

Academic Programs Proposal System (APPS) Basic Tutorial for Proponents: “Proposing a (Curriculum) Change to an Existing Program”



NOTE: To add a New Concentration to an existing Program, see “Creating a New Program”

Programs include Majors/Degrees, Concentrations within an existing Program, Certificates Undergraduate Research Tracks and Dual Degrees. [Contact your APL](#) to propose a new program.

1. Enter the site: <http://sc.edu/programproposal/index.shtml>

2. Click on “Login for proponents and approvers”



Submission and Approval Login

- ▶ **Login for proponents and approvers:** an interactive site for proponents and approvers
- ▶ **Committee Review Site:** a secured, read-only site for the members of curriculum and faculty governance committees across campus.

3. Login using your Blackboard username and password

Login

Username:

Password:

Please use your USC Network username and password.

4. Click on “Start New Proposal”

Academic Programs Proposal [Start New Proposal](#) | [Logout](#)
[Committee Review site](#)

Filter Proposals

Select One

Proposal ▲	Action / Term	Status / Date	Manage
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5. Select "Program Change Proposal".

New Proposal Adr

Course Actions
Start here for course-level curricular actions like adding, changing, or deleting a course.

Course actions include new course proposals as well as proposals to delete a course. You can also propose a change to an existing course including:

- Adding distance delivery
- Designating a course as Carolina Core
- Changing the individual features of a course (hours, bulletin description, pre-requisites, etc.)

Program Actions
Start here for program-level curricular actions for majors, concentrations, certificates, etc.

Only Academic Program Liaisons can initiate a new program, including majors, concentrations, undergraduate research tracks and dual degrees.

For more information and specific guidelines based on the type of academic action, please contact your campus, college or school APL or Dr. Tena B. Crews, Associate Provost of Academic Programs, at 777-6727.

COURSE ACTION PROPOSAL

PROGRAM CHANGE PROPOSAL

CONTACT INFORMATION TAB

6. Complete "Primary Contact Information" -- fields marked * are required. You may name additional users (enter their USC Network User Name) whom you authorize to access and update this proposal. Only you can **submit** your proposal, however.

Course Proposal Proposal M

Contact Information

Primary Proponent Contact Information

<p>Name: * Joanna Casey</p> <p>Email: * caseyj@mailbox.sc.edu</p>	<p>Title: * Professor</p> <p>Phone:</p>
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Additional Users

The following user accounts will have update access to this proposal. Only the creator/proponent can submit this proposal.

Created by: caseyj CASEY, JOANNA	Additional Username (2): keegan	Additional Username (3):
Additional Username (4):	Additional Username (5):	

7. Select “Change to Existing Program”, “Level”, and “Program Type”. Program Types include major/degree, certificate, concentration, minor, Undergraduate Research Track, and dual degree.

Program Action


Action Type: * New Program  Change to Existing Program Terminate a Program

Level: * Undergraduate Graduate 700 and higher

Program Type: *

8. Choose “Academic Unit” in which the Program is currently housed. The campus and college/school will automatically appear. If the Program is college-owned, scroll down the drop-down list to the “ZZ-___” entries.

Program Home

Academic Unit: * 


Campus: Columbia

College/School: Medicine

[To review or submit your proposal, please go to the Form Summary page](#)

9. Click “Save” to save entry and remain on Contact Information tab. Click “Save and Continue” to proceed with entering New Course information.
10. After saving, you will see a series of tabs across the top. Now, each time you “Save and Continue” at the bottom of a tab, you move into the next tab to the right. The “Form Summary” provides a snapshot of all information you have entered.

Program Proposal Administ
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Primary Proponent Contact Information

Name: *	<input type="text" value="Sara Easler"/>	Title: *	<input type="text" value="Director, Business Study Abroad"/>
Email: *	<input type="text" value="sara.easler@moore.sc.edu"/>	Phone:	<input type="text" value="803.777.4400"/>

PROGRAM PROFILE TAB

11. Enter the existing Program name, level and credit hour total for the degree.

Program Profile: Existing Information

Program Name: * Examples: 'BA in Chinese Studies' or 'MPH in Epidemiology'
100 characters max (98 character(s) left)

Number Credit Hours: * Credit hours over a certain threshold may require a full CHE Proposal. Please see [Academic Program Procedures](#) for more information.

12. Enter the existing Program Curriculum. **Fill in only those sections of the existing Curriculum which are being changed on the Program Change tab.** You may copy and paste using the instructions below to retain formatting.

