

Academic Programs Proposal System (APPS)

Basic Tutorial for Proponents: “Proposing a (Curriculum) Terminate to an Existing Program”



NOTE: Contact your APL to propose a program termination as a Notification of Termination Form will be needed.

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:

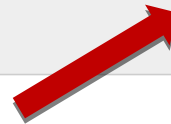
Please use your USC Network username and password.

4. Click on “Start New Proposal”

Academic Programs Proposal

[Start New Proposal](#) | [Logout](#)

[Committee Review site](#)



Filter Proposals

Proposal ▲

Action / Term

Status / Date

Manage

5. Select "Program Change Proposal".

New Proposal Logout
Committee Review site

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. Kristia Finnigan, Director of Academic Programs, at 777-6727.



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

	Name: *	Title: *
	<input type="text" value="Joanna Casey"/>	<input type="text" value="Professor"/>
	Email: *	Phone:
	<input type="text" value="caseyj@mailbox.sc.edu"/>	<input type="text"/>

Additional Users

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

	Created by:		
	<input type="text" value="caseyj"/>		
	CASEY, JOANNA		
	Additional Username (2):	Additional Username (3):	
	<input type="text" value="keegan"/>	<input type="text"/>	
	Additional Username (4):	Additional Username (5):	
	<input type="text"/>	<input type="text"/>	

- Select “Terminate a 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: *



- 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](#)



- Click “Save” to save entry and remain on Contact Information tab. Click “Save and Continue” to proceed with entering New Course information.
- 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

Primary Proponent Contact Information

Name: * Title: *

Email: * Phone:



PROGRAM PROFILE TAB

- 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 (88 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 as listed in the Academic Bulletin.

Program Curriculum: Existing Information

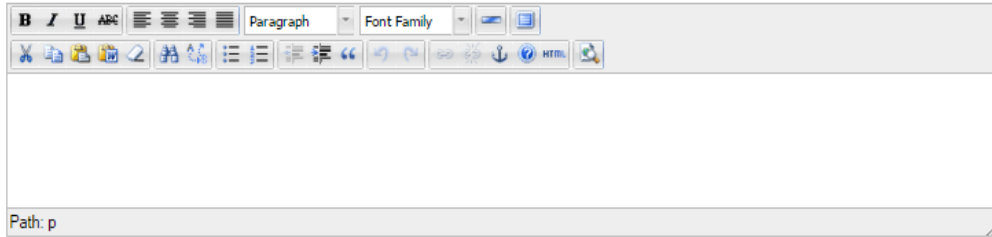
Please copy and paste existing program description text from the academic bulletin into the most appropriate box(es) below.

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 win 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](#).



A rich text editor interface with a toolbar containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Paragraph, Font Family, and other formatting options. Below the toolbar is a large empty text area for pasting content. At the bottom, there is a 'Path: p' label.



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.

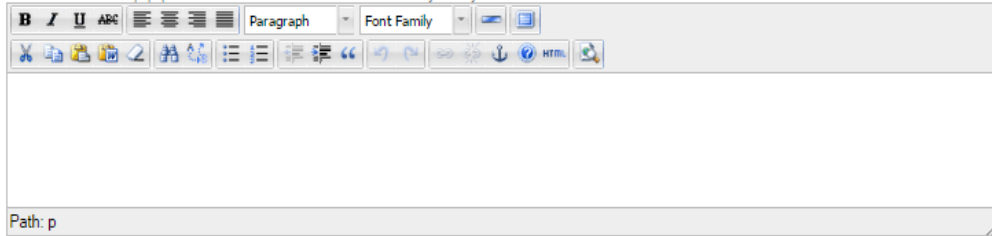
- CMW: Effective, Engaged, and Persuasive Communication: Written Component (6 hours)
- ARP: Analytical Reasoning and Problem-Solving (6 hours)
- SCI: Scientific Literacy (7 hours)
- GFL: Global Citizenship and Multicultural Understanding: Foreign Language (0-6 hours)
- GHS: Global Citizenship and Multicultural 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:

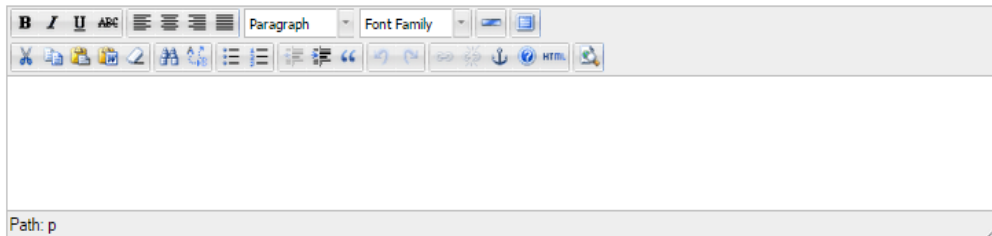
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Existing Program / Major Requirements: *



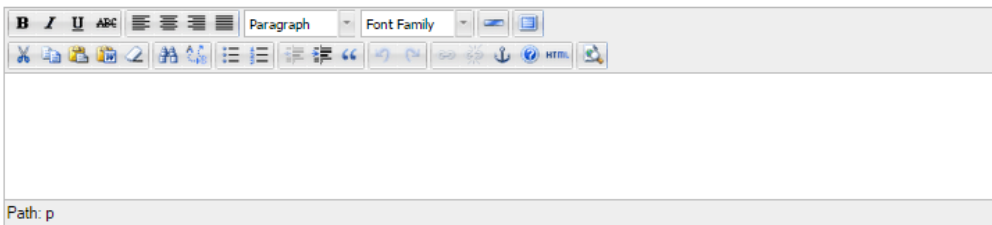
A rich text editor interface with a toolbar containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Paragraph, Font Family, and other formatting options. Below the toolbar is a large empty text area for pasting content. At the bottom, there is a 'Path: p' label.

