Academic Programs Proposal System (APPS)

Basic Tutorial for Proponents: "Proposing a (Curriculum) Change to an Existing Program"

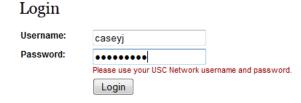


NOTE: To add a New Concentration to an existing Program, see "Creating a New Program" Programs include Majors/Degrees, Concentrations within an existing Program, Certificates Undergraduate Research Tracks and Dual Degrees. Contact your APL to propose a new program.

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



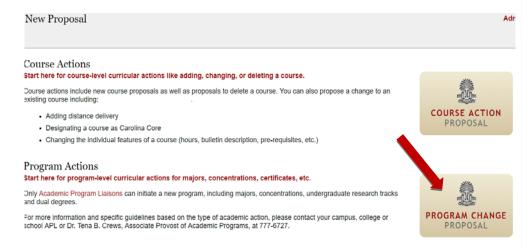
3. Login using your Blackboard username and password



4. Click on "Start New Proposal"

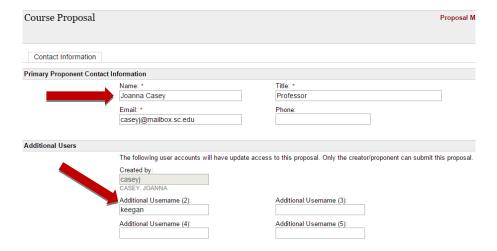


5. Select "Program Change Proposal".

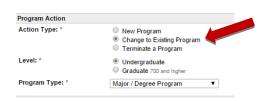


CONTACT INFORMATION TAB

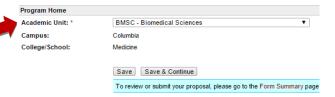
6. Complete "Primary Contact Information" -- fields marked * are required. You may name additional users (enter their USC Network User Name) whom you authorize to access and update this proposal. Only you can **submit** your proposal, however.



 Select "Change to Existing Program", "Level", and "Program Type". Program Types include major/degree, certificate, concentration, minor, Undergraduate Research Track, and dual degree.



8. Choose "Academic Unit" in which the Program is currently housed. The campus and college/school will automatically appear. If the Program is college-owned, scroll down the drop-down list to the "ZZ-___" entries.



- Click "Save" to save entry and remain on Contact Information tab.Click "Save and Continue" to proceed with entering New 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.

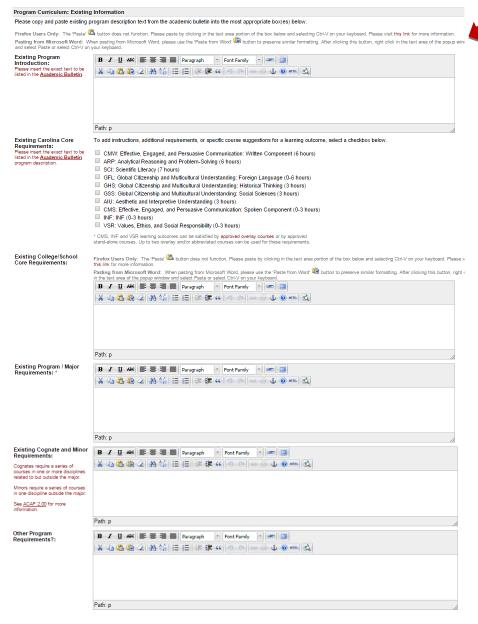


PROGRAM PROFILE TAB

11. Enter the existing Program name, level and credit hour total for the degree.



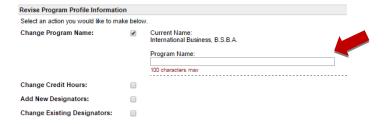
12. Enter the existing Program Curriculum. *Fill in only those sections of the existing Curriculum which are being changed on the Program Change tab*. You may copy and paste using the instructions below to retain formatting.