Program Curriculum: Existing Information

Please copy and paste existing program description text from the academic bulletin into the most appropriate box(es) below.

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit [this link](#) for more information.
 Pasting from Microsoft Word: When pasting from Microsoft Word, please use the 'Paste from Word' button to preserve similar formatting. After clicking this button, right click in the text area of the popup window and select Paste or select Ctrl-V on your keyboard.

Existing Program Introduction:

Please insert the exact text to be listed in the [Academic Bulletin](#).

Rich text editor toolbar with options for Bold, Italic, Underline, Bulleted List, Numbered List, Paragraph, Font Family, and other formatting tools.

Text input area for the Existing Program Introduction.

Path: p

Existing Carolina Core Requirements:

Please insert the exact text to be listed in the [Academic Bulletin](#) program description.

To add instructions, additional requirements, or specific course suggestions for a learning outcome, select a checkbox below.

- CMW: Effective, Engaged, and Persuasive Communication: Written Component (6 hours)
- ARP: Analytical Reasoning and Problem-Solving (6 hours)
- SCI: Scientific Literacy (7 hours)
- GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-6 hours)
- GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 hours)
- GSS: Global Citizenship and Multicultural Understanding: Social Sciences (3 hours)
- AIU: Aesthetic and Interpretive Understanding (3 hours)
- CMS: Effective, Engaged, and Persuasive Communication: Spoken Component (0-3 hours)
- INF: INF (0-3 hours)
- VSR: Values, Ethics, and Social Responsibility (0-3 hours)

* CMS, INF and VSR learning outcomes can be satisfied by approved overlay courses or by approved stand-alone courses. Up to two overlay and/or abbreviated courses can be used for these requirements.

Existing College/School Core Requirements:

Firefox Users Only: The 'Paste' button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit [this link](#) for more information.

Pasting from Microsoft Word: When pasting from Microsoft Word, please use the 'Paste from Word' button to preserve similar formatting. After clicking this button, right click in the text area of the popup window and select Paste or select Ctrl-V on your keyboard.

Rich text editor toolbar for Existing College/School Core Requirements.

Text input area for Existing College/School Core Requirements.

Path: p

Existing Program / Major Requirements: *

Rich text editor toolbar for Existing Program / Major Requirements.

Text input area for Existing Program / Major Requirements.

Path: p

Existing Cognate and Minor Requirements:

Cognates require a series of courses in one or more disciplines related to but outside the major.

Minors require a series of courses in one discipline outside the major.

See [ACAF 2.00](#) for more information.

Rich text editor toolbar for Existing Cognate and Minor Requirements.

Text input area for Existing Cognate and Minor Requirements.

Path: p

Other Program Requirements?:

Rich text editor toolbar for Other Program Requirements.

Text input area for Other Program Requirements.

Path: p

Commented [KHF1]: Here are the edits we need to make to the Program Curriculum: Existing Information tab: 1) Change the section title from "Existing College/School Core Requirements" to "Existing College/School General Education or Special Departmental Requirements"; 2) Remove the Bulletin link and red instructional text from under "Existing Carolina Core Requirements"; 3) Remove all checkboxes and text associated with CMW, ARP, SCI, etc., including gray footnote text underneath; 4) Replace all the checkboxes with a standard textbox with formatting tools, like the others on this page; 5) Replace the black instructional text above the textbox with "Carolina Core requirements may not be changed by any college or department. In some cases, units may specify preferred courses. If you wish to amend the preferred course list, please consult your APL." [hyperlink to APL list]



PROGRAM CHANGE TAB

13. Select the feature(s) of the Program Profile you wish to change, and complete the text boxes that appear.

Revise Program Profile Information

Select an action you would like to make below.

Change Program Name: Current Name:
International Business, B.S.B.A.


Program Name:

100 characters max.

Change Credit Hours:

Add New Designators:

Change Existing Designators:



14. Choose the aspects of the Program Curriculum needing to be changed, and complete the text boxes that appear.

Revise Program Curriculum

Change Optional Program Introduction:

Change Carolina Core Requirements:

Please insert the revised text to be listed in the [Academic Bulletin](#) program description.

Current Requirements:

To change instructions, additional requirements, or specific course suggestions for a learning outcome, select a checkbox below and enter the revised text.

