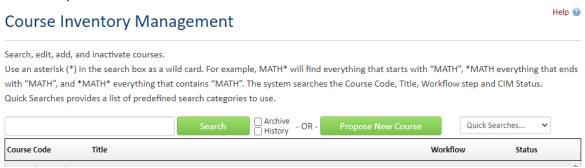
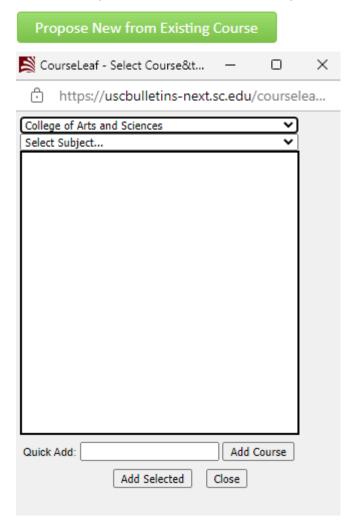
Academic Programs Proposal System (APPS) Creating a New Course

- 1. Login to the course proposal site: https://uscbulletins-next.sc.edu/courseadmin/
- 2. Click on "Propose New Course"



3. If the new course is similar to an existing course, you can choose "Propose New from Existing Course," select the similar course, and then update any information needed for the new course. If not, then complete the course information requested in the blank form.

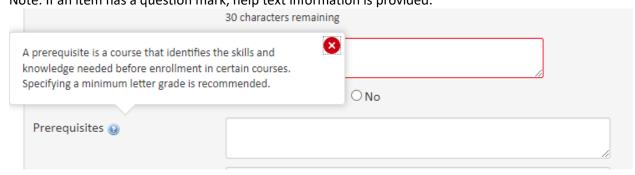


- 4. Complete "Primary Proponent Contact Information." Username, name and email is prepopulated.
- 5. Select the course level by checking the appropriate box. If the course is an undergraduate/graduate course (500-600 level), then check both "Undergraduate" and "Graduate."

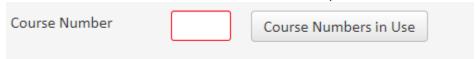
Course Proposal

Course Level	☐Undergraduate	Graduate
	Law School (LAWS courses only)	☐ Medical School
	Pharmacy (PHMY Courses Only)	Student Affiliate
	Zi namacy (i min coarses omy)	

Complete the Course Designations section.
 Note: If an item has a question mark, help text information is provided.

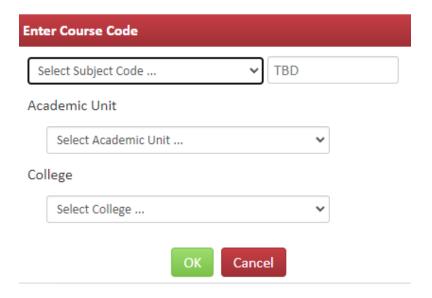


a. To find available course numbers for use, after selecting the subject code, you can click on "Course Numbers in Use" to see what numbers may be used.

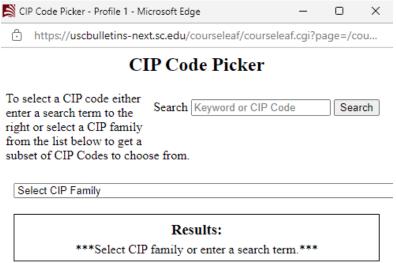


b. To add a cross-listing, click on "Add" next to cross-listings and provide the cross-listing information in the window that appears.

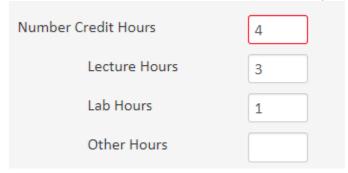




c. For CIP code, click on "Find" and select the code that best fits the course.



d. For credits hours, put the total credit hours in the first box. If the course is a lecture course, put the credit hours in the lecture hours box. If the course is a lab course, put the credit hours in the lab box. If the course is a lecture course with a lab component, use both the lecture and lab boxes and enter the respective credit course.

