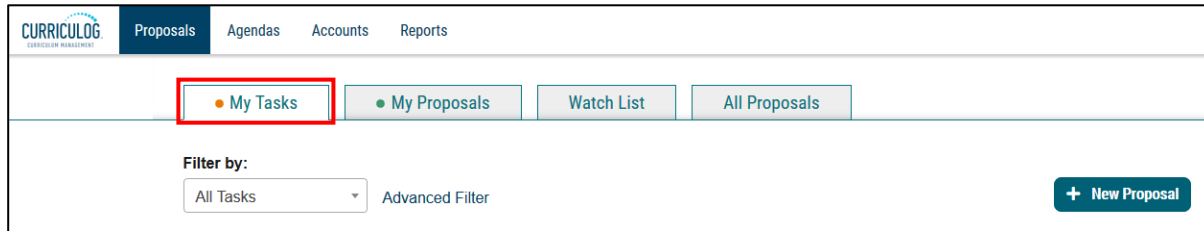


Graduate Curriculum Process – Graduate Concurrent Degrees

Go to the Curriculog home page: <https://usf.curriculog.com/proposals>, and click on the **+New Proposal Link**.

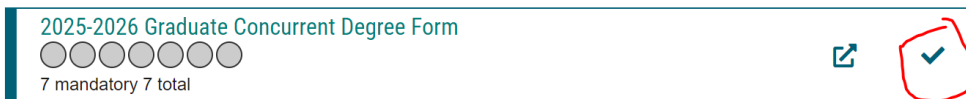


Locate the **GRADUATE CONCURRENT DEGREE FORM**.

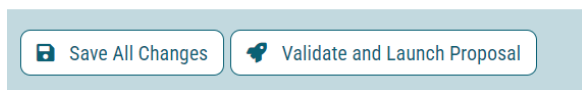
This form is used for creating Concurrent Degree, changing or terminating existing Concurrent Degrees.

Concurrent degrees allow a student to pursue two majors simultaneously and share between 0%-15% of the total combined minimum credit hours. Only structured graduate coursework may be shared. Refer to the Policy for requirements.

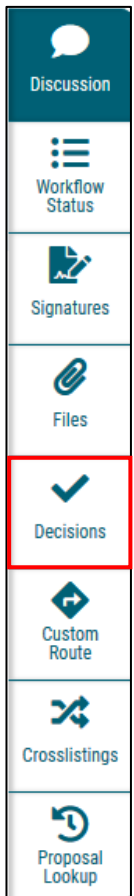
Click on the checkmark to start the form.



1. Complete the fields on the left side of the form.
2. Note:
 - a. The Major/Dept/College that initiates the process will determine the workflow.
 - b. Total combined hours of the two majors after sharing credits must be at least 60 credit hours.
3. Click Save at the bottom of the form
4. Then click Launch (this validates the form but does not send it anywhere)



5. Upload any required documents to the files tab (**Paperclip icon**)
 - a. MOU, if required
 - b. [Graduate Curriculum Concurrence Form](#) or approval emails from the other College/Dept
 - c. Documentation to confirm Department Approval for the initiating Graduate Major
 - d. New: Catalog Copy, with proposed requirements or a [Catalog Information Form](#)
Changes: Catalog copy with tracked changes - *current catalog copy may be requested from [Carol Hines-Cobb](#). Catalog not required for terminations.*
 - e. If faculty did not complete the form, then documentation from the faculty directing the proposer to submit the proposal is also required.
6. Complete your proposal by clicking the **Decisions Tab** (checkmark) on the right side of the form/screen.
7. Approve the proposal to move it forward for review and processing.
8. You will be notified as the proposer goes through the review process.
9. You can also track the proposal through the workflow by logging in and hovering over the circles under the title to see what step it is on.



[Graduate Curriculum Process](#) – Graduate Concurrent Degrees

If you have questions or need assistance, please contact Carol Hines-Cobb (cdh@usf.edu) or Joseph Butts (tron@usf.edu).