- CMW: Effective, Engaged, and Persuasive Communication: Written Component (6 hours)
- ARP: Analytical Reasoning and Problem-Solving (6 hours)
- SCI: Scientific Literacy (7 hours)
- GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-6 hours)
- GHS: Global Citizenship and Multicultural Understanding: Historical Thinking (3 hours)
- GSS: Global Citizenship and Multicultural Understanding: Social Sciences (3 hours)
- AIU: Aesthetic and Interpretive Understanding (3 hours)
- CMS: Effective, Engaged, and Persuasive Communication: Spoken Component (0-3 hours) *
- INF: INF (0-3 hours) *
- VSR: Values, Ethics, and Social Responsibility (0-3 hours) *

*CMS, INF and VSR learning outcomes can be satisfied by approved [overlay courses](#) or by approved stand-alone courses. Up to two overlay and/or abbreviated courses can be used for these requirements.

Change College/School Core Requirements:

Change Major Requirements:

Change Electives:

Change Cognate and Minor Requirements:

Check this box to change an existing cognate or minor, or to add a new cognate. To add a new minor, please start a new proposal.

Change Other Program Requirements:

JUSTIFICATION TAB

15. Enter a Justification for changing the Program.

Program Justification and Effective Term	
Program Justification: * <small>Please provide the justification for the proposed program action.</small>	<p>Physician assistant (PA) education entitled "Masters in Science in Physician Assistant Studies". Physician Assistants (PAs) are needed to address the growing needs for primary care in our state and throughout the nation, especially in rural and underserved areas. In addition, PAs are employed to assist with medical and surgical procedures in a cost-effective manner. The role of PAs is expected to expand as states continue to allow assistants to do more procedures and as insurance companies expand coverage of PA services. Over the next 5 years, the majority of the openings for PAs are expected to come from new job growth rather than from replacement needs, due to increasing demand for these advanced health care providers.</p> <p>In May 2014 a USCSOM committee developed a curricular plan, budget proforma, and an estimate of resources needed for initiation of such a program. The decision to create this new Masters program was made in collaboration with our clinical partners at Palmetto Health Richland (PHR) and the Dorn VA Medical Center (Dorn VAMC), since they will be providing clinical training sites for the program (see resource support letter from Dean Les Hall). The timing for the program development is urgent, since development of the academic program is a parallel process to receiving provisional accreditation from the ARC-PA (Accreditation Review Commission on Education for the Physician Assistant). The accreditation documents are due by the end of this year, with an onsite visit in February of 2016. Our first class will matriculate in January of 2017.</p>

16. The "Proposed Effective Term and Year" automatically defaults to a future semester. For a program change to be included in the subsequent Academic Year bulletin, *it must have been approved through USC faculty governance (Faculty Senate or Graduate Council) by the last meeting of the Fall*. Refer to the [Academic Planning Calendar](#) for updated deadlines.

Proposed Effective Term and Year for change to database/bulletin: *	Select the date this program will go into effect.
	Select Term ▼ Select Year ▼
	<small>The deadline for program change/termination approval through faculty governance will always be the November a year before the proposed academic year of implementation. Please see the Academic Planning Calendar for more detailed information.</small>
	Save Save & Continue
To review or submit your proposal, please go to the Form Summary page.	

PROGRAM LOCATION TAB

17. If the Instructors will be **face-to-face** with the students at a location other than the USC Columbia campus for a majority of the changed Program, this section needs to be completed. There are links to instructions for both domestic and international program sites. International sites will require evidence of authorization to do business in that country.

Program Location	
Is the majority of this program offered on the USC Columbia Campus? *	No ▼
Main Address	Please provide the address where the majority of the program takes place.
Building: *	<input type="text"/>
Street Address 1: *	<input type="text"/>
Street Address 2:	<input type="text"/>
City: *	<input type="text"/>
State / Region / Province: *	<input type="text"/>
Zip/Postal Code: *	<input type="text"/>
Country: *	Select Country ▼
	<small>See the International Programs website for more information about International Program agreements. See also the University policies ACAF 2.06, ACAF 2.08, and ACAF 2.09.</small>
Authorization:	Please provide signed documentation indicating we have been granted authority to do business in this country.
	Choose File No file chosen
	<small>If you have questions, please contact your College APL.</small>

NOTE ABOUT PROGRAMS AND DISTRIBUTED DELIVERY: *There is no mechanism for approving whole programs for distributed delivery. Distributed delivery approval is on a course by course basis.*

PROGRAM IMPACT TAB

18. Indicate whether Program change impacts another unit at USC Columbia, Palmetto College (Regional) Campuses, or both. Identify unit/campus, and paste in letter(s) or email(s) of concurrence. For more information about the potential impact of your proposal on other units or Palmetto College, please consult your [College APL](#).

