Academic Programs Proposal System (APPS)
Submitting a Course Change Proposal

1. Login to the course proposal site: https://uscbulletins-next.sc.edu/courseadmin/

2. Use the search function to find and select the course.

3. Click on "Edit Course"

Note: When viewing the course, users will see all of the bulletin pages that reference the course. This information is to be used to determine if a course change impacts another unit. **DO NOT CLICK ON THESE LINKS.** Use this list as a reference and access the information using the public bulletin.

4. Complete "Primary Proponent Contact Information." Username, name and email is pre-populated.

5. Select the change type based on the type of program change. If change to course delivery only is selected, then only changes can be made in the distributed learning section. Note that adding

ELO to course should only be selected if the course has been previously approved the Center for Integrative and Experiential Learning and that is the only change being made.

Change Type   Select...   ⌄

6. Update the course level if applicable. If the course is an undergraduate/graduate course (500-600 level), both "Undergraduate" and "Graduate" must be checked.

Course Proposal

Course Level
☐ Undergraduate   ☐ Graduate
☐ Law School (LAWS courses only)   ☐ Medical School
☐ Pharmacy (PHMY Courses Only)   ☐ Student Affiliate

7. Update any information needed in the Course Designations section.
Note: If an item has a question mark, help text information is provided.

30 characters remaining

A prerequisite is a course that identifies the skills and knowledge needed before enrollment in certain courses. Specifying a minimum letter grade is recommended.

○ No

Prerequisites ⊙

   a. To add a cross-listing, click on "Add" next to cross-listings and provide the cross-listing information.

Cross-listings   Add...

Enter Course Code

Select Subject Code ...   ⌄   TBD

Academic Unit
Select Academic Unit ...   ⌄

College
Select College ...   ⌄

OK   Cancel

b. If you answer "yes" to Is this a Graduation with Leadership Distinction course?"
    Additional questions will be asked.

Graduation with Leadership Distinction Course Information

Pathway Requested
☐ Community Service
☐ Diversity & Social Advocacy
☐ Global Learning

☐ Professional and Civic Engagement: Internships
☐ Professional and Civic Engagement: Leadership
☐ Research

Beyond-the-Classroom Experience: Course requiring beyond-the-classroom experience receive an additional tag. Is there a required beyond-the-classroom experience within the course?
☐ Yes   ☐ No

If you would like the Bulletin description to include the number of hours of beyond-the-classroom experience required, please edit the course description in this proposal to include this information.

c. "Yes" should only be marked for the question "Should this course have the Experiential Learning designator?" if the course has been previously approved the Center for Integrative and Experiential Learning.

Should this course have the Experiential Learning designator?   ☐ Yes   ◉ No

d. For effective term and year, course changes approved by December may be effective in the Fall term of the subsequent year (i.e., if approved by December 2022, course change can be effective in Fall 2023).

Effective Term and Year   Select... ⌄

8. Complete the Course Information section by providing the justification for the course changes and attaching the course syllabus if a syllabus is required (e.g., making a substantive change (including substantive changes to course description), adding Carolina Core designation, adding distributed learning delivery, adding Graduation with Leadership Distinction, etc.).

9. 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 course action or identifies any concerns.

Impact on Other Units or Palmetto College Campuses

Is this course topic taught in another department outside of the academic unit? ◉ Yes ○ No

Other Academic Unit(s) Affected

Academic Unit	⊕
Select... ⌄	❌

Attach letter(s) of acknowledgement   **Attach File**

Uploaded Files:

Files To Be Uploaded:

Does another academic unit use the course in a program of study? ◉ Yes ○ No

Other Academic Unit(s) Affected

Academic Unit	⊕
Select... ⌄	❌

Attach letter(s) of acknowledgement   **Attach File**

Uploaded Files:

Files To Be Uploaded:

Is the proposed course designed for pre-school through 12th grade personnel and/or to prepare graduates to work in P-12 schools? ☐ Yes ◉ No

Is the course taught on a Palmetto College campus (Lancaster, Salkehatchie, Sumter or Union)? ⓘ ○ Yes ○ No

10. If the course is to be offered more than 50% online, complete the Distributed Learning section.

Distributed Learning

Course Delivery

Will this course be delivered 50% or more via distributed learning (online, two-way video, or other technology to facilitate learning)?   ⦿ Yes   ☐ No

Are you adding distributed learning delivery (online, two-way video, or other technology to facilitate learning)?   ○ Yes   ○ No

Provisions for Course Content Interactions

ⓘ

I certify that this course incorporates an amount of work equivalent to the face-to-face version of the course and approporate for the number of credit hours awarded (2,100 total minutes of time on task per credit hour awarded).   ⦿ Yes   ○ No

Justification for Distance Delivery

Benefits of
Distributed Delivery

ⓘ

11. If the course is an undergraduate course, complete the Carolina Core section, if applicable.

Carolina Core

Carolina Core Information

Proposing a Carolina Core Course is a unique curricular action that requires certain specific information different from other course changes or new course proposals. You will be asked to justify in detail how your proposed course meets Carolina Core requirements, and addresses Core learning outcomes. It is important that your responses be as complete as possible. Note: All Carolina Core Courses must use a standard grading system (a through F). Your course syllabus must explicitly document that it meets the Learning Outcomes you mark below.

Is this a Carolina Core Course?   ● Yes   ○ No

Are you adding Carolina Core designations or changing any of the Carolina Core designations?
                                          ● Yes   ○ No

Course fills the following type of Carolina Core Requirement   [Select...   ▾]

Comments   [   ]

Is this an overlay course?   ○ Yes   ○ No

College/School Registration Priority ⓘ   ○ Yes   ● No

Group I   ☐ Aesthetic and Interpretive Understanding (3AIU)

               ☐ Analytical Reasoning and Problem-Solving (3ARP)

               ☐ Effective, Engages, and Persuasive Communication: Written Component (3CMW)

               ☐ Global Citizenship and Multicultural Understanding - Historical Thinking (3GHS)

               ☐ Global Citizenship and Multicultural Understanding - Social Sciences/Cultural Identities (3GSS)

               ☐ Global Citizenship and Multicultural Understanding - More Than One Language (3GFL)

               ☐ Scientific Literacy (3SCI)

Group II   ☐ Effective, Engaged, and Persuasive Communication: Spoken Component (3CMS)

               ☐ Information Literacy (3INF)

               ☐ Values, Ethics, and Social Responsibility (3VSR)

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