# **Academic Programs Proposal System (APPS)**

Basic Tutorial for Proponents: "Changing an Existing Course" add Distributed Learning Delivery

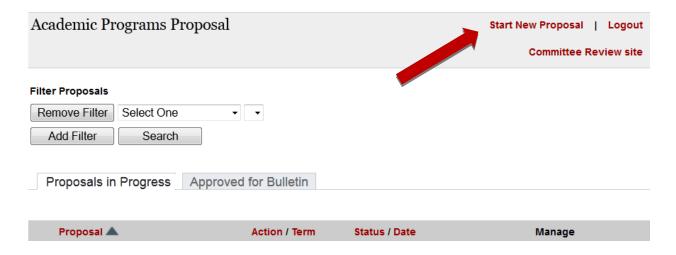
- 1. Enter the site: <a href="http://sc.edu/programproposal/index.shtml">http://sc.edu/programproposal/index.shtml</a>
- 2. Click on "Login for proponents and approvers"



3. Login using your Blackboard username and password

# Username: caseyj Password: Please use your USC Network username and password. Login

4. Click on "Start New Proposal"



### 5. Select "Course Action".

New Proposal Adn

### **Course Actions**

Start here for course-level curricular actions like adding, changing, or deleting a course.

Course actions include new course proposals as well as proposals to delete a course. You can also propose a change to an existing course including:

- · Adding distance delivery
- · Designating a course as Carolina Core
- Changing the individual features of a course (hours, bulletin description, pre-requisites, etc.)

### **Program Actions**

Start here for program-level curricular actions for majors, concentrations, certificates, etc.

Only Academic Program Liaisons can initiate a new program, including majors, concentrations, undergraduate research tracks and dual degrees.

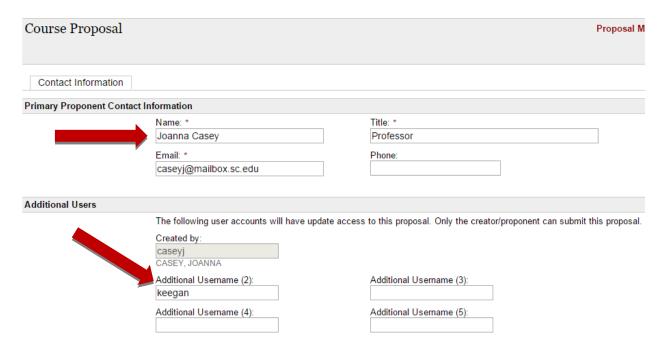
For more information and specific guidelines based on the type of academic action, please contact your campus, college or school APL or Dr. Tena B. Crews, Associate Provost of Academic Programs, at 777-6727.



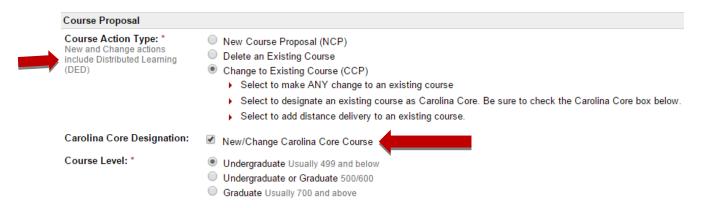


### **CONTACT INFORMATION TAB**

6. Complete "Primary Contact Information" -- fields marked \* are required. You may name additional users (enter their USC Network User Name) whom you authorize to access and update this proposal. Only you can **submit** your proposal, however.



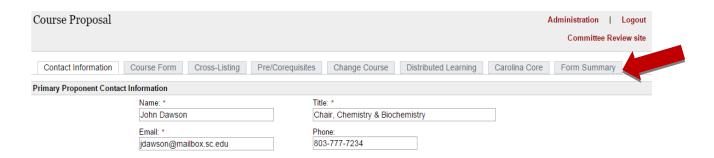
7. Select "Course Action Type" and "Course Level". <u>NOTE</u>: "New" and "Change" Actions include Distributed Learning (DED) questions. For <u>any</u> Action involving Carolina Core Courses, please also click "Carolina Core Designation" box.



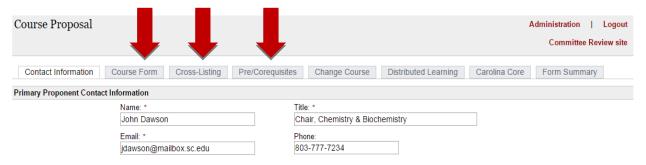
8. Choose "4 Letter Designator". College and Academic Unit will automatically appear.



