

## Academic Programs Proposal System (APPS) Submitting a Program Change Proposal

1. Login to the program proposal site: <https://uscbulletins-next.sc.edu/programadmin/>.
2. Use the search function to find and select the program.

### Program Management

Help 

Search, edit, add, and inactivate programs.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with "MATH", \*MATH everything that ends with "MATH", and \*MATH\* everything that contains "MATH". The system searches the Program Code, Title, Workflow step and CIM Status.

Quick Searches provides a list of predefined search categories to use.

<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Program"/>	<input type="text" value="Quick Searches..."/>	<input type="button" value="v"/>
Number of Program	Program Name	Workflow	Status			
1	Accounting, B.S.		edited			
2	Art History, B.A.		edited			

3. Click "Edit Program."





Viewing: **5 : Criminology and Criminal Justice, B.A.**

[Preview Workflow](#)

4. Choose the program change type.
5. Complete the "Primary Proponent Contact Information." Username, name and email is pre-populated.
6. Update admissions requirements, if applicable.
7. If required by the nature of the program change, provide the date the program pre-authorization request was approved by the Provost and a copy of the pre-authorization request.

### Pre-Authorization

Date Program Pre-Authorization was Approved by Provost 

Attach Pre-Authorization Request

Uploaded Files:

Files To Be Uploaded:

8. Update the “Program Profile” as needed

Note: Note: If an item has a question mark, help text information is provided.

A screenshot of a web form titled "Program Profile". A tooltip is visible at the top, stating: "List the format as 'Program Name, Capitalized Degree Abbreviation with periods' (e.g., Anthropology, B.A.)". The form contains three input fields, each outlined in red: "Program Name" with a subtext "100 characters remaining", "CIP Code" with a "Find..." link below it, and "Number Credit Hours" with a subtext "Enter total number of credit hours for entire program.".

- a. Provide any updates to the program curriculum section. Undergraduate programs will have sections for degree requirements summary, Carolina Core, college requirements, program and support course requirements, and major requirements.

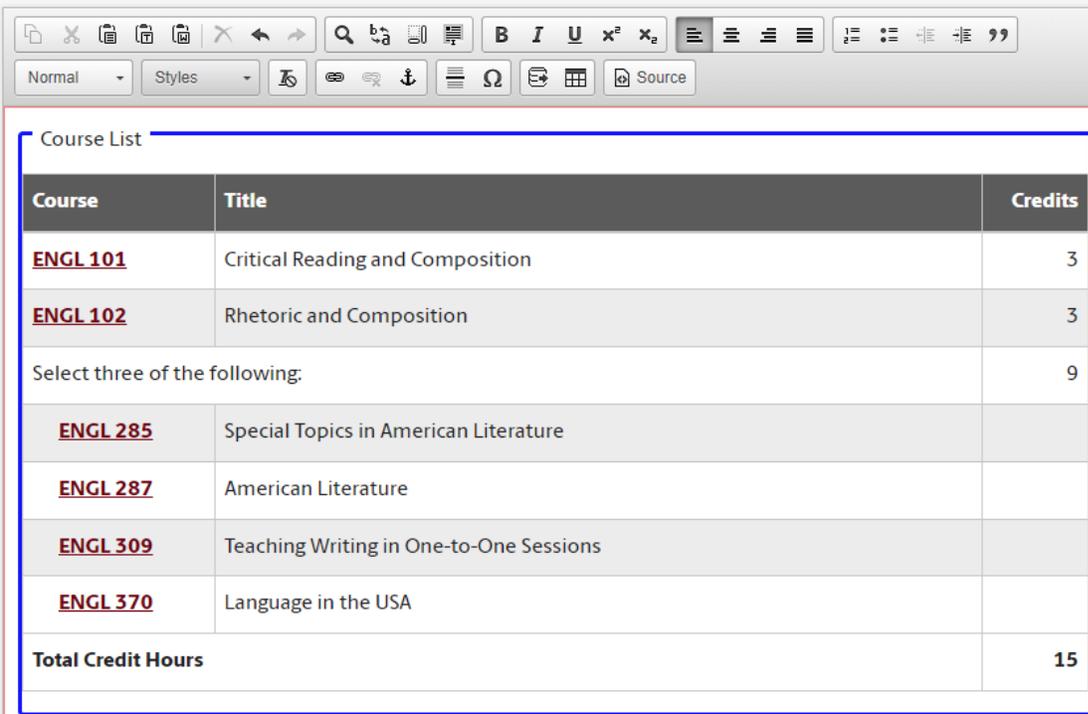
To edit the degree requirement summary, double click in the blue box outlining the list.

