



# THE UNIVERSITY OF NORTH CAROLINA SYSTEM

## PREP/API User Manual

January 31, 2021

University of North Carolina System  
Chapel Hill, North Carolina

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# PREP-API USER MANUAL

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# OVERVIEW OF PREP-API

In an effort to modernize data storage, improve data accuracy, and provide efficient web-based tools, the UNC System Office has created the PREP-API interface and underlying database. The purpose of this manual is to assist users of PREP and/ or the API.

The Program Request Portal (PREP) facilitates the review and approval process for new degree programs. UNC institutions can use PREP for the following:

- Request a new priority degree program
- Submit a Request for Preliminary Authorization
- Submit a Request to Establish
- Submit responses to questions from the UNC System Office
- Visit a log of all documents, comments and actions related to a new degree request.

The Academic Program Inventory (API) is the official record of existing and approved degree programs. UNC System institutions can use the API for the following:

- Search approved programs across all UNC institutions
- View detailed information on your institution's approved programs
- Request changes such as to CIP code, title, degree awarded, and teacher licensure specialty area codes
- Submit a Request to Deliver to add a new delivery mode to an existing program

Because PREP and API have slightly different functionalities, there are different roles and permissions in each tool. Key functions associated with these roles are explained within this manual. PREP users may have multiple roles, such as CPC and Graduate Council. Users with multiple roles may see some additional icons or options that align with their various permissions and that are unavailable to other users.

All campus staff with a campus log-in already have basic access to PREP and the API and do not need to request it. For those who need a higher level of access than view only, contact the UNC System Vice President for Academic Programs, Faculty, and Research.

User	PREP: View Program Log	API: View Program Details	PREP: Upload Proposal Documents	PREP: Submit Reviews for Undergraduate	PREP: Submit Reviews for Graduate	API: Submit Reviews Requests to Deliver	API: Submit Requests	PREP: Receive Notifications
<b>Campus Program Coordinator (CPC)</b>	Y	Y	Y	Y	N	Y	Y	Y
<b>API Campus Program Coordinator (API CPC)</b>	Y	Y	N	Y	N	N	Y	N
<b>Graduate Council</b>	Y	Y	N	N	Y	N	N	N
<b>Subscribers</b>	Y	Y	N	Y	N	N	N	Y
<b>All Faculty/ Staff</b>	Y	Y	N	Y	N	N	N	N

# PROGRAM REQUEST PORTAL (PREP)

PREP displays the status of all proposed degree programs under active review by the UNC System Office. UNC Regulation 400.1.1[R] governs the approval processes for all new baccalaureate, master's, and doctoral degree programs in the UNC System. The purpose of PREP is to organize and track all requests and communications relating to the process of applying for a new degree program.

## Log In

Enter prep.northcarolina.edu. The public facing page displays each UNC System institution's program requests that are either "In Process or "Pending".

PREP

API

Log In

In Process

Pending




All

On Campus

Distance

Level: All

Apply

Type	Campus	Level	Degree	Name	Status
	North Carolina Central University	Bachelor's	BA	Psychology	Appendix G, Pending Approval
	North Carolina Central University	Bachelor's	BA	Interdisciplinary Studies	UG Request to Establish, Pending Campus Revisions 1
	UNC Wilmington	Bachelor's	BA	Digital Arts	UG Request to Plan, Pending Campus Revisions

To log in as a Campus Program Coordinator (CPC) or Administrator, select the blue "Log In" link at the top right of the screen.