- 9. Click "Save" to save entry and remain on Contact Information tab. Click "Save and Continue" to proceed with entering Course information.
- 10. After saving, you will see a series of tabs across the top. Now, each time you "Save and Continue" at the bottom of a tab, you move into the next tab to the right. The "Form Summary" provides a snapshot of all information you have entered.



11. The "Course Form", "Cross-Listing", and "Pre/Corequisites" tabs are where existing course information appears.

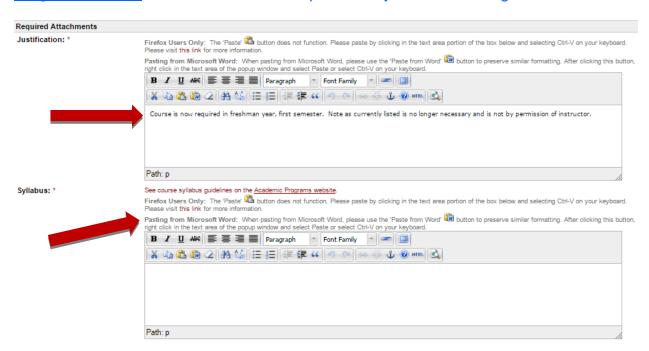


### **CHANGE COURSE TAB**

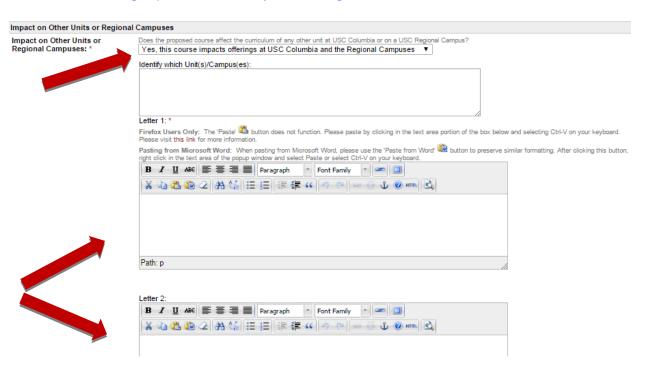
12. Select the checkbox(es) corresponding to desired change(s), and enter requested information: Select an action you would like to make below Carolina Core Designation Only: Core Course designation only with no changes to any aspect of course Changing Course Delivery Only: Course Delivery change only with no changes to any aspect of course Change Short Course Title: Current Title: Themes in American Writing Course Title: \* Special Topics in American Lit 30 characters max (0 character(s) left) Change Long Course Title: Current Title: Themes in American Writing Course Title: \* Special Topics in American Literature 100 characters max (63 character(s) left) Change Course Number: Change Course Hour Type: **Change Credit Hours:** Change Credit Hours Minimum for a Single Offering: Change Credit Hours Maximum for a Single Offering: Change Number Times Course Current Times: can be taken for credit: Times: 3 Change Total Possible Credit Current Hours: Hours if Course can be Taken Multiple Times: # Credit Hours: \* Change Grading System: Change Does this Course have any Enrollment Restrictions: Add Cross Listing 1: Select One ▼ Add Cross Listing 2: Select One ▼ Add Cross Listing 3: Select One ▼ Add Cross Listing 4: Select One ▼ Change or Delete Co/Pre-requisite Listing(s): Change Course Current Course Description: Description/Content: Reading a variety of American texts that exemplify persistent themes of American culture.

> Proposed Course Description: B I U ABC ≣ ≣ ■ Paragraph ▼ Font Family ▼ ■ ■ Reading a variety of American texts that exemplify persistent themes of American culture. May be repeated for credit as content varies by Prerequisites: ENGL 101 and 102 or equivalent

13. Depending on the type of course action, you may be prompted for "Required Attachments". Type or paste in a "Justification" for the change. If required, paste a complete "Syllabus" for the course in the textbox provided. Syllabus Guidelines may be found on the <u>Academic Programs website</u>. Follow instructions to preserve syllabus formatting.



14. Indicate whether course change impacts another unit at USC Columbia, Palmetto College (Regional) Campuses, or both. Identify unit/campus, and paste in letter(s) or email(s) of concurrence. For more information about the potential impact of your proposal on other units or Palmetto College, please consult your <u>College APL</u>.