A dialog box titled "Pre-Defined Table" with a close button (X) in the top right. The main heading is "Program Summary Table". Below this is a large empty table area with a vertical scrollbar. To the right of the table are two buttons: "Move Up" and "Move Down". Below the table are two input fields: "Requirements:" and "Credit Hours:". At the bottom of the dialog are two buttons: "New Row" and "Delete Row". At the very bottom are two buttons: "OK" (highlighted in green) and "Cancel".

Add new or delete existing rows as needed and use the “Move Up” and “Move Down” commands to list the requirements in the appropriate order. Click “OK” when finished.

- b. When revising curriculum, you can edit course lists by double clicking in the blue box outlining the list.

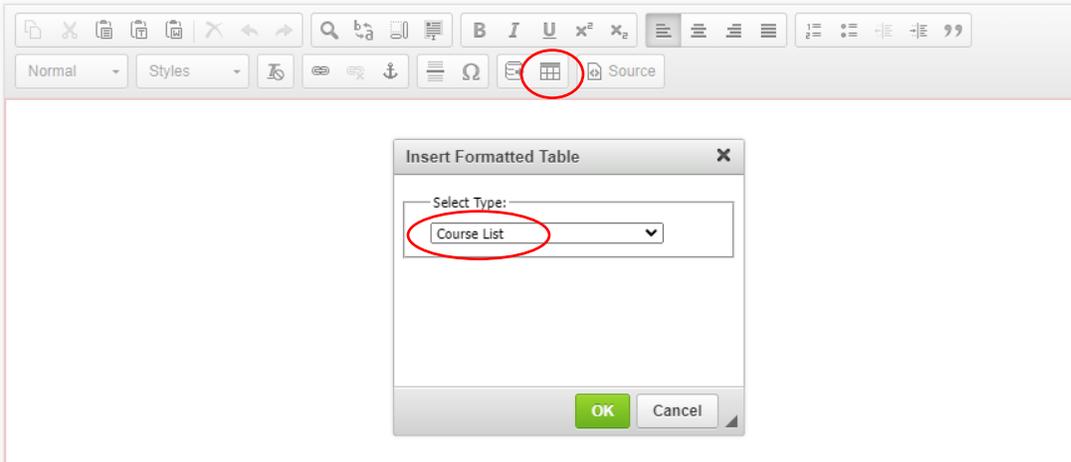
Requirements



Course	Title	Credits
<u><a href="#">ENGL 101</a></u>	Critical Reading and Composition	3
<u><a href="#">ENGL 102</a></u>	Rhetoric and Composition	3
Select three of the following:		9
<u><a href="#">ENGL 285</a></u>	Special Topics in American Literature	
<u><a href="#">ENGL 287</a></u>	American Literature	
<u><a href="#">ENGL 309</a></u>	Teaching Writing in One-to-One Sessions	
<u><a href="#">ENGL 370</a></u>	Language in the USA	
<b>Total Credit Hours</b>		<b>15</b>

You can also create a new list using the table and course list tools.

Requirements



Insert Formatted Table

Select Type:

Course List

OK Cancel

To list courses, select the college or school, then subject. Use the right arrows to add courses to be displayed in the list. If you need to remove a course, use the left arrows to remove it. You can also use the quick add feature to add courses.

The screenshot shows a 'Course List' dialog box. At the top, there are two dropdown menus: 'College of Arts and Sciences' and 'English (ENGL)'. Below these is a list of courses with their IDs and titles. The right arrow button is circled in red. To the right of the list is a large empty box. Below the list and box are several input fields: 'Comment:', 'Sequence:', 'Cross Reference:', 'Or Class:', 'Hours:', and 'Footnote:'. There are also checkboxes for 'Indent' and 'Area Header', and buttons for 'Move Up' and 'Move Down'. At the bottom right are 'OK' and 'Cancel' buttons.

Course ID	Course Title
ENGL 101	Critical Reading and Composition
ENGL 102	Rhetoric and Composition
ENGL 200	Creative Writing, Voice, and Community
ENGL 270	World Literature
ENGL 280	Literature and Society
ENGL 282	Special Topics in Fiction
ENGL 283	Special Topics in British Literature
ENGL 284	Drama
ENGL 285	Special Topics in American Literature
ENGL 286	Poetry
ENGL 287	American Literature
ENGL 288	English Literature
ENGL 309	Teaching Writing in One-to-One Sessions
ENGL 340	Literature and Law
ENGL 341	Literature and Medicine

You may also add a comment entry "Select three of the following," identify cross-listed courses or add footnotes to this list.