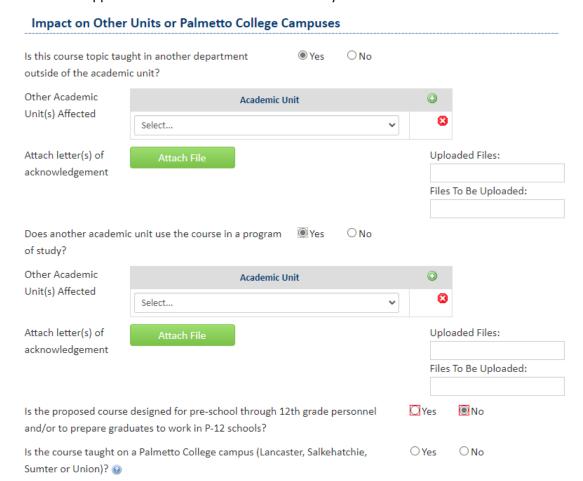


e. If you answer "yes" to Is this a Graduation with Leadership Distinction course?" Additional questions will be asked.

Pathway Requested	☐ Community Service	☐ Professional and	Civic Engagement: Internship
	☐ Diversity & Social Advocacy	☐ Professional and	Civic Engagement: Leadershi
	☐ Global Learning	Research	
Beyond-the-Classroo	m Experience: Course requiring beyond-the-cla	assroom experience receive an addi	tional tag. Is
there a required bey	ond-the-classroom experience within the cours	se?	
	☑Yes ☑No		
If you would like the	Bulletin description to include the number of h	nours of beyond-the-	
•	e required, please edit the course description in	,	
this information.			
this information.			
	ly be marked for the question "Sh	ould this course have the	Experiential
"Yes" should on	ly be marked for the question "She ator?" if the course has been prev		•
"Yes" should on Learning designa	· ·		•
"Yes" should on Learning designa Integrative and	ator?" if the course has been prev		•
"Yes" should on Learning designa Integrative and	ator?" if the course has been prev Experiential Learning. ourse have the Experiential	iously approved the Cente	•
"Yes" should on Learning designa Integrative and Should this co	ator?" if the course has been prev Experiential Learning. ourse have the Experiential	iously approved the Cente	•
"Yes" should on Learning designa Integrative and Should this co Learning design	ator?" if the course has been prev Experiential Learning. ourse have the Experiential gnator? m and year, new courses may be e	iously approved the Cente	er for
"Yes" should on Learning designa Integrative and Should this co Learning desig	eator?" if the course has been prev Experiential Learning. Burse have the Experiential gnator? Im and year, new courses may be eval.	iously approved the Cente	er for

7. Complete the Course Information section by providing the justification for the new course and attaching the course syllabus.

8. 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.



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

Distributed Learning

Course Delivery

Will this course be delivered 50% or more via distributed learning (online, two-way video, or other technology to facilitate learning)?

Provisions for Course Content Interactions

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).

Justification for Distance Delivery

Benefits of

Distributed Delivery

10. If the course is an undergraduate course, complete the Carolina Core section.

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?	Yes	□No				
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 Cor		Requirem	ent	Select 🗸			
Comments							
Is this an overlay course?		Yes	□No				
College/School Regist	ration Priority 🕢	Yes	No				
Group I	☐ Aesthetic and Interp	retive Und	erstanding (3AI	U)			
	☐ Analytical Reasoning and Problem-Solving (3ARP)						
	☐ Effective, Engages, and Persuasive Communication: Written Component (3CMW) ☐ Global Citizenship and Multicultural Understanding - Historical Thinking (3GHS)						
☐ Global Citizenship and Multicultural Understanding - Social Sciences/Cultural Ider ☐ Global Citizenship and Multicultural Understanding - More Than One Language (3				nding - Social Sciences/Cultural Identities (3GSS)			
				nding - More Than One Language (3GFL)			
	☐ Scientific Literacy (3	SCI)					
Group II	☐ Effective, Engaged, and Persuasive Communication: Spoken Component (3CMS)						
	☐ Information Literacy (3INF)						
	\Box Values, Ethics, and Social Responsibility (3VSR)						

11. Click on "Start Workflow." Note: you can click on "Save Changes" if you are not yet ready to submit into workflow to save entry and then submit the proposal into workflow at a later date.