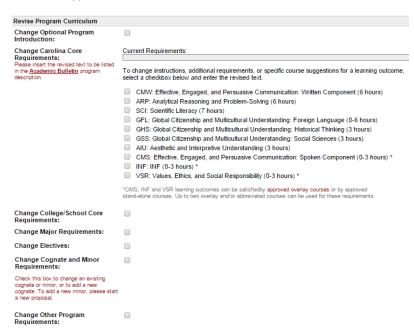
Commented [KHF1]: Here are the edits we need to make to the Program Curriculum: Existing Information tab: 1) Change the section title from "Existing College/School Core Requirements" to "Existing College/School General Education or Special Departmental Requirements"; 2) Remove the Bulletin link and red instructional text from under "Existing Carolina Core Requirements"; 3) Remove all checkboxes and text associated with CMW, ARP, SCI, etc., including gray footnote text underneath; 4) Replace all the checkboxes with a standard textbox with formatting tools, like the others on this page; 5) Replace the black instructional text above the textbox with "Carolina Core requirements may not be changed by any college or department. In some cases, units may specify preferred courses. If you wish to amend the preferred course list, please consult your APL." [hyperlink to APL list]

PROGRAM CHANGE TAB

13. Select the feature(s) of the Program Profile you wish to change, and complete the text boxes that appear.

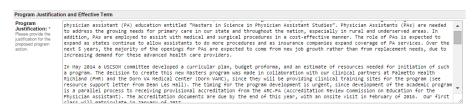


14. Choose the aspects of the Program Curriculum needing to be changed, and complete the text boxes that appear.



JUSTIFICATION TAB

15. Enter a Justification for changing the Program.

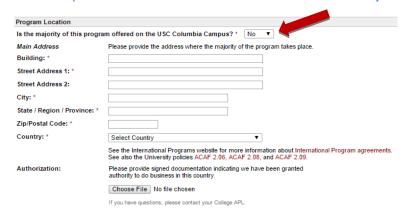


16. The "Proposed Effective Term and Year" automatically defaults to a future semester. For a program change to be included in the subsequent Academic Year bulletin, *it must have been approved through USC faculty governance (Faculty Senate or Graduate Council) by the last meeting of the Fall.* Refer to the <u>Academic Planning Calendar</u> for updated deadlines.



PROGRAM LOCATION TAB

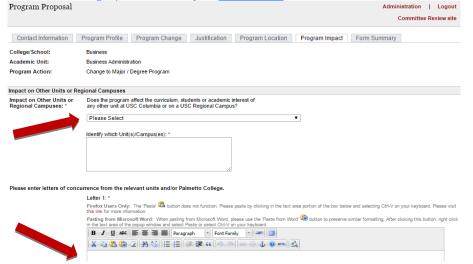
17. If the Instructors will be *face-to-face* with the students at a location other than the USC Columbia campus for a majority of the changed Program, this section needs to be completed. There are links to instructions for both domestic and international program sites. International sites will require evidence of authorization to do business in that country.



NOTE ABOUT PROGRAMS AND DISTRIBUTED DELIVERY: There is no mechanism for approving whole programs for distributed delivery. Distributed delivery approval is on a course by course basis.

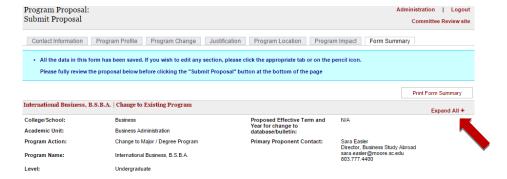
PROGRAM IMPACT TAB

18. Indicate whether Program 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>.



FORM SUMMARY TAB

19. Click on "Expand All +" to view complete proposal information.



20. Existing program information is listed in the left column; changes are listed in the right column.



Original Program Curriculum

Existing Carolina Core Requirements:

SCI: Scientific Literacy (8 Hours)

CHEM 111 - General Chemistry I

CHEM 1111 - General Chemistry | Laboratory PHYS 211 - Essentials of Physics | PHYS 211L - Essentials of Physics | Lab

Existing College/School Core Requirements:

2. Other General Requirements (28 Hours)

Required Courses (20 Hours)

