

Academic Programs Proposal System (APPS) Submitting a New Program Proposal

1. Login to the program proposal site: <https://usbulletins-next.sc.edu/programadmin/>.
2. Click on “Propose New Program” if proposing a new degree program, certificate program, minor, combination degree, or dual of joint program.

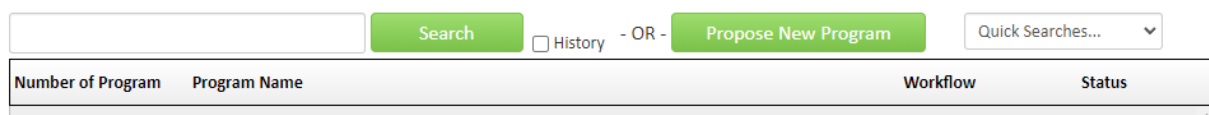
Program Management

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.



Number of Program	Program Name	Workflow	Status
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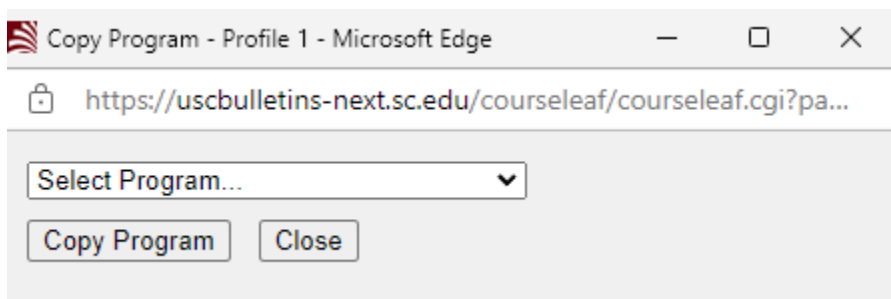
3. If the new program is similar to an existing program, you can choose “Propose New from Existing Program,” select the similar program, click on “Copy Program,” and then update any information needed for the new program. If not, then complete the information requested in the blank form.

Program Management



New Program Proposal

Propose New from Existing Program



4. Complete “Primary Proponent Contact Information.” Username, name and email is pre-populated.
5. Identify the program level and program type. Note that combination programs are comprised of two degrees at UofSC whereas dual or joint programs require study at two or more institutions.

Program Action

Level	<input type="text" value="Select..."/>
Program Type	<input type="text" value="Select..."/>

6. Select the primary academic unit, college, and campus.

Program Home

Primary Academic Unit

College

Campus

7. Provide the admissions requirements.
8. For new programs and certificates, 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:

9. Complete the "Program Profile."

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

List the format as "Program Name, Capitalized Degree Abbreviation with periods" (e.g., Anthropology, B.A.)

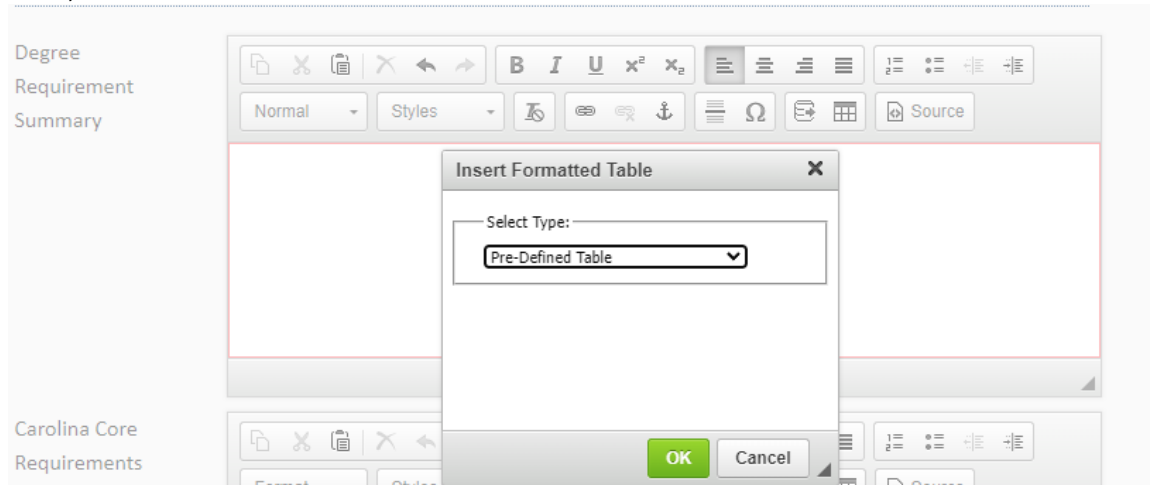
Program Name
100 characters remaining

CIP Code
[Find...](#)