15. The "Proposed Effective Term and Year" automatically defaults to a future semester. If a proposal a) changes existing bulletin language, **AND** b) passes Faculty Governance by December, the changes will appear in the subsequent Fall bulletin.

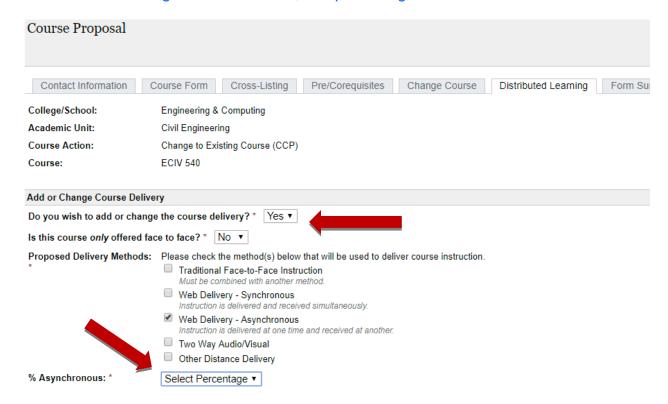
If the course change is limited to adding distributed delivery only, the Effective Term and Year is permitted to be the semester after the proposal is approved, for course scheduling purposes.



If you are not proposing Distributed Delivery, please proceed to Step 22.

## **DISTRIBUTED LEARNING TAB**

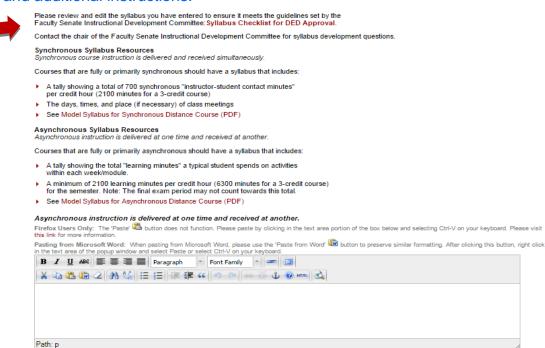
16. If the course is delivered fully or partially via distributed learning, please indicate on the "Distributed Learning" tab the methods, and percentages of each.



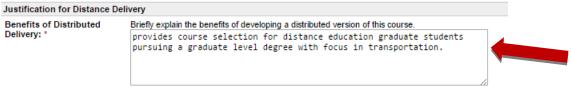
17. Provide the appropriate information on Student-Instructor (S2I), Student-Student (S2S), and Student-Content (S2C) interaction.



18. Paste course syllabus in the textbox provided, making sure to adhere to the Syllabus Checklist guidelines, and additional instructions.



19. Explain the need to offer the course via distributed delivery, and the technology required of students in the course.

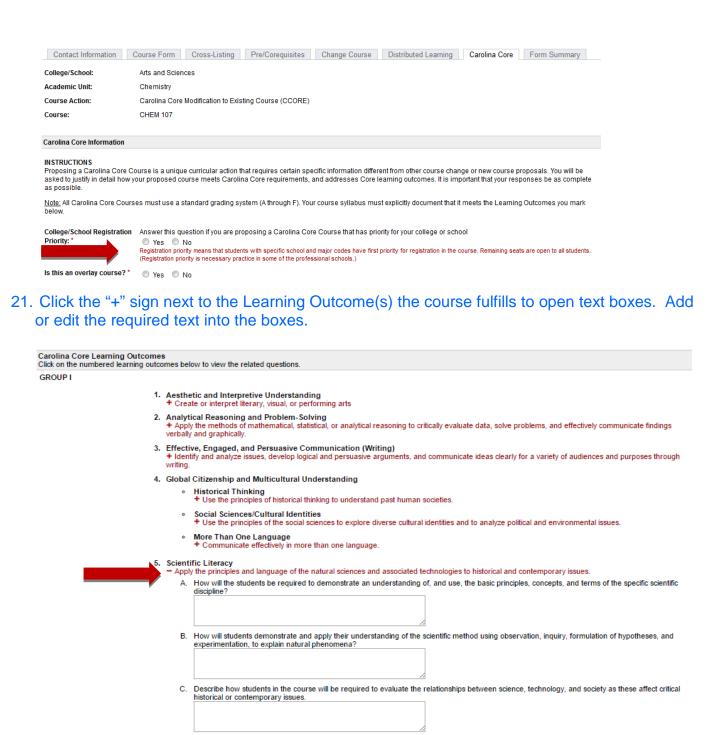


If you are not proposing Carolina Core designation, please proceed to Step 22.

