Academic Program Proposal, Evaluation, And Review (APPEAR)

Overview

The Academic Program Proposal, Evaluation, And Review (APPEAR) system is used by academic offices to request new values or modifications to degree and/or certificate program, as well as majors, minors, concentrations or tracks. Any user with access to the Student Information System (SIS) has access to initiate a request. Users who do not have access to SIS can be added to the ADS group SY-UNITS-APPEAR3 by Natalie Harvey (nasharve@iu.edu). APPEAR3 users can initiate documents and view all documents for all campuses.

Once a request is submitted, it will be reviewed by the Academic Leadership Council and, upon final approval, it will be marked as ‘FINAL’ and set to display in the public view of APPEAR.

Steps

Logging into APPEAR

The Academic Program Proposal, Evaluation, and Review system can be accessed through OneStart one of two ways. Administrators will access it via Administrative Systems > SIS Admin eForms > Initiate Academic Program/Structure Request (APPEAR). Faculty will access it via Faculty Systems > Curriculum Management > Initiate Academic Program/Structure Request (APPEAR).

1. Click the link in One.IU.

When the IU APPEAR page is displayed, you will see four different options.

The first two options are for initiating a request. The third option is to change an existing request and the fourth option is to view documents.

If you float over each option, you will see a screen tip with more information.
The **Actions** include:

- **I would like to add/update an Academic Program**: This includes degree and certificate programs, as well as any majors, minors, tracks, concentrations, and transcript notations.
- **I would like to add/update an Academic Structure item**: This includes all branches, centers, departments, extension centers, schools and institutes.
- **I would like to change an existing Programmatic/Structural document**: This allows you to make changes to an existing document prior to its submission. If the document has already been submitted, please see the instructions.
- **I would like to view all documents**: This allows you to view information within documents that you have submitted for approval.

**Option 1: Add/Update an Academic Program**

This option would be used to add/modify degree and certificate programs, as well as any majors, minors, tracks, concentrations, and transcript notations.

1. Select **I would like to add/update an Academic Program**.
2. Click **next**.
3. Select a radio button to specify the type of document.

4. Click **next**.

**NOTE:** If you need to return to the previous page to make a correction, click the back button.

**NOTE:** The document will auto-save after five minutes if the user has updated any field on the it. If the document is still blank after five minutes, it will not be saved.

**New Degree Document**

In the example below, the option selected was: **New Degree**. The fields and requested data will change depending on the option chosen on the **Add/Update an Academic Program** screen.
1. In the Document Overview section, enter the Document Description (required).
2. Select an Institution (required).
3. Select a Campus (required). You must select an institution before you can select a campus.
4. Enter a County (required).
5. Under the Academic Structure section, select a School or College name (required). The values in this field are based on the campus selection above. Only active schools (Academic Group in SIS) are displayed in the list.
6. Enter a Department.
7. Enter a Degree Program Title (required).
8. Enter a Degree Code (required).
9. Select a Location (where the campus will offer the program/plan) (required). The options include: On campus, Off campus or Online.
10. Enter a Brief Description of Degree (required).
11. Enter Rationale (required).
12. Enter the Proposed CIP Code. CIP stands for “Classification of Instructional Programs” and provides a taxonomic scheme that supports the accurate tracking and reporting of fields of study and program completion activity (source: nces.ed.gov).

13. Select a Desired Implementation Date.

14. Under the Dates section, select a Campus Approval Date (required).

**NOTE:** The Campus Approval Date field is required before the document can be submitted. The other fields in the Dates section will be entered by the Academic Leadership Council (ALC) person who finalizes the document.

15. The Notification Date will be entered by the Academic Leadership Council (ALC) representative once the request has been approved and will be displayed in APPEAR.

16. Under the Proposal and Revisions Attachments section, add any relevant documents.
a. To add a document, click [Choose File] or [Browse...]. The buttons will differ depending on the web browser you are using.

b. Locate and double click the file you want to add. The file name will display next to the [Choose File] or [Browse] button.

c. Click [add] in the Actions column.

d. If you want to preview the document you just uploaded, click the download link. The document will automatically save and then present you with a bar to open or save the document. After reviewing the document, you can click 'Submit' to send the document to the ALC Tech group for review.

NOTE: You must upload at least one attachment to the Proposal and Revisions Attachments section before submitting the document.

17. Under the Letters of Support Attachments section, add any relevant documents.

18. Under the Summary of Proposal Attachments section, add any relevant documents.

19. Under the Budget and Enrollment Tables Attachments section, add any relevant documents.

You will notice the following buttons at the bottom of the document:

<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>save</td>
<td>Your document will time out if you have it open for too long. In this case, you will want to save it. <strong>Note:</strong> If you update your Appear document but don't save it, the document will auto-save after five minutes. To retrieve it, you can go into the application under &quot;I would like to change an existing Programmatic/Structural document.&quot; The documents that are saved manually will display with a &quot;Saved&quot; status and the documents that are auto-saved will display with an &quot;Initiated&quot; status.</td>
</tr>
<tr>
<td>submit</td>
<td>This will submit the request to the Academic Leadership Council (ALC) for review and approval.</td>
</tr>
<tr>
<td>clear values</td>
<td>This will clear all values from the document.</td>
</tr>
<tr>
<td>back to main menu</td>
<td>This will return you to the main menu.</td>
</tr>
<tr>
<td>print</td>
<td>This will print the document.</td>
</tr>
</tbody>
</table>

20. If you are ready to submit the request, click [submit].
After submitting, you will receive a Successfully Submitted message.

After you have submitted the document, you might want to write down the Appear Id for your records. If you should forget to write down the Appear Id, you will be able to go back into APPEAR to retrieve your document. See the sections in this document on Change an existing Programmatic/Structural document or View All Documents.

Option 2: Add/Update an Academic Structure Item
This option includes all branches, centers, departments, extension centers, schools, and institutes.

1. Select I would like to add/update an Academic Structure item.
2. Click next.
3. Select an option: Change To Existing Structural Area or New Structural Area.

4. Click the next button. The fields below are for a New Structural Area. They will vary slightly on the Change To Existing Structural Area document.
1. In the Document Overview section, enter a Document Description (required).
2. Select an Institution (required).
3. Select a Campus (required). You must select an institution before you can select a campus.
4. Enter a County (required).
5. Under the Academic Structure section, the APPEAR Request Type field will be populated based on the option you chose on the previous screen.
6. Select a Type. The options include: Branch, Center, Department, Extension Center, Institution, and School (required).
7. Enter a Name of New Structure/Area (required).
8. Enter a Brief Description (required).
9. Enter a Rationale (required).
10. Select a **Desired Implementation Date**.

11. Under the *Dates* section, select a **Campus Approval Date** (required).

| NOTE: | The **Campus Approval Date** field is required before the document can be submitted. The other fields in the *Dates* section will be entered by the Academic Leadership Council (ALC) person who finalizes the document. |

12. The **Notification Date** will be entered by the Academic Leadership Council (ALC) representative once the request has been approved and should be displayed in **APPEAR**.

13. Under the *Proposal and Revisions Attachments* section, add any relevant documents.

   a. To add a document, click *Choose File* or *Browse...*. The buttons will differ depending on the web browser you are using.
   b. Locate and double click the file you want to add. The file name will display next to the *Choose File* or *Browse* button.
   c. Click *add* in the *Actions* column.
   d. If you want to preview the document you just uploaded, click the download link. The document will automatically save and then present you with a bar to open or save the document. After reviewing the document, you can click *Submit* to send the document to the ALC Tech group for review.

| NOTE: | You must upload at least one attachment to the *Proposal and Revisions Attachments* section before submitting the document. |

14. Under the *Letters of Support Attachments* section, add any relevant documents.

15. Under the *Summary of Proposal Attachments* section, add any relevant documents.

16. Under the *Budget and Enrollment Tables Attachments* section, add any relevant documents.

17. Click *submit* to submit your request.
After submitting, you will receive a Successfully Submitted message.

After you have submitted the document, you might want to write down the **Appear Id** for your records. If you should forget to write down the **Appear Id**, you will be able to go back into APPEAR to retrieve your document. See the sections in this document on **Change an existing Programmatic/Structural document** or **View All Documents**.

**Option 3: Change an Existing Programmatic/Structural document**

This option allows you to make changes to an existing document prior to its submission. If the document has already been submitted, please see the instructions here: [https://uaa.iu.edu/academic-affairs/approval-process/proposal-development/appear.html](https://uaa.iu.edu/academic-affairs/approval-process/proposal-development/appear.html).

1. Select **I would like to change an existing Programmatic/Structural document**.
2. Click **next**.
3. You can click ‘search’ to return all documents you have access to view or you can limit your results by entering some of the criteria below.
   a. Select the **Institution**.
   b. Select the **Campus**. You must select an institution before you can select a campus.
   c. Select the **School**. You must select an institution and campus before you can select a school.
   d. Select **Document Status**. Options include: **Final**, **Initiated**, **Saved** and **Submitted**.
   e. Select an **Action Type**. This list contains all of the document types, i.e. New Degree, New Major, Major Name Change, etc.
   f. Select or enter any other search criteria. For example, **Date Created From** and **Date Created To**.
   g. Enter an **Appear ID**. If you wrote down the **Appear ID** after submitting your document, this is where you would enter the number to retrieve only that document.
   h. Enter the name or username of the **Initiator**. Partial searches will work as well, so if you only know the beginning of the user’s name or username, just enter that.

4. Click **search**. Depending on your access, if you click ‘search,’ without other criteria, you will either see all documents submitted by all users (this means you are in the SY-UITS-APPEAR3 ADS group) or you will only see documents you initiated (this means you are in the SY-UITS-APPEAR4 ADS group). Regardless of your access, you can only edit documents in the **Initiated** or **Saved** status.

The search results will display at the bottom of the page.
5. Click **Edit** in the **Actions** column to make changes to the document.

   The **Edit** link will only display in the **Actions** column if there are documents you have access to edit. If you do not see any **Actions**, the document is not available for you to update.

6. To view or print the document, click the document number in the **Appear ID** column.

7. Scroll down to locate the **print** button at the bottom of the page.
8. Click **print** to print the document.

9. To see information about the changes to the document, click **Activity** in the **Activity Log** column.

10. Click **X** to close the **Activity Log** screen.
Option 4: View All Documents

This option allows you to view information within the documents which you have submitted for approval.

1. Select I would like to view all documents.

2. Click next.

3. You can click ‘search’ to return all documents you have access to view or you can limit your results by entering some of the criteria below.

   a. Select the Institution.
   
   b. Select the Campus. You must select an institution before you can select a campus.
   
   c. Select the School. You must select an institution and campus before you can select a school.
   
   
   e. Select an Action Type. This list contains all of the document types, i.e. New Degree, New Major, Major Name Change, etc.
f. Select or enter any other search criteria. For example, Date Created From and Date Created To.

g. Enter an Appear ID. If you wrote down the Appear ID after submitting your document, this is where you would enter the number to retrieve only that document.

h. Enter the name or username of the Initiator. Partial searches will work as well, so if you only know the beginning of the user’s name or username, just enter that.

4. Click search. Depending on your access, if you click ‘search,’ without other criteria, you will either see all documents submitted by all users (this means you are in the SY-UITS-APPEAR3 ADS group) or you will only see documents you initiated (this means you are in the SY-UITS-APPEAR4 ADS group). Regardless of your access, you can only edit documents in the Initiated or Saved status.

The search results will display at the bottom of the page.

NOTE: The Document Status column indicates if the document has been submitted.

5. To view a document, click View in the Actions column.
6. Click the number in the Appear ID column to print the document.

7. To see information about the changes to the document, click Activity in the Activity Log column.