

## Academic Programs Proposal System (APPS) Creating a New Course

1. Login to the course proposal site: <https://usbulletins-next.sc.edu/courseadmin/>
2. Click on “Propose New Course”

### Course Inventory Management

Help 




Search, edit, add, and inactivate courses.

Use an asterisk (\*) in the search box as a wild card. For example, MATH\* will find everything that starts with “MATH”, \*MATH everything that ends with “MATH”, and \*MATH\* everything that contains “MATH”. The system searches the Course Code, Title, Workflow step and CIM Status.


Quick Searches provides a list of predefined search categories to use.


<input type="text"/>	<input type="button" value="Search"/>	<input type="checkbox"/> Archive <input type="checkbox"/> History	- OR -	<input type="button" value="Propose New Course"/>	<input type="text" value="Quick Searches..."/>
Course Code	Title			Workflow	Status

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.

CourseLeaf - Select Course&t...   

<https://usbulletins-next.sc.edu/courselea...>

College of Arts and Sciences 

Select Subject... 

Quick Add:

4. Complete "Primary Proponent Contact Information." Username, name and email is pre-populated.
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

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Course Level

<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Graduate
<input type="checkbox"/> Law School (LAWS courses only)	<input type="checkbox"/> Medical School
<input type="checkbox"/> Pharmacy (PHMY Courses Only)	<input type="checkbox"/> Student Affiliate

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

30 characters remaining

A prerequisite is a course that identifies the skills and knowledge needed before enrollment in certain courses. Specifying a minimum letter grade is recommended.

No

Prerequisites

- 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.

Course Number

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

Cross-listings [Add...](#)

**Enter Course Code**

Select Subject Code ...

Academic Unit

College

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

CIP Code Picker - Profile 1 - Microsoft Edge  
<https://usbulletins-next.sc.edu/courseleaf/courseleaf.cgi?page=/cou...>

**CIP Code Picker**

To select a CIP code either enter a search term to the right or select a CIP family from the list below to get a subset of CIP Codes to choose from.

Search

**Results:**  
 \*\*\*Select CIP family or enter a search term.\*\*\*

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.

Number Credit Hours

Lecture Hours

Lab Hours

Other Hours

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

**Graduation with Leadership Distinction Course Information**

Pathway Requested  Community Service  Professional and Civic Engagement: Internships  
 Diversity & Social Advocacy  Professional and Civic Engagement: Leadership  
 Global Learning  Research

Beyond-the-Classroom Experience: Course requiring beyond-the-classroom experience receive an additional tag. Is there a required beyond-the-classroom experience within the course?  
 Yes  No

If you would like the Bulletin description to include the number of hours of beyond-the-classroom experience required, please edit the course description in this proposal to include this information.

- f. “Yes” should only be marked for the question “Should this course have the Experiential Learning designator?” if the course has been previously approved the Center for Integrative and Experiential Learning.

Should this course have the Experiential Learning designator?  Yes  No

- g. For effective term and year, new courses may be effective the semester immediately following approval.

Effective Term and Year

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.

### Impact on Other Units or Palmetto College Campuses

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Is this course topic taught in another department outside of the academic unit?  Yes  No

Other Academic Unit(s) Affected

Academic Unit	
Select...	

Attach letter(s) of acknowledgement

[Attach File](#)

Uploaded Files:

Files To Be Uploaded:

Does another academic unit use the course in a program of study?  Yes  No

Other Academic Unit(s) Affected

Academic Unit	
Select...	

Attach letter(s) of acknowledgement

[Attach File](#)

Uploaded Files:

Files To Be Uploaded:

Is the proposed course designed for pre-school through 12th grade personnel and/or to prepare graduates to work in P-12 schools?  Yes  No

Is the course taught on a Palmetto College campus (Lancaster, Salkehatchie, Sumter or Union)?  Yes  No

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

## Distributed Learning

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### Course Delivery

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Will this course be delivered 50% or more via distributed learning (online, two-way video, or other technology to facilitate learning)?  Yes  No

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 appropriate for the number of credit hours awarded (2,100 total minutes of time on task per credit hour awarded).  Yes  No

### Justification for Distance Delivery

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Benefits of Distributed Delivery



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

## Carolina Core

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### Carolina Core Information

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*Proposing a Carolina Core Course is a unique curricular action that requires certain specific information different from other course changes or new course proposals. You will be asked to justify in detail how your proposed course meets Carolina Core requirements, and addresses Core learning outcomes. It is important that your responses be as complete as possible. Note: All Carolina Core Courses must use a standard grading system (A through F). Your course syllabus must explicitly document that it meets the Learning Outcomes you mark below.*

Is this a Carolina Core Course?  Yes  No

Are you adding Carolina Core designations or changing any of the Carolina Core designations?

Yes  No

Course fills the following type of Carolina Core Requirement

Select... 

Comments

Is this an overlay course?  Yes  No

College/School Registration Priority   Yes  No

Group I

- Aesthetic and Interpretive Understanding (3AIU)
- 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 Identities (3GSS)
- Global Citizenship and Multicultural Understanding - More Than One Language (3GFL)
- Scientific Literacy (3SCI)

Group II

- Effective, Engaged, and Persuasive Communication: Spoken Component (3CMS)
- Information Literacy (3INF)
- 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.