[Log In](#)

## LOGIN

Choose your Campus / Institution:

- [Appalachian State University](#)
- [East Carolina University](#)
- [Elizabeth City State University](#)
- [Fayetteville State University](#)
- [NC Agricultural and Technical State University](#)
- [North Carolina Central University](#)
- [NC State University](#)
- [UNC Asheville](#)
- [UNC-Chapel Hill](#)
- [UNC Charlotte](#)
- [UNC General Administration](#)
- [UNC Greensboro](#)
- [UNC Pembroke](#)
- [UNC Wilmington](#)
- [UNC School of the Arts](#)
- [UNC-TV](#)
- [Western Carolina University](#)
- [Winston-Salem State University](#)
- [North Carolina School of Science and Mathematics](#)
- [I don't have a UNC System Campus!](#)

Upon selecting Log In, you will be directed to select your home institution on the left side of the screen.

Once you select your institution, click the "Login through your campus" button on the right side of the screen.



Next PREP will direct you to enter your campus user ID and password.

UserID: (e.g. email and workstation login name and password)

Your User ID Here

Password:

\*\*\*\*\*

Sign In

## View PREP Summary Screen



PREP keeps track of all actions taken on a particular proposal, when, and by whom. It reflects the current status of a proposal in the review process and allows access

to all historical documents related to a proposal. PREP also allows the CPC and the UNC System Office to add or exchange comments as needed.

A summary screen provides access to the history log, document log, and comments for each proposal under review. To view this screen for any proposal, select the work wheel icon under the "Actions" column.

**PROGRAM #1**

**Lead Campus:** Elizabeth City State University  
**Status:** UG Request to Plan, Pending Acknowledgement

Type:	On Campus	File Name	Upload Date/Time
Single or Joint:	Single	<a href="#">Request to Plan.pdf</a>	01/31/2016 10:50 PM
Level:	Bachelor's		
Degree:	BSBT		
CIP Code:	100302		
CIP Name:	Printing Management		
SACS Change:	No		
Scope of Mission:	No		
Chancellor Approved:	Yes		
Due Date:	02/02/2016		

**Delivery Methods:**

Type	Maximum Percent	Location Name
	90%	On Campus

**History/Log:**

Action	By	Date	End Status
Submitted	Joe cpc_of_ecsu	01/31/2016 10:50 PM	UG Request to Plan, Pending Acknowledgement
Pre-Approved	Jamco Chapman	01/31/2016 10:48 PM	UG Request to Plan, Pending Submission
Submitted for Pre-Approval	Joe cpc_of_ecsu	01/31/2016 10:46 PM	UG Request to Plan, Pending Pre-Approval

**Comments:**

[+ Add Comment](#)

Once the work wheel has been selected, it will expand to show a magnifying glass. Select the magnifying glass to open the summary screen.

The summary screen has four main sections: status bar, file repository, History/Log, and Comments.

The document log shows all files that have been uploaded during the program request workflow. Each file is marked with a time stamp and date of upload.

The History/Log is a record of all actions that have taken place and the current status of the proposal under review.

## Campus Program Coordinator (CPC) Functionality

Each campus has 1-2 designated Campus Program Coordinators (CPCs) who, on behalf of their Chancellor and/or Provost, are responsible for coordinating all communication between their campus and the UNC System Office related to program approval through PREP. This section of the manual addresses functionality that is specific to the CPC.



### REQUEST NEW PRIORITY PROGRAM

Upon login to PREP, the default tab is the PREP screen. At this screen, the CPC can click the “Request New Program” button at the top right of the screen to request a new priority program.



Once “Request New Program” has been selected, the “Add New Program Request” screen will appear. Here the CPC will enter in key program details and delivery method information.

### Add New Program Request

#### Application Info

* Title:	Sociology
* Single or <a href="#">Joint</a> Degree Program:	<input checked="" type="radio"/> Single <input type="radio"/> Joint
* Level:	Bachelor's
* Degree Abbreviation:	AB
* CIP:	<input type="text" value="CIP Codes"/> 12.0411 - Permanent Cosmetics/Makeup and Tattoos
* Does the proposed program constitute a substantive change as defined by <a href="#">SACS</a> ?	<input checked="" type="radio"/> No <input type="radio"/> Yes
* Proposed Term to Enroll First Students in Degree Program:	2016 - Fall
* Is this degree program within the scope of the current institutional mission?	<input type="radio"/> No <input checked="" type="radio"/> Yes
* Minimum Credential Credit Hours:	30
* Expected Number of Full-Time Terms to Completion:	
Teacher Licensure Specialty Area Code(s):	<input type="checkbox"/> 001 - Academically Gifted

