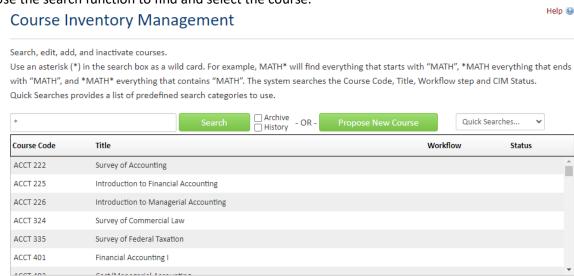
Academic Programs Proposal System (APPS) Submitting a Course Change Proposal

- 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 prepopulated.
- 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 | ~ |
|-------------|--------|---|
| Change Type | Select | ~ |

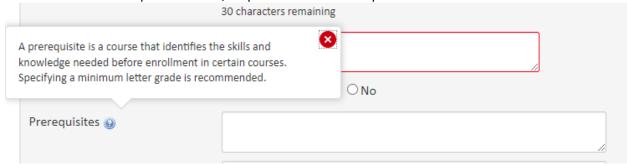
6. Update the course level if applicable. If the course is an undergraduate/graduate course (500-600 level), both "Undergraduate" and "Graduate" must be checked.

Course Proposal

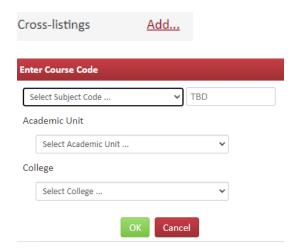
| Course Level | ☐Undergraduate | ☐ Graduate |
|--------------|----------------------------------|-------------------|
| | ☐ Law School (LAWS courses only) | ☐ Medical School |
| | Pharmacy (PHMY Courses Only) | Student Affiliate |
| | | |

7. Update any information needed in the Course Designations section.

Note: If an item has a question mark, help text information is provided.



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



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

| Additional ques | tions will be asked. | | | |
|-------------------------------------|--|---------------------|-----------------------------|------------------------|
| Graduation v | with Leadership Distinction Co | urse Informa | ation | |
| Pathway Requested | ☐ Community Service | | Professional and Civic Er | ngagement: Internships |
| | ☐ Diversity & Social Advocacy | | Professional and Civic Er | ngagement: Leadership |
| | ☐ Global Learning | | Research | |
| Beyond-the-Classroo | m Experience: Course requiring beyond-the-c | :lassroom experienc | ce receive an additional ta | ag. Is |
| there a required bey | ond-the-classroom experience within the cou | rse? | | |
| | Yes No | | | |
| If you would like the | Bulletin description to include the number of | hours of beyond-th | ne- | |
| classroom experience | e required, please edit the course description | in this proposal to | include | |
| this information. | | | | |
| Learning designa Integrative and | ly be marked for the question "Shator?" if the course has been presexperiential Learning. Sourse have the Experiential gnator? | | • | |
| | m and year, course changes approthe subsequent year (i.e., if approin Fall 2023). | • | • | |
| | | | _ | |

| Effective Term and Year | Select | ~ | |
|-------------------------|--------|---|--|
| • | | | |

c.

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 Yes \bigcirc No outside of the academic unit? Other Academic Academic Unit Unit(s) Affected Select... Attach letter(s) of Uploaded Files: acknowledgement Files To Be Uploaded: Does another academic unit use the course in a program O No of study? Other Academic Academic Unit Unit(s) Affected Select... Attach letter(s) of Uploaded Files: acknowledgement Files To Be Uploaded: Is the proposed course designed for pre-school through 12th grade personnel ○ Yes No and/or to prepare graduates to work in P-12 schools? Is the course taught on a Palmetto College campus (Lancaster, Salkehatchie, ○ Yes ○ No

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

| Distributed Le | arning | | | |
|---|--|------|-----|-------|
| Course Delivery | | | | |
| | vered 50% or more via distributed learning (online, two- hnology to facilitate learning)? | Yes | □No | |
| Are you adding distributechnology to facilitate | <u>.</u> | ○Yes | ○No | |
| • | | | | di di |
| 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 D | Distance Delivery | | | |
| Benefits of Distributed Delivery | | | | 10 |

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

| Carolina Core Information | | | | | |
|--|---|--|--|--|--|
| different from other cours proposed course meets Co that your responses be | re Course is a unique curricu se changes or new course pro arolina Core requirements, a as complete as possible. No gh F). Your course syllabus i w. | oposals. You and addresses ote: All Caro | will be asked to jus s Core learning out lina Core Courses | stify in detail how your tcomes. It is important must use a standard | |
| Is this a Carolina Core Course? | | | | | |
| Are you adding Caroli | na Core designations or | changing a | ny of the Carolir | na Core designations? | |
| | | Yes | □No | | |
| Course fills the following type of Carolina Core | | Requirem | ent | Select 🗸 | |
| Comments | | | | | |
| Is this an overlay course? | | Yes | □No | | |
| College/School Registration Priority | | Yes | No | | |
| Group I | ☐ Aesthetic and Interp | retive Und | erstanding (3AI | U) | |
| | ☐ Analytical Reasoning | g and Probl | em-Solving (3AI | RP) | |
| | ☐ 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) | | | | |
| | \Box Global Citizenship and Multicultural Understanding - More Than One Language (3GFL) | | | | |
| | ☐ Scientific Literacy (3 | SCI) | | | |
| Group II | ☐ Effective, Engaged, a | and Persua | sive Communica | ation: 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.