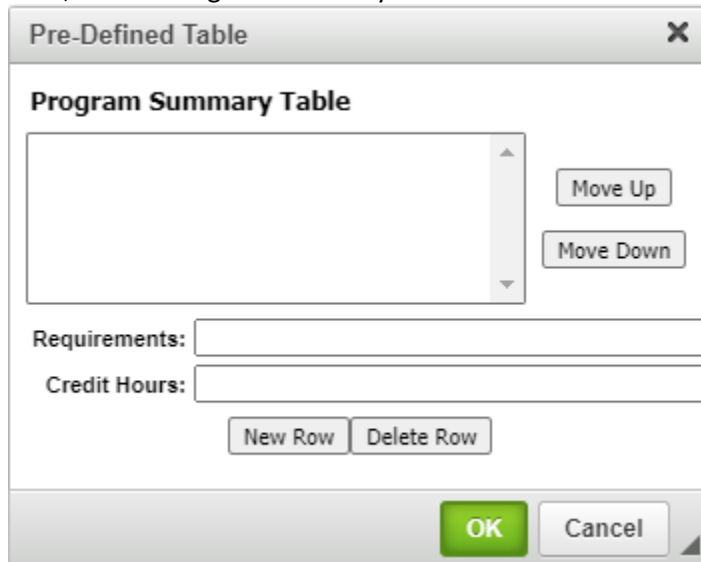
Number Credit
Hours
Enter total number of credit hours for entire program.

- a. Complete 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 enter a degree requirement summary, click on the table tool, select pre-defined table, then ok.

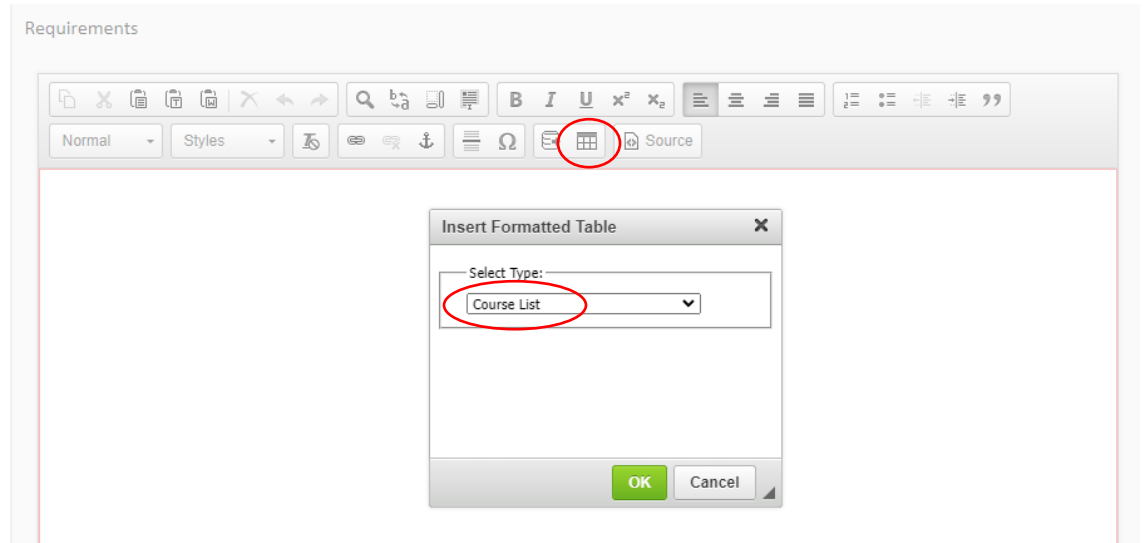


Next, select “Program Summary” and ok.