If adding a comment entry such as stating that students can select three of the following courses, click on “Add Comment Entry” and have it appear before the courses it refers to. You can use the “Move Up” and “Move Down” options to move courses into the correct positions. You will also want to indent the courses included in the selection list.

The screenshot shows the 'Course List' window with the following elements:

- College of Arts and Sciences** (dropdown menu)
- English (ENGL)** (dropdown menu)
- Sum Hours** (checkbox, currently unchecked)
- Course List (Left):** A scrollable list of English courses including ENGL 200, 270, 280, 282, 283, 284, 286, 288, 340, 341, 350, 360, 363, 373, 380, and 381.
- Course Selection (Right):** A list of selected courses: ENGL 101, ENGL 102, ENGL 285 (highlighted), ENGL 287, ENGL 309, and ENGL 370. A comment 'Select three of the following:' is placed above ENGL 285.
- Form Fields:** Comment, Sequence, Cross Reference, Or Class, Hours (set to 3), and Footnote.
- Buttons:** 'Add Course', 'Add Comment Entry' (circled in red), 'Move Up', and 'Move Down' (circled in red).
- Options:** 'Indent' (checked checkbox) and 'Area Header' (unchecked checkbox).

Select the comment to add the total number of credit hours to be taken from the selected courses.

The screenshot shows the 'Course List' window with the following updates:

- Course Selection (Right):** The comment 'Select three of the following:' is now highlighted in blue.
- Form Fields:** The 'Hours' field is now set to 9.
- Options:** 'Indent' and 'Area Header' are now unchecked.
- Buttons:** 'Add Comment Entry' is now visible below the 'Add Course' button.

Note: if the course list includes a variable hours course that must be completed for specific number of credit hours for the program, you can adjust the hours line of the course in the list but putting the required hours and “:” before the variable hours.

College of Engr & Computing  
Engr and Computing (ENCP)

ENCP 200 Statics  
ENCP 201 Introduction to Applied Numerical Methods  
ENCP 210 Dynamics  
ENCP 260 Introduction to the Mechanics of Solids  
ENCP 290 Thermodynamic Fundamentals  
ENCP 330 Introduction to Vibrations  
ENCP 360 Fluid Mechanics  
ENCP 399 Independent Study  
ENCP 440 Sustainable Development in Engineering  
**ENCP 481 Project Management**  
ENCP 491 Capstone Design Project I  
ENCP 492 Capstone Design Project II  
ENCP 499 Interdisciplinary Technical Elective  
ENCP 540 Environmentally Conscious Manufacturing

ENCP 460 Special Topics in Engineering and Computing

Comment:   
Sequence:   
Cross Reference:   
Or Class:   
Hours: 3::1-6  
Footnote:

Sum Hours  
 Indent  Area Header  
Move Up Move Down

Quick Add:  Add Course  
Add Comment Entry

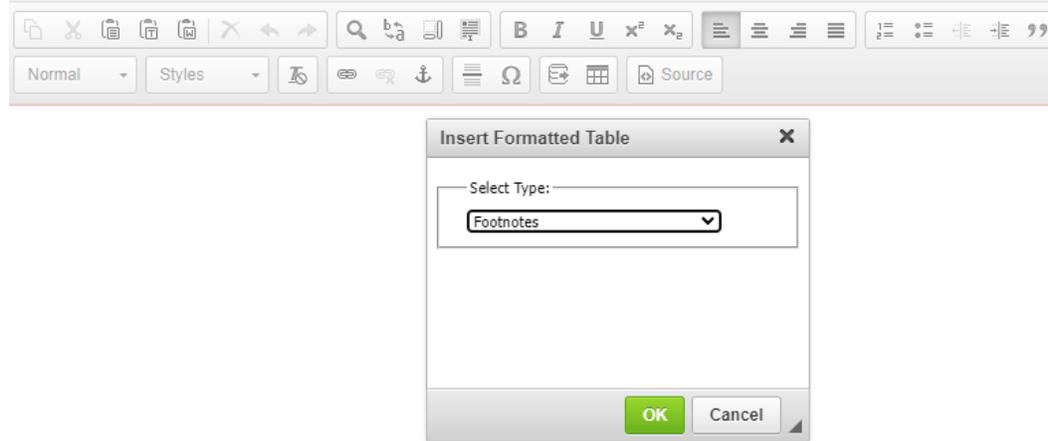
When the list is complete, check “Sum Hours” if you want to total credit hours displayed, click “OK” and the course list will appear in the proposal form.