CHEM 112 - General Chemistry II

CHEM 112 - General Chemistry II
CHEM 1121. - General Chemistry II Laboratory
CHEM 333 - Organic Chemistry I
CHEM 334 - Organic Chemistry II
MATH 241 - Vector Calculus
MATH 242 - Elementary Differential Equations

PHYS 212 - Essentials of Physics II PHYS 212L - Essentials of Physics II Lab

Existing Program / Major Requirements:

Existing Electives:

A list of acceptable Chemistry Elective courses is maintained in the department office and on its website. These include CHEM 321, 511, 533, 541, 542, 545, 550, 555, 556, 621, 622, 623, 624, 633, 644,

Chemistry Laboratory Electives (2 Hours)

A list of acceptable Chemical Laboratory Elective courses is maintained in the department office and on its website. These include CHEM 321L, 331L (or 333L), 332L (or 334L), 541L, 542L, 550L, 591, 592, 621L.

Technical Electives (12 Hours)

A list of acceptable Technical Elective courses is maintained in the department office and on its website. The list includes all Engineering Electives, Chemistry Electives, and Chemistry Lab Electives; ENCP 102 or EMCH 111; MATH 374, 500 and above; STAT 500 and above, except 541 and 591; BIOL 101, 101L, 102, 102L, 120, 120L, 200 and above; GEOL any course; MSCI any course; PHYS 300 and above; CSCE 145, 146, 206,

Liberal Arts Electives (6 Hours)

A list of acceptable Liberal Arts Elective courses is maintained in the department office and on its website. The list includes all Carolina Core Liberal Arts courses (AIU, CMS, GFL, GHS, GSS, and VSR), and other department-approved courses. At least one of the six courses used to satisfy a Carolina Core Liberal Arts requirement or a Chemical Engineering Liberal Arts Elective requirement must be at the 300-level or above and in the same field of study as one of the other five courses.

Changes to Program Curriculum

Collapse -

Change Carolina Core Requirements:

SCI: Scientific Literacy (8 Hours)

CHEM 111 - General Chemistry | and CHEM 111L - General Chemistry | Laboratory, or

CHEM 141 - Principles of Chemistry I

PHYS 211L - Essentials of Physics I Lab

Change College/School Core Requirements:

2. Other General Requirements (28 Hours)

Required Courses (20 Hours)

CHEM 112 - General Chemistry II and CHEM 112L - General Chemistry II Laboratory,

Or CHEM 142 - Principles of Chemistry II
CHEM 333 - Organic Chemistry I
CHEM 334 - Organic Chemistry II
MATH 241 - Vector Calculus

MATH 242 - Elementary Differential Equations

PHYS 212 - Essentials of Physics II PHYS 212L - Essentials of Physics II Lab

Change Electives:

A list of acceptable Chemistry Elective courses is maintained in the department office and on its website. These include CHEM 321, 322, 511, 533, 541, 542, 545, 550, 555, 556, 621, 622, 623, 624, 633, 644,

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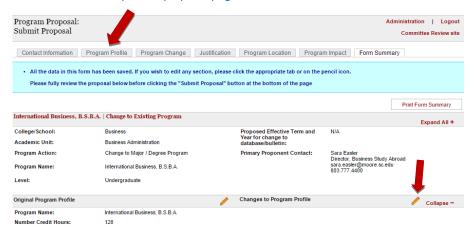
Technical Electives (12 Hours)

A list of acceptable Technical Elective courses is maintained in the department office and on its website. The list includes all Engineering Electives, Chemistry Electives, and Chemistry Lab Electives; ENCP 102 or EMCH 111 or ECIV 111; MATH 374, 500 and above; STAT 500 and above, except 541 and 591; BIOL 101, 101L, 102, 102L, 120, 120L, 200 and above; GEOL any course; MSCI any course; PHYS 300 and above; CSCE 145, 146, 206, 210, 215, 350,

Liberal Arts Electives (6 Hours)

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21. 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.



22. 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.



23. 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.