Program Proposal Administration | Logout
Committee Review site

Contact Information | Program Profile | Program Change | Justification | Program Location | **Program Impact** | Form Summary

College/School: Business
Academic Unit: Business Administration
Program Action: Change to Major / Degree Program

Impact on Other Units or Regional Campuses

Impact on Other Units or Regional Campuses: Does the program affect the curriculum, students or academic interest of any other unit at USC Columbia or on a USC Regional Campus?

Please Select

Identify which Unit(s)/Campus(es): *

Please enter letters of concurrence from the relevant units and/or Palmetto College.

Letter 1: *

Firefox Users Only: The "Paste" button does not function. Please paste by clicking in the text area portion of the box below and selecting Ctrl-V on your keyboard. Please visit this link for more information.

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B *I* U ABC Paragraph Font Family

FORM SUMMARY TAB

19. Click on "Expand All +" to view complete proposal information.

Program Proposal: Submit Proposal Administration | Logout
Committee Review site

Contact Information | Program Profile | Program Change | Justification | Program Location | Program Impact | **Form Summary**

All the data in this form has been saved. If you wish to edit any section, please click the appropriate tab or on the pencil icon.
Please fully review the proposal below before clicking the "Submit Proposal" button at the bottom of the page

Print Form Summary

International Business, B.S.B.A. | Change to Existing Program Expand All +

College/School:	Business	Proposed Effective Term and Year for change to database/bulletin:	N/A
Academic Unit:	Business Administration	Primary Proponent Contact:	Sara Eastler Director, Business Study Abroad sara.eastler@moore.sc.edu 803.777.4400
Program Action:	Change to Major / Degree Program		
Program Name:	International Business, B.S.B.A.		
Level:	Undergraduate		

