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

1. Login to the program proposal site: https://uscbulletins-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.
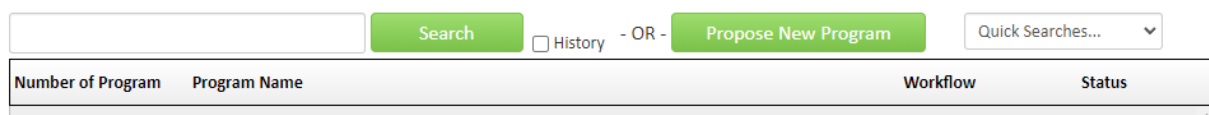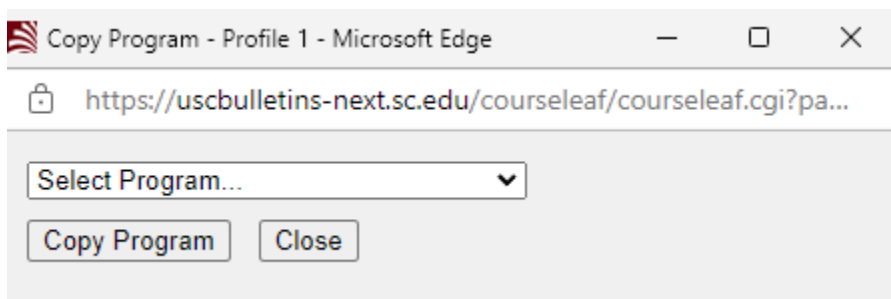

3. If the new program is similar to an existing program, you can choose "Propose New from Existing Program," select the similar program, click on "Copy Program," and then update any information needed for the new program. If not, then complete the information requested in the blank form.

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 or two degrees at UofSC whereas dual or joint programs require study at two or more institutions.

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

Program Home

Primary Academic Unit	Select... ⌄
College	Select College... ⌄
Campus	Select... ⌄

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   **Attach File**

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.) ✕
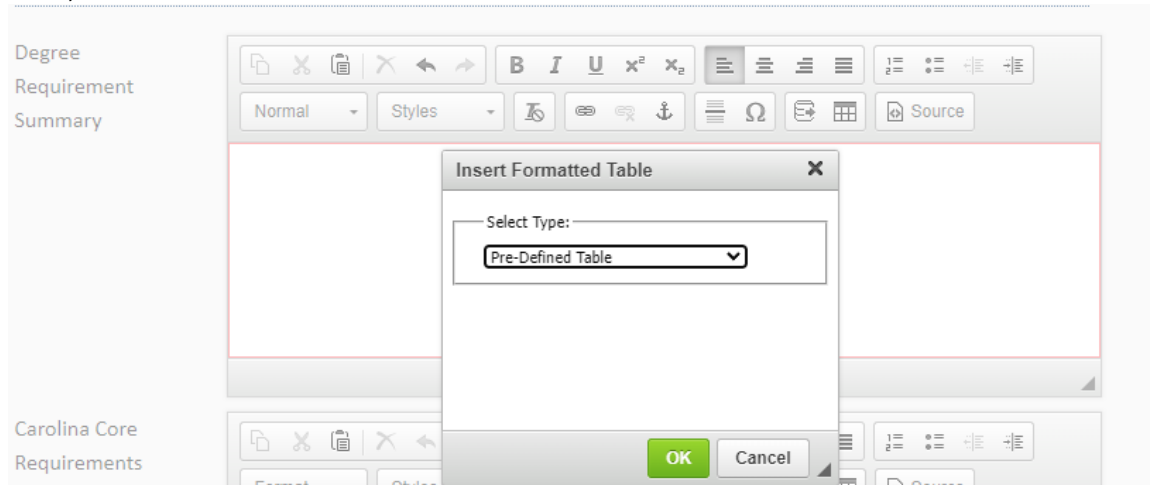
Program Name ⓘ [   ]
100 characters remaining

