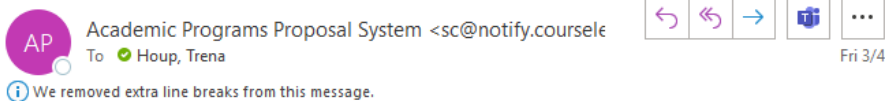


Academic Programs Proposal System (APPS) Reviewing and Approving Proposals

1. For both courses and programs:
 - a. approvers 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)

[CIM Courses] Review Request: Distributed Learning



Trena:

There are pending course change proposals awaiting your review, including JOUR 445: Team Media for Sports Media.

Please visit:

<https://usbulletins-next.sc.edu/courseleaf/approve/?role=Distributed%20Learning>

to review the changes and provide your feedback.

For questions or concerns about the Academic Programs Proposal System, please contact the Office of Academic Programs by email at acadprog@mailbox.sc.edu or call 777-6727.

Thank you.

- b. or approvers can login at the approver page, <https://usbulletins-next.sc.edu/courseleaf/approve/>, to review all proposals.

2. On the approval screen, ensure the appropriate approval role is selected. Click on a proposal in the list to see the proposal (the full proposal will open below the list).

COURSELEAF

Pages Pending Approval

PAGE	USER
/courseadmin/11905: ISCI 700: Introduction to Graduate Studies in Library and Information Science	Laura Thorp
/courseadmin/5983: ISCI 794: Internship in Library and Information Science	Kim Thompson
/courseadmin/5985: ISCI 796: Independent Study in Library and Information Science	Kim Thompson
/courseadmin/6293: JOUR 710: Organizational Communication	Christopher (CJ) Faulk

Page Info

Title: ISCI 700: Introduction to Graduate Studies in Library and Information Science
 Last Update: Feb 17, 2022 4:54pm
 Template: cim
 Page Authors: any
 Workflow:
 College: IC
 Department: School of Information Science

PAGE REVIEW

Hide Changes | View Changes By: All Changes | Edit | Rollback | Approve

South Carolina

Course Change Request

Export to PDF | Export to Word | Shred Proposal

Date Submitted: 02/17/22 12:12 pm

Viewing: **ISCI 700 : Introduction to Graduate Studies in Library and Information Science**

Last edit: 02/17/22 4:54 pm
 Changes proposed by: Laura Thorp (thorp)

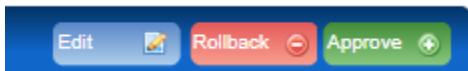
New Course Proposal

Go to Special Topics | Add Comment

In Workflow

1. ISCI Chair
2. IC Rep
3. Registrar Banner Validation
4. Registrar Degree

- To approve the proposal as submitted, click on the green approve button.



- If substantive edits are needed, click on the red rollback button. A new window will appear for you to select who to send the proposal to (should usually be the college/school representative or proponent). You must also add a comment or reason for returning the proposal. Click "Rollback" after recipient is selected and comment added.

Rollback Page

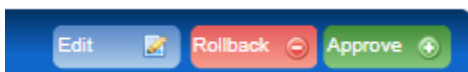
Rollback to:

- Laura Thorp
- ISCI Chair
- IC Rep
- Registrar Banner Validation
- Registrar Degree Audit
- Distributed Learning

Comment/Reason:

Rollback Cancel

- If any minor edits need to be made to the proposal (with acknowledgement/permission of proponent or APL), click on edit.



Doing so will open the proposal in a new window for editing. When making an edit, you will be required to add comments. Use this comment box to describe any edits you made to the proposal. After making the edits and adding comments, click "save changes."

Reviewer
Comments

Cancel

Save Changes

After doing so, return to the approval screen to continue reviewing proposals.