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.

	Search	History	- OR -	Propose New Program	Quick Searches... ⌄

Number of Program	Program Name	Workflow	Status
1	Accounting, B.S.		edited
2	Art History, B.A.		edited

3. Click "Edit Program."

   Export to PDF ⬇

   Export to Word ⬇

   Edit Program

   Preview Workflow

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

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   Attach File

   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.

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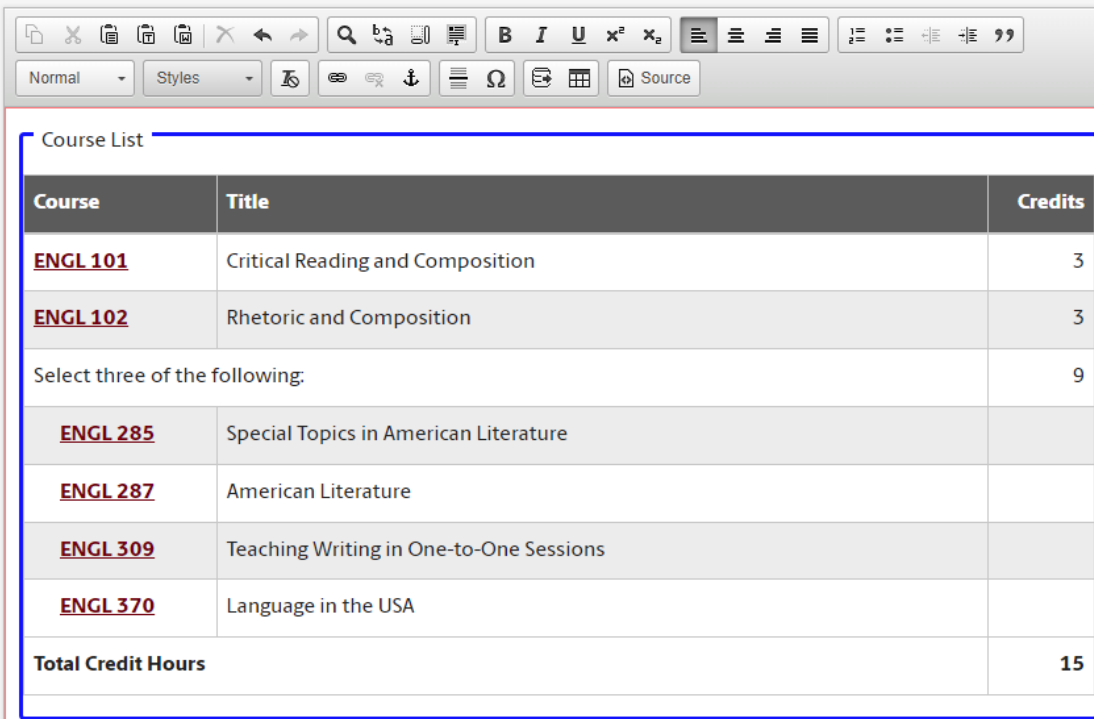
   To edit the degree requirement summary, double click in the blue box outlining the list.

Pre-Defined Table   ✖

Program Summary Table

Move Up

Move Down

Requirements:

Credit Hours:

New Row   Delete Row

OK   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.

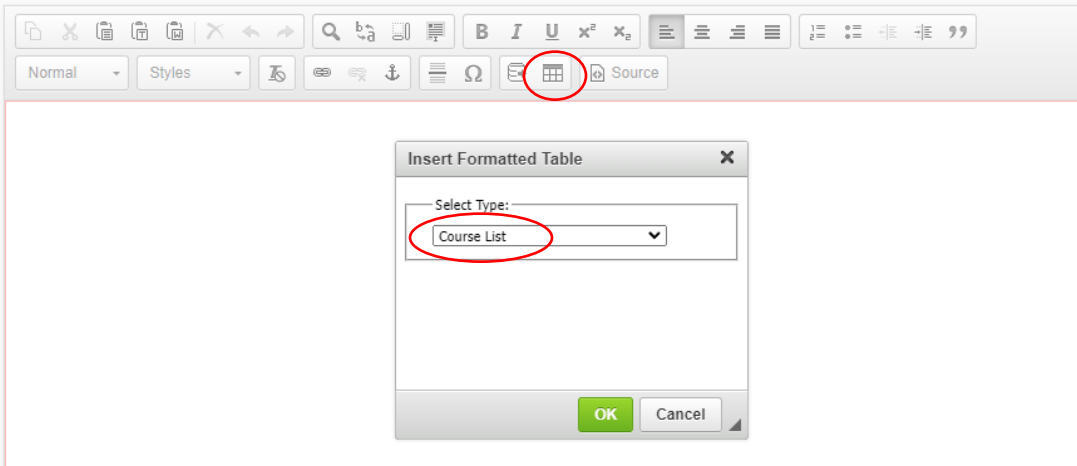b. When revising curriculum, you can edit course lists by double clicking in the blue box outlining the list.