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.
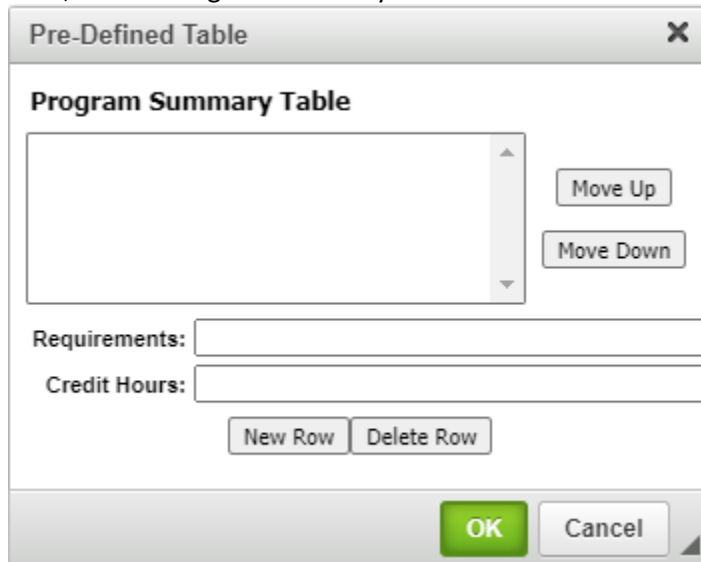
Enter the name of the requirement (e.g., Carolina Core, Major, etc.) and the total number of credit hours. Add new rows as needed and use the "Move Up" and "Move Down" commands to list the requirements in the appropriate order. Click "OK" when finished. If you need to edit the program summary list, double 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
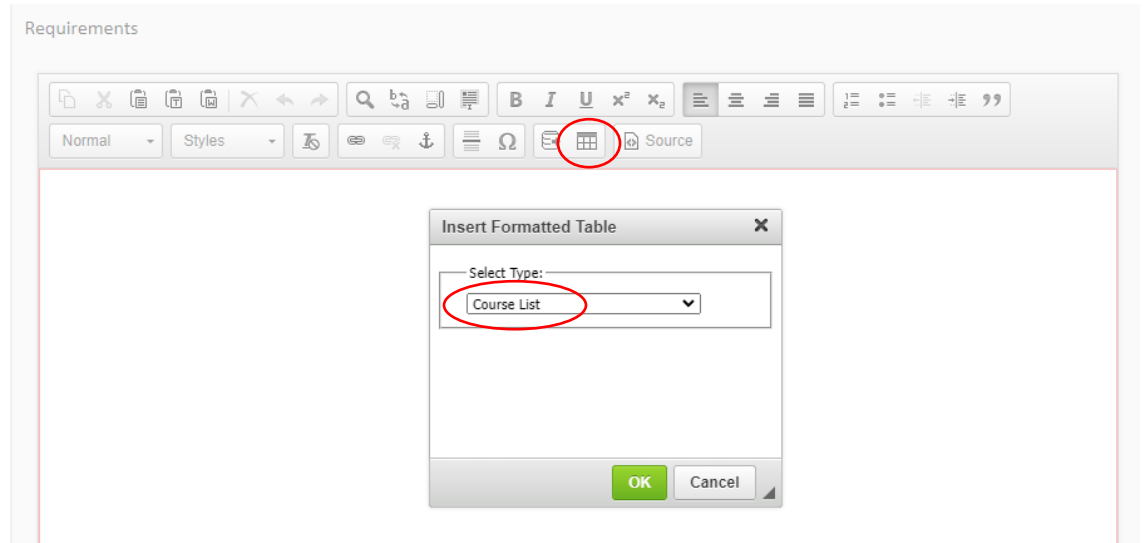
To list courses, select the college or school, then subject. Use the right arrows to add courses to be displayed in the list. If you need to remove a course, use the left arrows to remove it. You can also use the quick add feature to add courses.
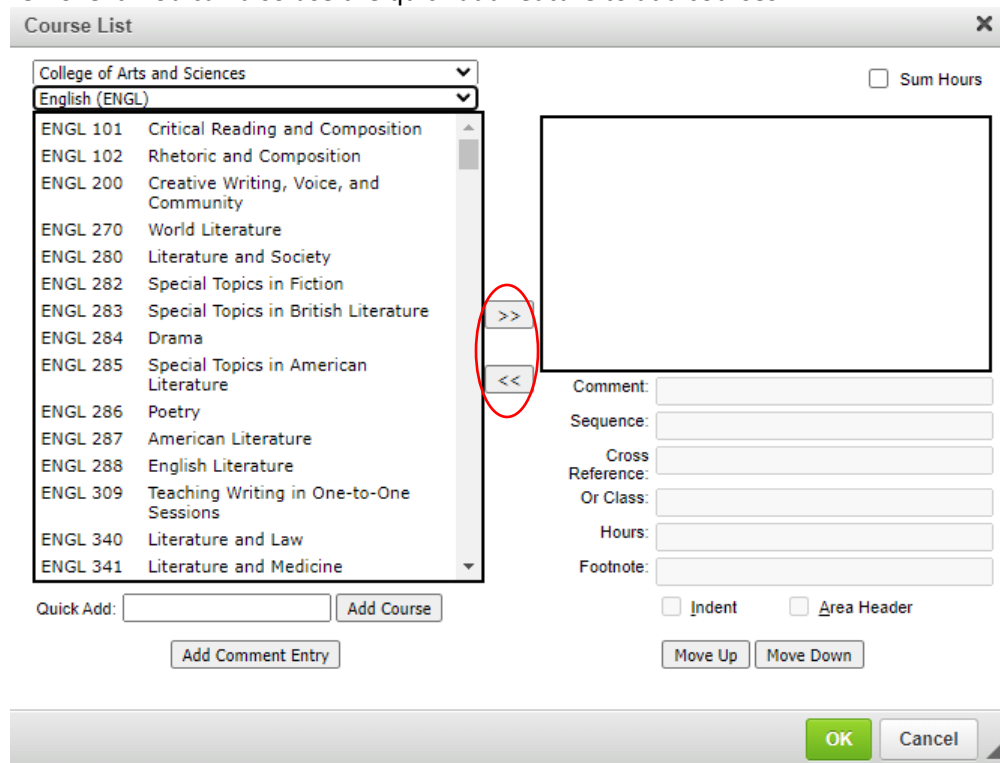
You may also add a comment entry "Select three of the following," identify cross-listed courses or add footnotes to this list.

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.

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 by putting the required hours and "::" before the variable hours.

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 List

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**

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.

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.

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	
Street Address 1	
Street Address 2	
City	
State/Region/Province	
Zip/Postal Code	
Country ⓘ	Select... ▼
Authorization ⓘ	**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.

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.