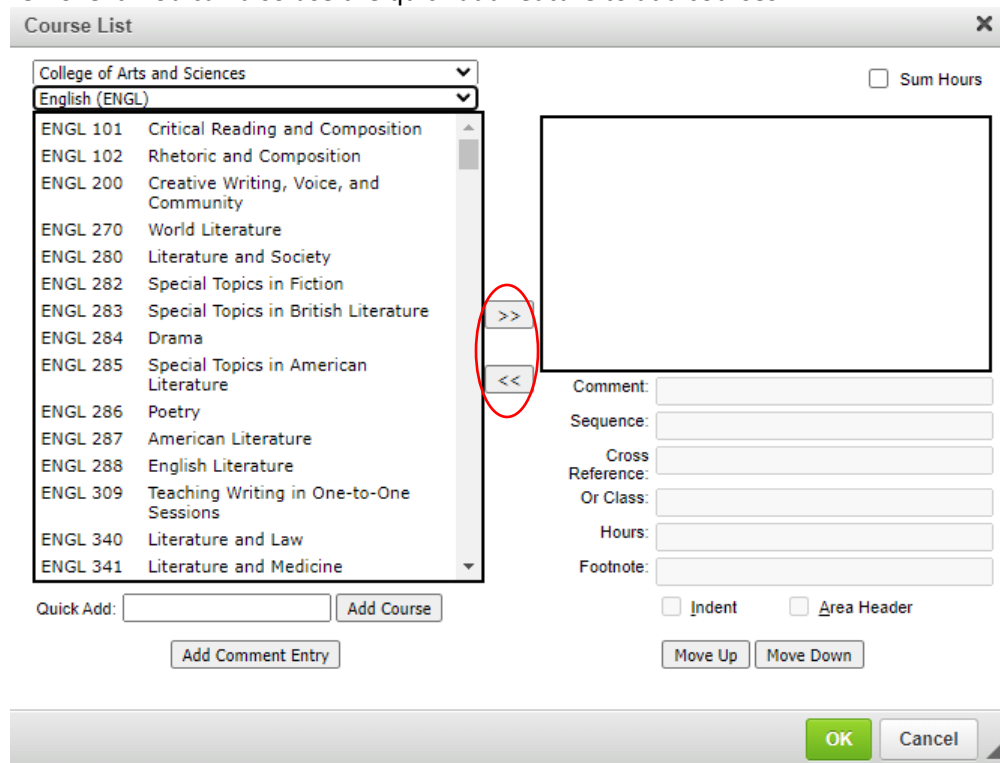


Enter the name of the requirement (e.g., Carolina Core, Major, etc.) and the total number of credit hours. Add new rows as needed and use the “Move Up” and “Move Down” commands to list the requirements in the appropriate order. Click “OK” when finished. If you need to edit the program summary list, double click in the blue box outlining the list to return to the table tool.

- b. When entering curriculum, you can create course lists using the table and course list tools



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.



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)
- Left List:** 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.
- Right List:** A scrollable list of English courses including ENGL 101, 102, 285 (highlighted), 287, 309, and 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 elements:

- Left List:** Same as the first screenshot.
- Right List:** Same as the first screenshot, with ENGL 285 highlighted.
- Form Fields:** Comment (now contains 'Select three of the following:'), Sequence, Cross Reference, Or Class, Hours (set to 9), and Footnote.
- Buttons:** 'Add Course', 'Add Comment Entry', 'Move Up', and 'Move Down'.
- Options:** 'Indent' (unchecked checkbox) and 'Area Header' (unchecked checkbox).

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 by putting the required hours and “::” before the variable hours.

College of Engr & Computing
 Engr and Computing (ENCP) Sum Hours

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:

Indent Area Header

Move Up Move Down

Quick Add: Add Course
 Add Comment Entry

If the program is using a new course that is proposed, but not yet approved and entered into the bulletin, it will appear as course not found. In such cases, enter the credit hours and add a note to the justification section about the new courses. As a reminder, new course should be entered before or at the same time a program proposal using those new courses.

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
<u>ENGL 101</u>	Critical Reading and Composition	3
<u>ENGL 102</u>	Rhetoric and Composition	3
Select three of the following:		9
<u>ENGL 285</u>	Special Topics in American Literature	
<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	
Total Credit Hours		15

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.

Insert Formatted Table

Select Type:

Footnotes

OK Cancel

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.

The screenshot shows a 'Footnotes' window with a list of footnotes on the left. To the right are buttons for 'Move Up', 'Move Down', 'New Footnote', and 'Delete Footnote'. Below these is a 'Symbol:' field with a dropdown arrow and a symbol icon. Underneath is the 'Footnote Content:' section, which features a rich text editor toolbar with icons for copy, paste, undo, redo, bold, italic, underline, superscript, subscript, bulleted list, numbered list, link, unlink, and source. The main text area of the editor is currently empty.

- d. Identify the program learning outcomes. To add additional outcomes, click the “+” sign. Use the template provided on the [Academic Programs](#) site to provide the Learning Outcomes Metrics and attach the file.

The screenshot displays the 'Program Learning Outcomes' interface. On the left, there's a sidebar with 'Program Learning Outcomes' and 'Learning Outcomes and Metrics'. The main area shows a table with the following structure:

Program Learning Outcomes		
Outcome	<input type="text"/>	+ ✖ ↑ ↓
1		



Below the table, there is a green 'Attach File' button. To the right, there are two input fields labeled 'Uploaded Files:' and 'Files To Be Uploaded:'.

10. Provide the justification for the new program and identify the proposed effective term and catalog year.

11. Complete 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	<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 	<input type="text" value="Select..."/>
Authorization 	<input type="button" value="Attach File"/>

Uploaded Files:

Files To Be Uploaded:

12. 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

13. 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.