Existing Cognate and Minor Requirements:

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

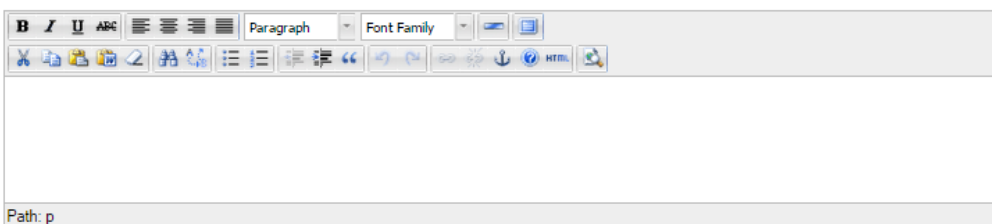
Minors require a series of courses in one discipline outside the major.

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



A rich text editor interface with a toolbar containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Paragraph, Font Family, and other formatting options. Below the toolbar is a large empty text area for pasting content. At the bottom, there is a 'Path: p' label.

Other Program Requirements?:



A rich text editor interface with a toolbar containing icons for Bold, Italic, Underline, Bulleted List, Numbered List, Paragraph, Font Family, and other formatting options. Below the toolbar is a large empty text area for pasting content. At the bottom, there is a 'Path: p' label.

TERMINATION TAB

13. Select Term and Year Program Will Cease Admissions and Conferring Degrees along with additional text fields.

Terminate a Program	
Term and Year Program Will Cease Admissions: *	Spring <input type="text"/> 2021 <input type="text"/> Must be at least 6 months in the future.
Term and Year Program Will Cease Conferring Degrees: *	Spring <input type="text"/> 2021 <input type="text"/>
	<small>The deadline for program termination through faculty governance will always be the November a year before the proposed academic year of implementation. For example, a termination to be implemented in the Fall of 2015 must have been approved by November 2014. Please see the Academic Planning Calendar for more detailed information.</small>
Provisions Made for Currently Enrolled Students: *	<p>The termination of the I.M.A. in Art Education must coincide with a concurrent proposal to create a non-thesis option in the existing M.A. in Art Education. Students currently enrolled in the I.M.A. will either finish their I.M.A. and graduate in May 2021, or they will be migrated into the M.A. non-thesis track and graduate with an M.A. in Art Education.</p>
Provisions for Program Faculty Reassignment: *	<p>No program faculty will be reassigned. The proposed non-thesis option in the M.A. degree will replace seamlessly the I.M.A. degree.</p>
Provisions for Program Faculty Reassignment: *	<p>No program faculty will be reassigned. The proposed non-thesis option in the M.A. degree will replace seamlessly the I.M.A. degree.</p>
Notification of Students and Faculty: * <small>Please describe when and how students and faculty were notified of the termination.</small>	<p>The Graduate Director of SVAD will notify students and faculty of the change when it is approved, and will work with the Graduate School and Registrar to migrate students from one program (I.M.A.) to the other (M.A., non-thesis).</p>
	<p>Save Save & Continue</p>

JUSTIFICATION TAB

14. Enter a Justification for terminating the program.

Program Justification and Effective Term	
Program Justification: * Please provide the justification for the proposed program action.	<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 USCSON 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>

15. 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 ▼

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.

Save Save & Continue

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



PROGRAM IMPACT TAB

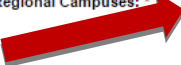
16. Indicate whether Program termination impacts another unit at USC Columbia, Palmetto College (Regional) Campuses, or both. Identify unit/campus, and paste in letter(s) or email(s) of concurrence. For more information about the potential impact of your proposal on other units or Palmetto College, please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

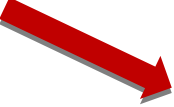

Identify which Unit(s)/Campus(es): *

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

Letter 1: *


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FORM SUMMARY TAB

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

Print Form Summary 

I.M.A. in Art Education | Terminate a Program Collap:

College/School:	Arts and Sciences	Proposed Effective Term and Year for change to database/bulletin:	Fall 2021
Academic Unit:	Art	Primary Proponent Contact:	Andrew Graciano Professor and Graduate Director graciano@mailbox.sc.edu 8034791218
Program Action:	Terminate Major / Degree Program	Additional Users:	IVASHKEVICH, OLGA KISSEL, LAURA BOYD, REBECCA FLOYD, MINUETTE
Program Name:	I.M.A. in Art Education		
Level:	Graduate		

18. Click on the section's tab at the top of the proposal page to return to a section to make additional edits.

Program Proposal: Submit Proposal		Administration Logout	
		Committee Review site	
Contact Information Program Profile Termination Justification Program Impact Form Summary			
<p>• 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</p>			
		Print Form Summary	
Chemistry Minor Terminate a Program		Expand All +	
College/School:	Arts and Sciences	Proposed Effective Term and Year for change to database/bulletin:	N/A 0
Academic Unit:	Chemistry & Biochemistry	Primary Proponent Contact:	Kathleen Hill Student khill@email.sc.edu 8644049831
Program Action:	Terminate Minor		
Program Name:	Chemistry Minor		
Level:	Undergraduate		

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](#)

18 • provost@sc.edu

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.