### **CAROLINA CORE TAB**

Course Syllabus:

20. Enter answers to the questions regarding College Priority Registration, and whether the course is an overlay course.



### **FORM SUMMARY TAB**

D. What specific assignments, projects, or student works will be used to measure successful student outcomes in this course?

### 22. Click on "Expand All +" to view complete proposal information. Course Proposal: Administration | Logout Submit Proposal Committee Review site Contact Information Course Form Cross-Listing Pre/Corequisites Change Course Distributed Learning · All the data in this form has been saved. If you wish to edit any section, please click the appropriate tab or on the pencil icon. Please fully review the proposal below before clicking the "Submit Proposal" button at the bottom of the page Print Form Summary ECIV 540 | Change to Existing Course (CCP) Expand All + Proposed Effective Term and Fall 2016 College/School: Engineering & Computing Year for change to database/bulletin: Academic Unit: Civil Engineering Juan M. Caicedo Associate Professor Course Action: Change to Existing Course (CCP) Primary Proponent Contact: ECIV 540 caicedo@cec.sc.edu 7-1925

Changes to Course Information

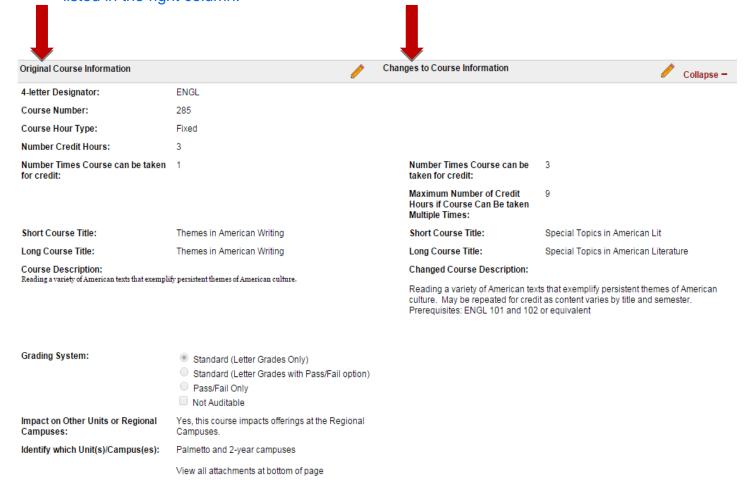
Collapse -

23. Existing course information is listed in the left column; only changed course information is listed in the right column.

Original Course Information

**ECIV** 

4-letter Designator:



Original Cross-listings

No Cross-listings have been entered

Original Pre/Co-requisites

Prerequisites: ENGL 101 and 102 or equivalent

Does this Course have any Enrollment Restrictions:

No

Bulletin Description

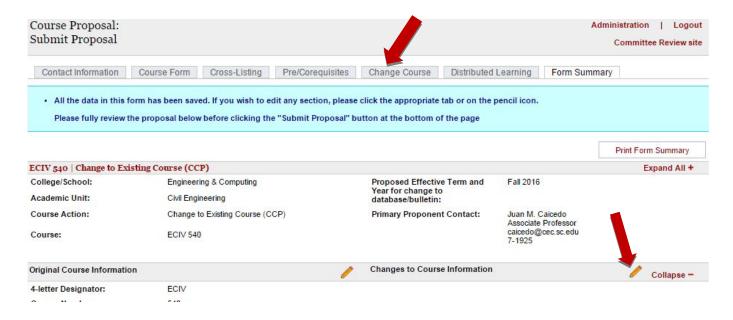
Original Complete Bulletin Description:

Reading a variety of American texts that exemplify persistent themes of American culture.

Reading a variety of American texts that exemplify persistent themes of American culture. Also be repeated for credit as content varies by title and semester. Prerequisites: ENGL 101 and 102 or equivalent



24. Click on the "pencil" icon to return to a section to make additional edits. Or, click on that section's tab at the top of the proposal page.



25. When you are done editing, and are ready to send the proposal for approval, click the "Submit Proposal" button at the bottom of the screen.



26. After clicking "Submit Proposal", you will not be able to make any edits to it unless it is returned to you by an Approver. However, you can view its approval status by logging in to the system at http://sc.edu/programproposal/index.shtml.