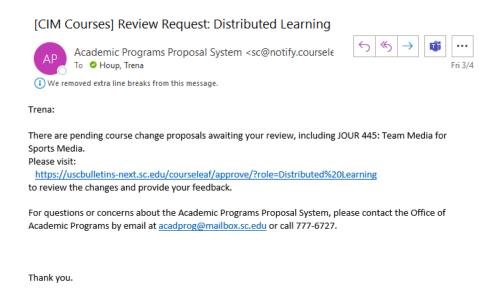
Academic Programs Proposal System (APPS) Reviewing and Commenting on Proposals

If your committee is set up to receive emails from APPS, then you can click the link in the email notification to login to the system and be taken directly to the course or program proposal to be reviewed (see example below)

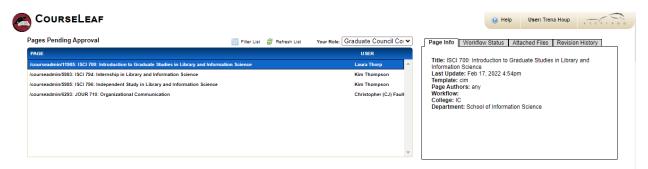


If your committee is set up so that you do not receive an email notification and instead receive a list of courses and program to review (e.g., Faculty Senate Committee on Curricula and Courses), then you can either access all of the proposals to be reviewed in the committee queue in the approval page, or search for the courses and programs to be reviewed in their respective pages.

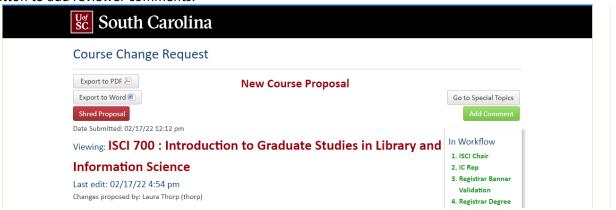
Reviewing Proposals in the Approval Queues

Approvers and Committee Reviewers can login at the approver page, https://uscbulletins-next.sc.edu/courseleaf/approve/, to review all proposals.

1. On the approval screen, ensure the appropriate approval queue is selected under "Your Role." Click on a proposal in the list to see that proposal (the full proposal will open below the list).



2. Review the information presented in the proposal and then click on the green "add comment" button to add reviewer comments.



3. Enter the comments and click save when finished.

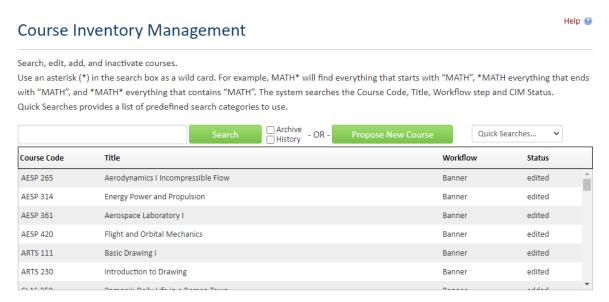


Note: Committee reviewers can review proposals and add comments to any proposal in the approval queue, but only approvers (Committee Chair) can edit, rollback (return), or approve the proposals.

Reviewing Proposals by Searching for Courses:

For courses, committee review members will need to login to https://uscbulletins-next.sc.edu/courseadmin/.

1. Reviewers can use the course search function to locate the proposal to be reviewed. Reviewers may search by course prefix and number or can click on "workflow" to sort proposals by workflow step and then scroll down to the respective committee.



- 2. After selecting the course, the new course proposal or course change proposal will appear.
- 3. Review the course information and then click on "add comment" to add reviewer comments.

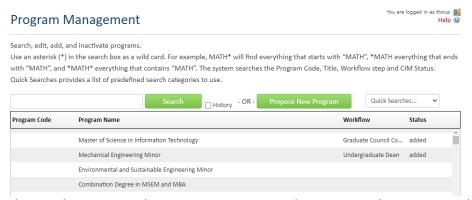


4. Enter the comments and click save when finished.



Reviewing Proposals by Searching for Programs:

For programs, members will need to login to https://uscbulletins-next.sc.edu/programadmin/ and use the program search function to locate the proposal.



- 1. After selecting the program, the new program proposal or program change proposal will appear.
- 2. Review the program information and then click on "add comment" to add reviewer comments.



3. Enter the comments and click save when finished.