20. Existing program information is listed in the left column; changes are listed in the right column.

Original Program Curriculum	Changes to Program Curriculum Collapse →
<p>Existing Carolina Core Requirements:</p> <p><input checked="" type="checkbox"/> SCI</p> <p>SCI: Scientific Literacy (8 Hours)</p> <p>CHEM 111 - General Chemistry I CHEM 111L - General Chemistry I Laboratory PHYS 211 - Essentials of Physics I PHYS 211L - Essentials of Physics I Lab</p>	<p>Change Carolina Core Requirements:</p> <p><input checked="" type="checkbox"/> SCI</p> <p>SCI: Scientific Literacy (8 Hours)</p> <p><u>CHEM 111 - General Chemistry I and CHEM 111L - General Chemistry I Laboratory, or CHEM 141 - Principles of Chemistry I</u></p> <p>PHYS 211 - Essentials of Physics I PHYS 211L - Essentials of Physics I Lab</p>
<p>Existing College/School Core Requirements:</p> <p>2. Other General Requirements (28 Hours)</p> <p>Required Courses (20 Hours)</p> <p>CHEM 112 - General Chemistry II CHEM 112L - General Chemistry II Laboratory CHEM 333 - Organic Chemistry I CHEM 334 - Organic Chemistry II MATH 241 - Vector Calculus MATH 242 - Elementary Differential Equations PHYS 212 - Essentials of Physics II PHYS 212L - Essentials of Physics II Lab</p>	<p>Change College/School Core Requirements:</p> <p>2. Other General Requirements (28 Hours)</p> <p>Required Courses (20 Hours)</p> <p><u>CHEM 112 - General Chemistry II and CHEM 112L - General Chemistry II Laboratory, or CHEM 142 - Principles of Chemistry II</u> CHEM 333 - Organic Chemistry I CHEM 334 - Organic Chemistry II MATH 241 - Vector Calculus MATH 242 - Elementary Differential Equations PHYS 212 - Essentials of Physics II PHYS 212L - Essentials of Physics II Lab</p>
<p>Existing Program / Major Requirements:</p> <p>no change</p>	
<p>Existing Electives:</p> <p>Chemistry Electives (6 Hours)</p> <p>A list of acceptable Chemistry Elective courses is maintained in the department office and on its website. These include CHEM 321, 511, 533, 541, 542, 545, 550, 555, 556, 621, 622, 623, 624, 633, 644.</p> <p>Chemistry Laboratory Electives (2 Hours)</p> <p>A list of acceptable Chemical Laboratory Elective courses is maintained in the department office and on its website. These include CHEM 321L, 331L (or 333L), 332L (or 334L), 541L, 542L, 550L, 591, 592, 621L.</p> <p>Technical Electives (12 Hours)</p> <p>A list of acceptable Technical Elective courses is maintained in the department office and on its website. The list includes all Engineering Electives, Chemistry Electives, and Chemistry Lab Electives; ENCP 102 or EMCH 111; MATH 374, 500 and above; STAT 500 and above, except 541 and 591; BIOL 101, 101L, 102, 102L, 120, 120L, 200 and above; GEOL any course; MSC1 any course; PHYS 300 and above; CSCE 145, 146, 206, 210, 215, 350.</p> <p>Liberal Arts Electives (6 Hours)</p> <p>A list of acceptable Liberal Arts Elective courses is maintained in the department office and on its website. The list includes all Carolina Core Liberal Arts courses (AIU, CMS, GFL, GHS, GSS, and VSR), and other department-approved courses. At least one of the six courses used to satisfy a Carolina Core Liberal Arts requirement or a Chemical Engineering Liberal Arts Elective requirement must be at the 300-level or above and in the same field of study as one of the other five courses.</p>	<p>Change Electives:</p> <p>Chemistry Electives (6 Hours)</p> <p>A list of acceptable Chemistry Elective courses is maintained in the department office and on its website. These include CHEM 321, <u>322</u>, 511, 533, 541, 542, 545, 550, 555, 556, 621, 622, 623, 624, 633, 644.</p> <p>Chemistry Laboratory Electives (2 Hours)</p> <p>A list of acceptable Chemical Laboratory Elective courses is maintained in the department office and on its website. These include CHEM 321L, <u>322L</u>, 331L (or 333L), 332L (or 334L), 541L, 542L, 550L, 591, 592, 621L.</p> <p>Technical Electives (12 Hours)</p> <p>A list of acceptable Technical Elective courses is maintained in the department office and on its website. The list includes all Engineering Electives, Chemistry Electives, and Chemistry Lab Electives; ENCP 102 or EMCH 111 or <u>ECIV 111</u>; MATH 374, 500 and above; STAT 500 and above, except 541 and 591; BIOL 101, 101L, 102, 102L, 120, 120L, 200 and above; GEOL any course; MSC1 any course; PHYS 300 and above; CSCE 145, 146, 206, 210, 215, 350.</p> <p>Liberal Arts Electives (6 Hours)</p> <p>A list of acceptable Liberal Arts Elective courses is maintained in the department office and on its website. The list includes all Carolina Core Liberal Arts courses (AIU, CMS, GFL, GHS, GSS, and VSR), and other department-approved courses. At least one of the six courses used to satisfy a Carolina Core Liberal Arts requirement or a Chemical Engineering Liberal Arts Elective requirement must be at the 300-level or above and in the same field of study as one of the other five courses. <u>The exception is English, for which courses at the 280 level or above count as courses at the 300 level.</u></p>

21. Click on the “pencil” icon to return to a section to make additional edits. Or, click on that section’s tab at the top of the proposal page.

Program Proposal:
Submit Proposal

Administration | Logout
Committee Review site

Contact Information | **Program Profile** | Program Change | Justification | Program Location | Program Impact | Form Summary

• All the data in this form has been saved. If you wish to edit any section, please click the appropriate tab or on the pencil icon.
Please fully review the proposal below before clicking the "Submit Proposal" button at the bottom of the page

Print Form Summary

International Business, B.S.B.A. | Change to Existing Program Expand All +

College/School:	Business	Proposed Effective Term and Year for change to database/bulletin:	N/A
Academic Unit:	Business Administration	Primary Proponent Contact:	Sara Easler Director, Business Study Abroad sara.easler@moore.sc.edu 803.777.4400
Program Action:	Change to Major / Degree Program		
Program Name:	International Business, B.S.B.A.		
Level:	Undergraduate		

Original Program Profile Changes to Program Profile Collapse -

Program Name:	International Business, B.S.B.A.
Number Credit Hours:	128

22. When you are done editing, and are ready to send the proposal for approval, click the “Submit Proposal” button at the bottom of the screen.

Submit Proposal | Back to Proposal Management Screen

USC LINKS. DIRECTORY MAP EVENTS VIP

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23. After clicking “Submit Proposal”, you will not be able to make any edits to it unless it is returned to you by an Approver. However, you can view its approval status by logging in to the system.