Requirements

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

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.

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.

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

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.


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.

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.
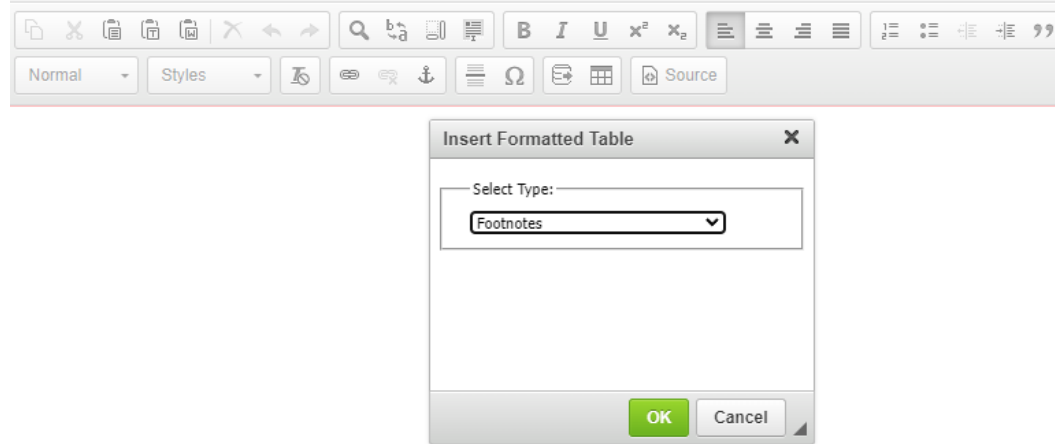
Provide the footnote information using the tool. Put 1 in the symbol box and add the text for the footnote. Click "New Footnote" is additional footnotes are needed. Click "OK" when finished.
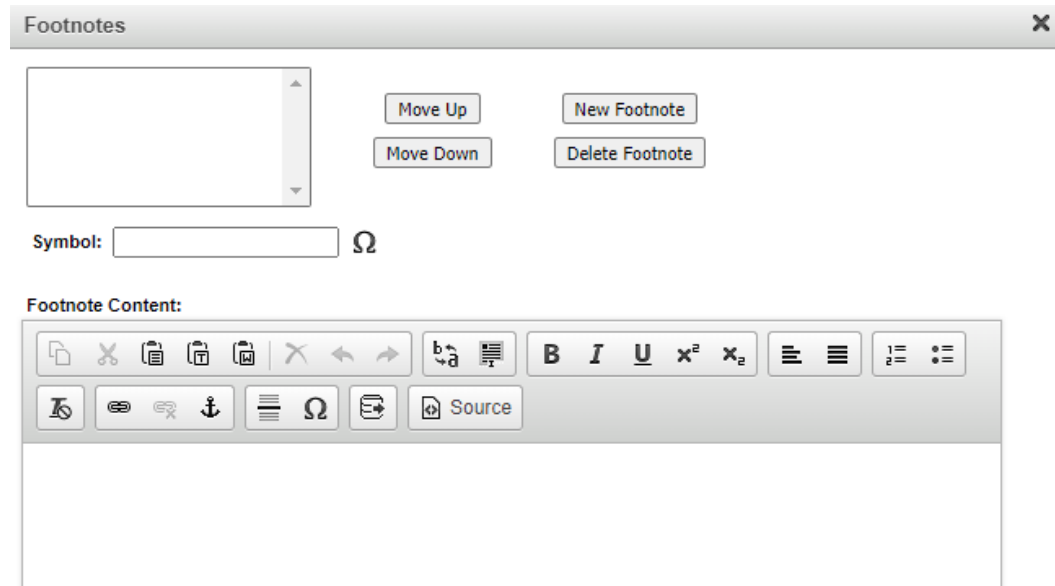
d. State whether program learning outcomes are changing. To add additional outcomes, click the "+" sign. To remove existing outcomes, click the red "x" sign. To edit existing outcomes, make the edits in the text box. Use the template provided on the [Academic Programs](#) site to provide the Learning Outcomes Metrics and attach the file.

Program Learning Outcomes	Program Learning Outcomes		⊕
	Outcome 1		❌ ⬆ ⬇

Learning Outcomes and Metrics ⊚   [Attach File]   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 ⊚   Select...

Authorization ⊚   [Attach File]   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.

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.