Requirements

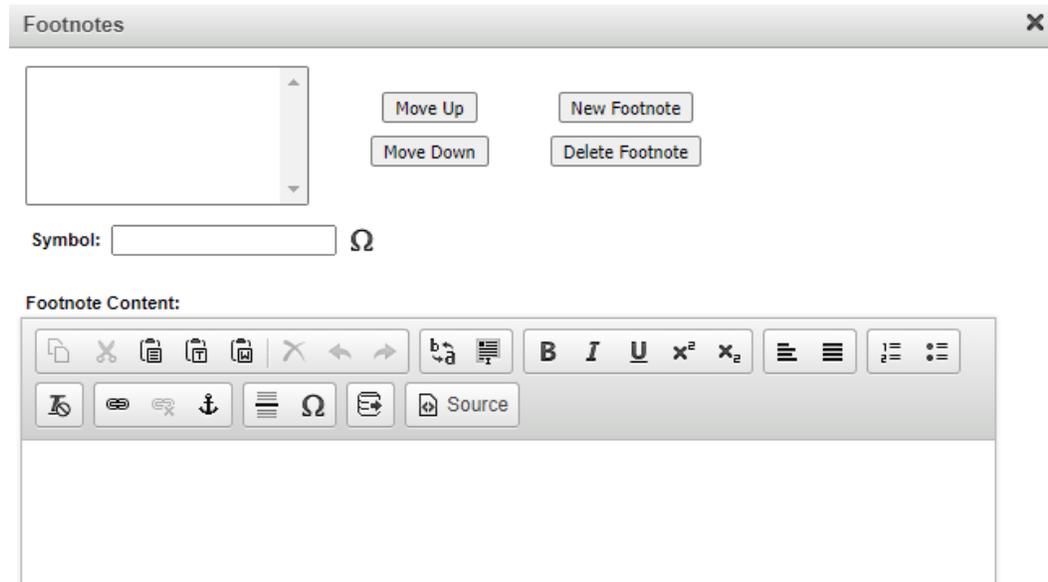
Course	Title	Credits
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<u>ENGL 287</u>	American Literature	
<u>ENGL 309</u>	Teaching Writing in One-to-One Sessions	
<u>ENGL 370</u>	Language in the USA	
<b>Total Credit Hours</b>		<b>15</b>

If you need to edit the course list, double click in the blue box outlining the list to return to the course list table tool.

- c. If you include footnotes in the course list, then you will need to add text for those footnotes by clicking on the table tool and selecting footnotes.



Provide the footnote information using the tool. Put 1 in the symbol box and add the text for the footnote. Click “New Footnote” if additional footnotes are needed. Click “OK” when finished.



- d. State whether program learning outcomes are changing. To add additional outcomes, click the “+” sign. To remove existing outcomes, click the red “x” sign. To edit existing outcomes, make the edits in the text box. Use the template provided on the [Academic Programs](#) site to provide the Learning Outcomes Metrics and attach the file.

Program Learning Outcomes	
Outcome 1	<input type="text"/>

Learning Outcomes and Metrics

Uploaded Files:

Files To Be Uploaded:

9. Provide the justification for the program action and identify the proposed effective term and catalog year.

10. Make any revisions needed to the “Program Location” section. If the program will be offered at a new site or the majority of the program will not be offered on the main campus, then you will need to provide information about the site.

**Main Address**

*Please provide the address of the new site.*

Building

Street Address 1

Street Address 2

City

State/Region/Province

Zip/Postal Code

Country

Authorization

Uploaded Files:

Files To Be Uploaded:

11. Complete the “Impact on Other Units or Palmetto College Campuses” section. If you answer “yes” to the questions about the course being taught in another department, used in a program of study in another academic unit, or taught on a Palmetto College campus, you must provide a letter that supports the program action or identifies any concerns.

### Impact on Other Units or Palmetto College Campuses

Does the proposal affect the curriculum, students or academic interest of any other unit at UofSC Columbia or on a Palmetto College Campus?  Yes  No

Identify Units(s)

Affected units	
Select...	<input type="button" value="X"/>

Identify Campus(es)

Affected Palmetto College Campus(es)	
Select...	<input type="button" value="X"/>

Attach letter(s) of acknowledgement from the relevant units and/or Palmetto College

Uploaded Files:

Files To Be Uploaded:

Is the program designed for pre-school through 12th grade personnel and/or to prepare graduate students to work in P-12 schools?  Yes  No

12. Click on “Start Workflow.” Note: you can click on “Save Changes” if you are not yet ready to submit into workflow to save entry and then submit the proposal into workflow at a later date.