

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 Graduate College, 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. - Michelle Head, via email at mhead24@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. This allows students the opportunity to explore graduate education as well as an allowing for an 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 and to incentivize retention of KSU's strongest undergraduate students. The Double Owl Pathway initiative is supported by Academic Affairs, the Graduate College, Academic Advising, Office of the Registrar, and participating colleges.

DOUBLE OWL SCHOLARS

A student will 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 is available at the Double Owl website doubleowl.kennesaw.edu, maintained by the Graduate College.

DOUBLE OWL CAMPUS SUPPORT RESPONSIBILITIES

Pathway Development: The Curriculum Support 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 Graduate College, the Registrar, and Academic Advising of newly approved, modified, and deactivated Double Owl Pathways. The Graduate College will advise Academic Program Coordinators/Directors on potential new pathway combinations as well as pathways that may benefit from redesign, or that could be deactivated.

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 [here](#). The Graduate College will oversee the Double Owl admission process, coordinating with Double Owl Scholars, undergraduate and graduate advisors. The Graduate College will further work with participating colleges to promote their Double Owl Pathways on the student-facing website.

Registration and Records: The Graduate College will communicate with the Registrar’s Office regarding Double Owl Scholar registration. The Registrar’s Office has created the DOWL attribute which the Graduate College will place on each student’s record so that they will be tracked in Banner, DegreeWorks, and/or the student’s transcript.

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

Support Personnel	How We Can Help You	Contact Information
Dr. Anissa Vega Associate Vice Provost of Curriculum and Academic Innovation	Oversees all aspects of the undergraduate and graduate curriculum.	470-578-7751 avega4@kennesaw.edu
Dr. Michelle Head Executive Director for Curriculum Development	Supports curriculum processes and assists with overseeing undergraduate and graduate curriculum. Oversees faculty-facing Double Owl process.	470-578-3677 mhead24@kennesaw.edu
Dr. Juliet Langman Dean of the Graduate College	Oversees graduate academic programs.	470-578-6076 jangma2@kennesaw.edu
Janessa Perez Graduate Admissions Counselor	Assists with questions related to Double Owl Pathway and Graduate Program admissions and student application process. Oversees student-facing Double Owl website at DoubleOwl.Kennesaw.edu	470-578-7630 jperez62@kennesaw.edu
Paul Parker Registrar	Assists with registration and implementation of courses and/or programs	470-578-7883 pparke25@kennesaw.edu
Mardi Richardson Director of Curriculum Support and Graduation	Assists with questions related to Degree Works, Degree Audits, and the “functional” aspects of DegreeWorks	470-531-2218 mrichar5@kennesaw.edu
Tribbecca Mize Degree Works Curriculum Specialist	Assists with questions related to how approved courses and curriculum are scribed into Degree Works	470-578-3575 tmize3@kennesaw.edu
Karen Ruehlman Assistant Vice President of Financial Aid and Scholarships	Assists with questions pertaining to financial aid eligibility, especially for certificates	470-531-2218 kruehlma@kennesaw.edu

PREPARING A DOUBLE OWL CURRICULOG PROPOSAL

Kennesaw State University uses Curriculog to track curriculum designs and decisions. To propose a new pathway, change a pathway, or deactivate a 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 on “New Double Owl Pathway” to propose a new pathway, “Change to Double Owl Pathway” to change the admission criteria or pathway requirements, or “Double Owl Pathway Deactivation” to stop offering a Double Owl pathway.

DOUBLE OWL PATHWAY APPROVAL FLOW

The Double Owl pathway proposals 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.

In addition to the formal approval process in Curriculog, the Curriculum Support Office will collaborate with the Office of the Registrar and Graduate College to ensure the proposed pathway can be implemented in KSU student information systems.