits, and the “functional” aspects of Degree Works	470-578-3279 mrichar5@kennesaw.edu
Lindsay Williams Degree Works Curriculum Specialist, Office of the Vice President for Enrollment Services	Assists with questions related to how approved courses and curriculum are scribed into Degree Works	470-578-2726 lwill185@kennesaw.edu
Ron Day Director of Financial Aid	Assists with questions pertaining to financial aid eligibility, especially for certificates	470-578-3240 rday9@kennesaw.edu

PREPARING A DOUBLE OWL CURRICULOG PROPOSAL

Kennesaw State University uses Curriculog to track curriculum designs and decisions. To propose a new pathway, in Curriculog choose the Double Owl Pathway form. This section will explain how to access the form, the approval flow, and each section of the form.

DOUBLE OWL PATHWAY FORM

The Double Owl Pathway proposal form can be found by:

1. Click “New Proposal” in Curriculog.
2. Click the “Others” tab.
3. Click “Double Owl Pathway”

DOUBLE OWL PATHWAY APPROVAL FLOW

The Double Owl Pathway proposal form will be launched by an individual in the department of either the undergraduate program or the graduate program of the paired degrees. This will then send the proposal through the following flow of approval:

1. Department Chair(s): Checking for alignment with department mission; looking for accuracy and viability.
2. Dean(s): Checking for aligning with college mission and viability.
3. Academic Affairs: Checking to see that the integrity of degree programs is preserved based on the proposed course pairings and reasonableness of sample program of study.

DOUBLE OWL PATHWAY FORM EXPLANATION

Curriculog Form Field	Explanation of response
Department	The home department of a Double Owl pathway may include the home department of the undergraduate program and/or the graduate program. You may enter more than one department here.
Undergraduate Program:	This is the undergraduate program targeted for this pathway. One Double Owl Pathway Curriculog proposal form is required for each unique combination of

	programs.
Undergraduate Program Coordinator Contact	The primary contact individual responsible for the undergraduate program.
Graduate Program:	This is the graduate program targeted for this pathway. One Double Owl Pathway Curriculog proposal form is required for each unique combination of programs.
Graduate Program Coordinator Contact	The primary contact individual responsible for the graduate program.
Executive Summary:	Provide a rationale including any career data as justification for combining these two established programs as an accelerated pathway.
Proposed Pathway:	Please attach a document to the Curriculog proposal with a list of courses that will be allowed to count in both the undergraduate and graduate programs. Up to 9 hours of these Graduate courses will be allowed to count in both the undergraduate and the graduate programs. Only 9 credit hours of choices can be provided. Undergraduate courses could fall under upper division electives or related studies; however, if specific undergraduate program courses are replaced with specific graduate courses, these courses should have similar learning outcomes or objectives to maintain program quality. An optional template for this document is available on the CIA website and below.
Double Owl Pathway Sample Program of Study	Provide a sample program of study that a student might use to complete both the undergraduate and graduate program. Please highlight the 9-credit hours that would be double counted.
What are the admission criteria for the Double Owl Pathway?	The information you provide here will go on the student-facing Double Owl Pathway website managed by the College of Graduate and Professional Education. See their website for examples. This will determine which students are “qualified” to apply to the Double Owl pathway proposed.
When should students apply to the Double Owl Pathway?	To estimate an ideal Double Owl application stage, consider your sample program of study and the time to process an application prior to course enrollment. Is this the second semester of their sophomore year? Describe this in terms of student classification (freshman, sophomore, junior, or senior) and semester (first, second, summer after, etc.). This information will be provided to Advising services and the website managed by the College of Graduate and Professional Education.
When should students apply to the graduate program?	To estimate an ideal Master’s degree application stage, consider your sample program of study and the time to process an application prior to program enrollment. Is this the second semester of their senior year? Describe this in terms of student classification (freshman, sophomore, junior, or senior) and semester (first, second, summer after, etc.). This information will be provided to Advising services and the website managed by

	the College of Graduate and Professional Education.
When should Double Owl students apply to graduate?	This is likely a semester during their senior year; however, be as specific as possible.
Describe career pathways and on-going graduate school options afforded by the undergraduate and graduate degrees paired together in this pathway.	The information you provide here will go on the student-facing Double Owl Pathway website managed by the College of Graduate and Professional Education. See their website for examples.
Provide information about admission to the graduate program.	The information you provide here will go on the student-facing Double Owl Pathway website managed by the College of Graduate and Professional Education. See their website for examples.
Acknowledgement check box: I am aware that the following text will appear at the bottom of the Undergraduate Program's description in the Undergraduate Catalog.	The provided statement will be placed in the University Undergraduate Catalog as long as the Double Owl pathway exists. This statement is intended to make undergraduate students aware that the program offers Double Owl options. This is not considered a curricular change within the catalog.



KENNESAW STATE UNIVERSITY

Undergraduate Program Name:
Graduate Program Name:

Pathway Description:

Course Pairs:

Table with 4 columns: Semester (Year 1-5 Fall/Spring), Credits, and Total Semester Credits. Pre-filled with 0 credits for each semester and total.

TOTAL SEMESTER CREDITS	0	TOTAL SEMESTER CREDITS	0
Year 6 - Fall (credits)	Credits	Year 6 - Spring (credits)	Credits
TOTAL SEMESTER CREDITS	0	TOTAL SEMESTER CREDITS	0

PROGRAM TOTAL: