

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-UIITS-APPEAR3 by emailing approval@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](#).

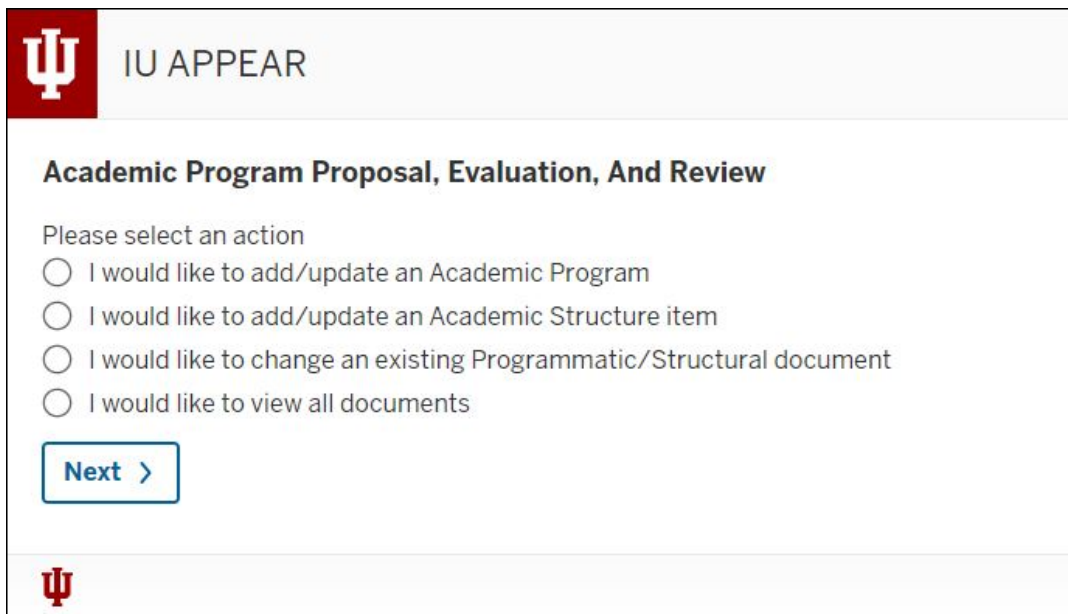
Steps

Logging into APPEAR

The Academic Program Proposal, Evaluation, and Review system can be accessed through One.IU by navigating to one.iu.edu and searching for APPEAR.

1. Click the APPEAR task in One.IU.

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



Ψ IU APPEAR

Academic Program Proposal, Evaluation, And Review

Please select an action

- I would like to add/update an Academic Program
- I would like to add/update an Academic Structure item
- I would like to change an existing Programmatic/Structural document
- I would like to view all documents

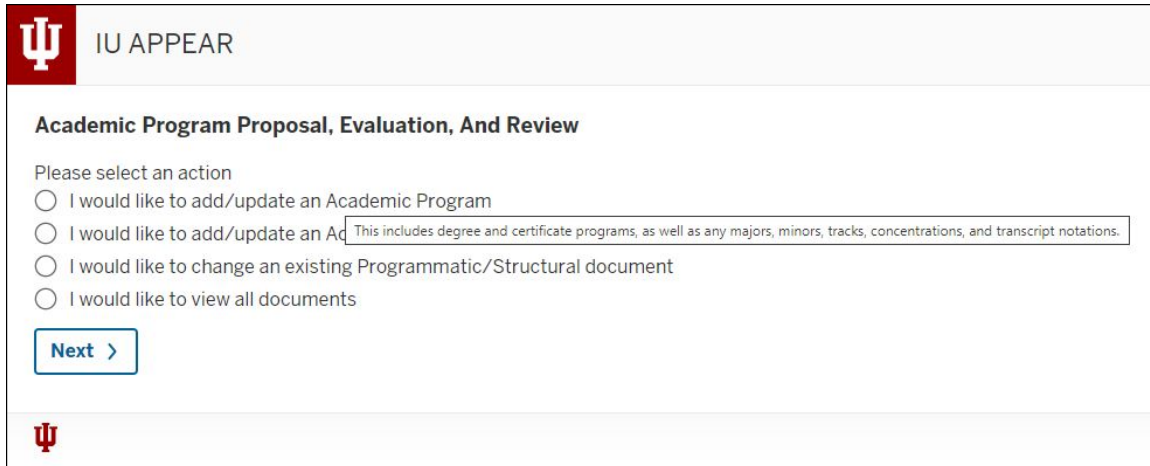
Next >

Ψ

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, a screen tip with more information will display.

Academic Program Proposal, Evaluation and Review (APPEAR)



Ψ IU APPEAR

Academic Program Proposal, Evaluation, And Review

Please select an action

I would like to add/update an Academic Program

I would like to add/update an Academic Structure item This includes degree and certificate programs, as well as any majors, minors, tracks, concentrations, and transcript notations.

I would like to change an existing Programmatic/Structural document

I would like to view all documents

[Next >](#)

Ψ

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](#).

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Add/Update an Academic Program

Name: Admin, Joe
Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF
Email: joeadmin@iu.edu

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Please select an option

- Certificate Name Change
- Certificate/Degree/Major Termination
- Degree - Additional in same discipline
- Degree Name Change
- Dual Degree - Both Existing
- Major Name Change (includes Tracks/Concentrations/Specializations)
- Minor Name Change
- New Certificate
- New Degree
- New Graduate Degree Track (includes Concentrations and Specializations)
- New Major (includes Tracks/Concentrations/Specializations)
- New Minor
- Transcript Notations

[Next >](#)

The approval process is determined by the type of academic program that is submitted. In considering a new program, it is recommended that proposers consider whether a new degree is necessary, or if a new major within an existing degree is a viable option. Please see [Submission Guidelines and Approval Matrix](#) for additional information.

NOTE: Note the information at the bottom of the screen. For the Guidelines for Developing a proposal and Approval Matrix, click [here](#).

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 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.

APPEAR New Degree

Name: Admin, Joe
Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF
Email: joeadmin@iu.edu

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Document Overview

Document Description *

Institution/Campus

Institution *
Campus *
County *

Details

APPEAR Request Type: Programmatic Action

School or College name *

Department

Degree Program Title *

Degree Code *

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NOTE: Click the down arrow to collapse one or multiple sections of the document. Click the right arrow to display or expand a section of the document that has been collapsed.

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).

▼ Dates	
Campus Approval Date *	<input type="text"/>
Office of Online Education Date	<input type="text"/>
ALC Tech Review Date	<input type="text"/>
ALC Approval Date	<input type="text"/>
Board of Trustees Approval Date	<input type="text"/>
ICHE Approval Date	<input type="text"/>
Notification Date	<input type="text"/>

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](#).

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Please Note: Attachment files size should not exceed 50MB.

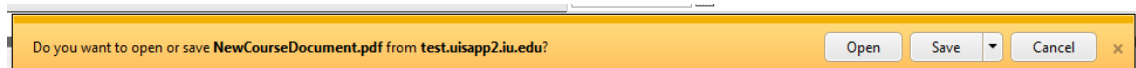
Proposed and Revision Attachments *		Degree Proposal and Revision	Actions
Posted Timestamp	Description	Select File No file selected	Add +

Letters of Support Attachments		Letters of Support	Actions
Posted Timestamp	Description	Select File No file selected	Add +

Summary Proposal Attachments		Summary Degree Proposal	Actions
Posted Timestamp	Description	Select File No file selected	Add +

Budget and Enrollment Tables Attachments		Budget and Enrollment	Actions
Posted Timestamp	Description	Select File No file selected	Add +

16. Under the *Proposal and Revisions Attachments* section, add any relevant documents.
- To add a document, click **Select File**.
 - Locate and double click the file you want to add. The file name will display next to the **Select File** button.
 - Click **Add** in the **Actions** column.
 - 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:

Save

Your document will time out if you have it open for too long. In this case, you will want to save it. Note: 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 "I would like to change an existing Programmatic/Structural document." The documents that are saved manually

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will display with a “Saved” status and the documents that are auto-saved will display with an “Initiated” status.

Submit

This will submit the request to the Academic Leadership Council (ALC) for review and approval.

Clear Values

This will clear all values from the document.

Back to Main Menu

This will return you to the main menu.

Print

This will print the document.

20. If you are ready to submit the request, click [Submit](#).

After submitting, you will receive a *Successfully Submitted* message.

APPEAR New Degree

Name: Admin, Joe
Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF
Email: joeadmin@iu.edu

[← Back](#)

Submitted Successfully

Document Overview

Document Description	Request New Degree
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Institution/Campus

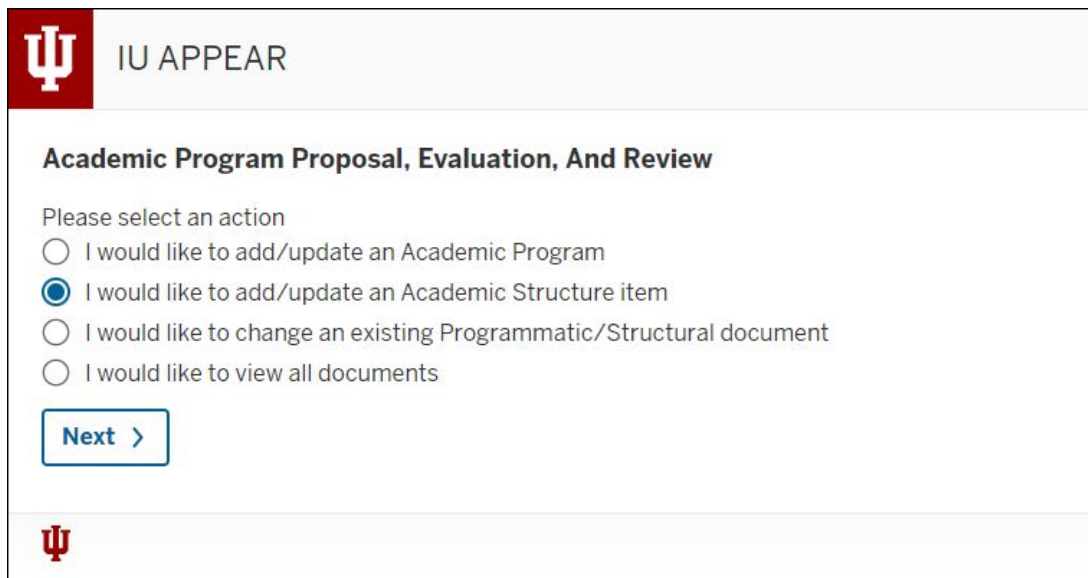
Institution	IU
Campus	IUPUI
County	Marion

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*.

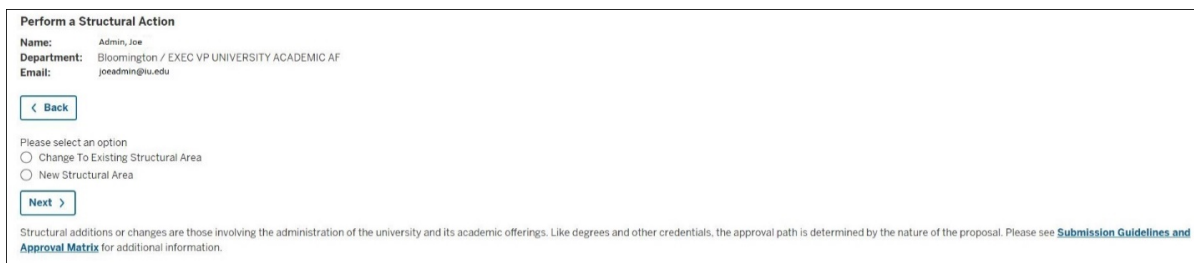
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Option 2: Add/Update an Academic Structure Item

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 **Next**. The fields below are for a New Structural Area. They will vary slightly on the *Change To Existing Structural Area* document.

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APPEAR New Structural Area
Name: Admin, Joe
Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF
Email: joeadmin@iu.edu

[← Back](#)

Document Overview

Document Description *
This field limited to 1,000 characters.

Institution/Campus

Institution *

Campus *

County *

Details

APPEAR Request Type: Structural Action

Type *

Name of New Structure/Area *
This field limited to 254 characters.

Brief Description *

Rationale *

Dates

Campus Approval Date *

Office of Online Education Date

ALC Tech Review Date

ALC Approval Date

Board of Trustees Approval Date

ICHE Approval Date

Notification Date

Please Note: Attachment files size should not exceed 50MB.

Proposal and Revision Attachments *

Posted Timestamp	Description	Degree Proposal and Revision	Actions
	<input type="text"/>	<input type="button" value="Select File"/> No file selected	<input type="button" value="Add +"/>

Letters of Support Attachments

Posted Timestamp	Description	Letters of Support	Actions
	<input type="text"/>	<input type="button" value="Select File"/> No file selected	<input type="button" value="Add +"/>

Summary Proposal Attachments

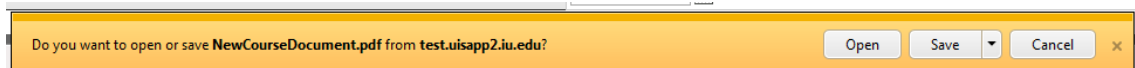
1. In the **Document Overview** section, enter a **Document Description** (required).
2. Select an **Institution** (required).
3. Select a **Campus** (required). You must select an institution before you can select a campus.
4. Enter a **County** (required).
5. Under the *Academic Structure* section, 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).

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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 **Select File**.
 - b. Locate and double click the file you want to add. The file name will display next to the **Select File** 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.

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After submitting, you will receive a *Successfully Submitted* message.

The screenshot shows a confirmation page titled "APPEAR New Structural Area". It includes contact information for Joe Admin: Name: Admin, Joe; Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF; Email: joeadmin@iu.edu. A "< Back" button is visible. A green banner with the text "Submitted Successfully" is highlighted with a red arrow. Below this are two expandable sections: "Document Overview" and "Institution/Campus". The "Document Overview" section contains a table with columns "Document Description" and "Structural Action". The "Institution/Campus" section contains a table with columns "Institution", "Campus", and "County".

Document Description	Structural Action

Institution	Campus	County
IU	Bloomington	Monroe

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>.

The screenshot shows the IU APPEAR form. At the top left is the IU logo and the text "IU APPEAR". Below this is the title "Academic Program Proposal, Evaluation, And Review". A prompt says "Please select an action". There are four radio button options: "I would like to add/update an Academic Program", "I would like to add/update an Academic Structure item", "I would like to change an existing Programmatic/Structural document" (which is selected), and "I would like to view all documents". A "Next >" button is at the bottom.

1. Select **I would like to change an existing Programmatic/Structural document**.

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2. Click **Next**.

The screenshot shows the IU APPEAR Academic Action Tracking List search interface. At the top left is the IU logo (Psi symbol) and the text 'IU APPEAR'. Below this is the title 'Academic Action Tracking List'. The interface contains several search criteria, each with a text input field and a dropdown arrow: 'Institution:', 'Campus:', 'School:', 'Document Status:', and 'Action Type:'. On the right side, there are two date range fields: 'Date Created From:' and 'Date Created To:', each with a calendar icon. Below these are two more text input fields: 'Appear ID:' and 'Initiator (name or username):'. At the bottom of the form are three buttons: 'Search', 'Clear Values', and 'Back to Main Menu'.

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-UIITS-APPEAR3 ADS group) or you will only see documents you initiated (this means you are in the SY-UIITS-APPEAR4 ADS group). Regardless of your access, you can only edit documents in the **Initiated** or **Saved** status.

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

Academic Action Tracking List

Institution: Date Created From:

Campus: Date Created To:

School: Appear ID:

Document Status: Initiator (name or username):

Action Type:

Show Entries: 10

Actions	Activity Leg	Appear ID	Institution	Campus	School	Action Type	Document Description	Program Title	Degree Title	Submission Date	Campus Approval Date	Office of Online Education Date	ALC Approval Date	Board of Trustees Approval Date	ICHE Approval Date	Document Status
Edit	Activity	3153	Indiana University	Bloomington		New Structural Area	Structural Action			11/03/2021 11:06:08 AM	11/03/2021					Submitted
Edit	Activity	3152	Indiana University	IUPUI	School of Liberal Arts	New Degree	Request New Degree	Testing	Testing	11/03/2021 09:30:16 AM	11/05/2021					Submitted
Edit	Activity	3151	Indiana University			New Degree				11/02/2021 05:40:17 PM						Initiated
Edit	Activity	3147	Indiana University	Bloomington	College of Arts & Sciences	Certificate Name Change	Testing			10/27/2021 05:20:52 PM	10/27/2021	10/28/2021	10/30/2021	10/31/2021	11/01/2021	Submitted
Edit	Activity	3146	Indiana University	Bloomington		New Structural Area	Test Document Description			10/26/2021 05:19:28 PM	10/26/2021					Submitted

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.

IU APPEAR

Initiator: Admin, Joe Status: Submitted Appear ID: 3153 Created: 11/03/2021 11:06:08 AM

APPEAR New Structural Area

Name: Admin, Joe
 Department: Bloomington / EXEC VP UNIVERSITY ACADEMIC AF
 Email: joeadmin@iu.edu

Document Overview

Document Description * Structural Action
This field limited to 1,000 characters.

Institution/Campus

Institution * Indiana University
 Campus * Bloomington
 County * Monroe

Details

APPEAR Request Type Structural Action

Type * School

Name of New Structure/Area * Testing
This field limited to 254 characters.

7. Scroll down to locate the [Print](#) button at the bottom of the page.

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The screenshot shows a document editing interface with three attachment sections. Each section has a 'Posted Timestamp' and 'Description' field, a 'Select File' button, and an 'Add +' button. At the bottom, a red box highlights the 'Save', 'Submit', 'Approve', 'Delete', and 'Print' buttons.

- Click **Print** to print the document.
- To see information about the changes to the document, click **Activity** in the **Activity Log** column.

Activity Log
Appear Id: 3153
Document Description: Structural Action

Show Entries: 10 entries

Date/Time	User ID	Action Taken	Comment Made
11/03/2021 11:13:03 AM	joeadmin	Submitted	
11/03/2021 11:06:08 AM	joeadmin	Submitted	
11/03/2021 11:05:55 AM	joeadmin	Initiated	

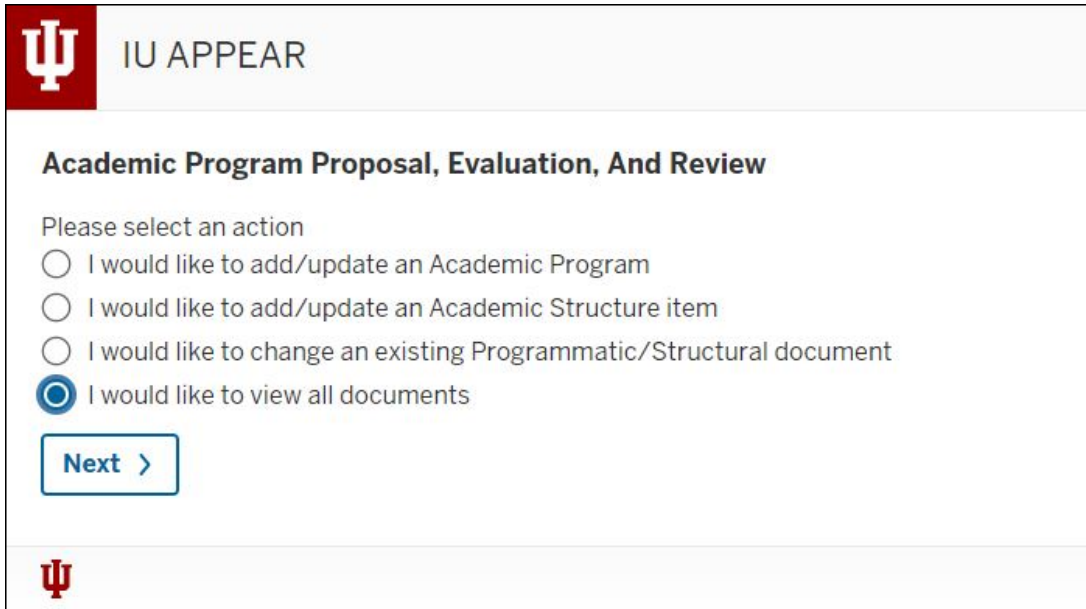
Showing 1 to 3 of 3

- Click the **X** to close the **Activity Log** screen.

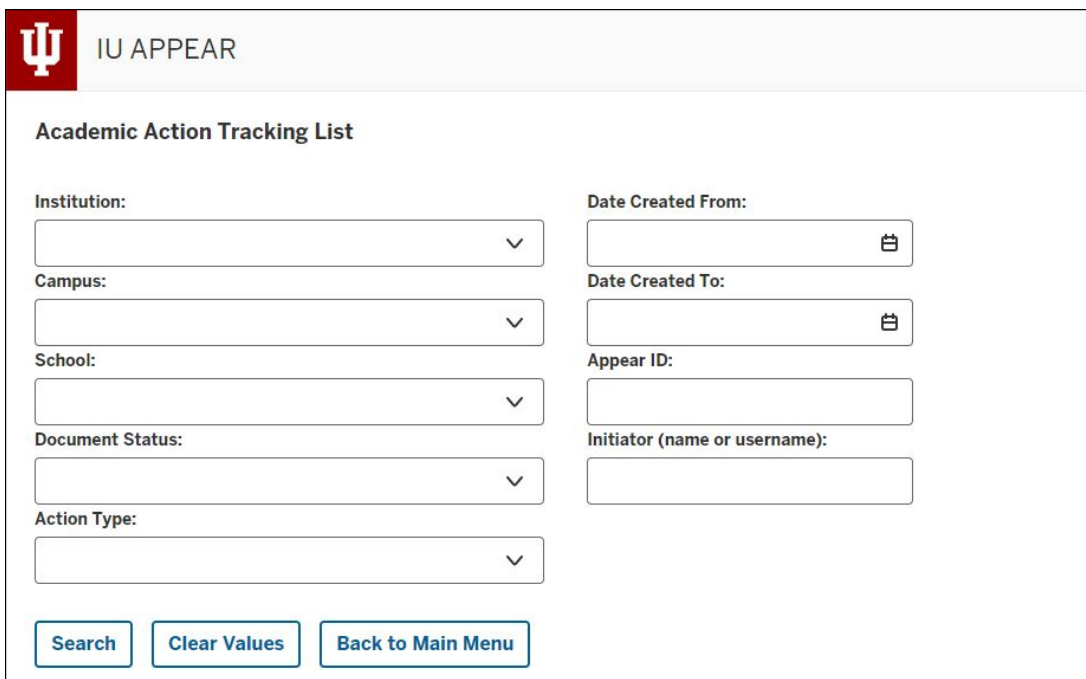
Option 4: View All Documents

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

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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.

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- 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-UIITS-APPEAR3 ADS group) or you will only see documents you initiated (this means you are in the SY-UIITS-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.

Academic Action Tracking List

Institution:

Campus:

School:

Document Status:

Action Type:

Date Created From:

Date Created To:

Appear ID:

Initiator (name or username):

[Search](#)
[Clear Values](#)
[Back to Main Menu](#)

Show Entries: [Download as Excel](#)

Actions	Activity Log	Appear ID	Institution	Campus	School	Action Type	Document Description	Program Title	Degree Title	Submission Date	Campus Approval Date	Office of Online Education Date	ALC Approval Date	Board of Trustees Approval Date	ICHE Approval Date	Document Status
View	Activity	3153	Indiana University	Bloomington		New Structural Area	Structural Action			11/03/2021 11:06:08 AM	11/03/2021					Submitted
View	Activity	3152	Indiana University	IUFUI	School of Liberal Arts	New Degree	Request New Degree	Testing	Testing	11/03/2021 09:30:16 AM	11/05/2021					Submitted
View	Activity	3151				New Degree				11/02/2021 05:40:17 PM						Initiated
View	Activity	3147	Indiana University	Bloomington	College of Arts & Sciences	Certificate Name Change	Testing			10/27/2021 05:20:52 PM	10/27/2021	10/28/2021	10/30/2021	10/31/2021	11/01/2021	Submitted
View	Activity	3146	Indiana University	Bloomington		New Structural Area	Test Document Description			10/26/2021 05:19:28 PM	10/26/2021					Submitted

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

5. To view a document, click **View** in the **Actions** column.

Academic Program Proposal, Evaluation and Review (APPEAR)

The screenshot displays the APPEAR system interface for a document titled "APPEAR New Structural Area". At the top, it shows the initiator as "Admin, Joe", status as "Submitted", APPEAR ID as "3153", and creation date as "11/03/2021 11:06:08 AM". The document details are organized into several sections:

- Document Overview:** Document Description: Structural Action
- Institution/Campus:** Institution: IU, Campus: Bloomington, County: Monroe
- Details:** APPEAR Request Type: Structural Action, Type: School, Name of New Structure/Area: Testing, Brief Description: Testing, Rationale: Testing, Desired Implementation Date: (blank)
- Dates:** Campus Approval Date: 11/03/2021, Office of Online Education Date: (blank)

At the bottom, an activity log shows a record for "New Degree Certificate" on "11/02/2021 05:40:17 PM" initiated by "Admin, Joe".

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.