### Delivery Methods

+ Percent On-Campus

+ Add Online Method

+ Add Off-Site Method

Submit to GA

To add an on campus or online delivery method, select the “Add On-Campus Method” or “Add Online Method” buttons under “Delivery Methods”. You will be prompted to enter the maximum percent that the program is typically offered through that delivery type.

### Delivery Methods

On Campus:

\* Maximum Percent Offered:

×

Online:

\* Maximum Percent Offered:

×

To add an off-site delivery method, select the “Add Off-Site Method” button. You will be prompted to enter the maximum percent offered, proposed term to enroll students, name of site, address, city, zip/post code, and country.

### Off-Site:

(1)

\* Maximum Percent Offered:

×

\* Proposed Term to Enroll Students:

\* Name of Site:

\* Address:

\* City:

\* ZIP/Post Code:

\* Country:

Add Another Site

Multiple sites for the same program can be submitted by selecting “Add Another Site.” Once all the information for the new program request has been entered, select the “Submit to GA” button at the bottom right of the screen.

Submit to GA



## REQUESTING JOINT PROGRAMS

At the “Add New Program” screen, the CPC has the option to select a “Single” or “Joint Degree Program”.

Selecting “Joint” requires choosing one or more UNC “Partner Campuses” for three joint degree program.

The screenshot shows the 'Add New Program Request' form. It includes fields for 'Type', 'Title', and 'Single or Joint Degree Program'. The 'Single or Joint Degree Program' field is set to 'Joint'. Below this field is a list of UNC Partner Campuses with checkboxes next to each name. The list includes: Appalachian State University, East Carolina University, Elizabeth City State University, Fayetteville State University, NC State University, North Carolina Central University, UNC Asheville, UNC Charlotte, UNC Greensboro, UNC Pembroke, UNC School of the Arts, UNC Wilmington, UNC-Chapel Hill, Western Carolina University, and Winston-Salem State University. The 'On Campus' radio button is selected.

## WITHDRAW REQUEST FOR A NEW PRIORITY PROGRAM

CPCs can withdraw a request for a new priority program at any time. There are two ways to access the “Withdraw” selection. One way is to click on the action wheel for the program.

The screenshot shows a program status bar. It includes a progress bar with '30%' and '20%' markers. Below the progress bar is a row of action buttons: 'Resubmit', 'Withdraw', 'Request Extension', and 'View Proposal'. The 'Withdraw' button is highlighted with a red box. Below the buttons is a table with columns for 'UG Request to Plan, Pending Acknowledgement', '02/02/2016', and a gear icon.

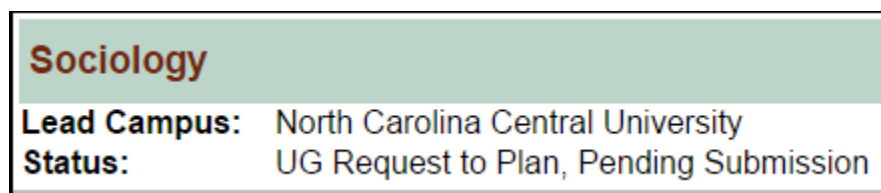
Second, selecting the “Submit” button to send a document for review also provides the CPC the opportunity to withdraw as an alternative action. The button is on the right of the screen.

The screenshot shows a dialog box titled 'Your input is required.' It includes a text area for 'Select a document type. (New or revised Request, select Request Submission. Response to GA inquiries that do not require Request revision - select Response to GA )'. Below the text area is a dropdown menu labeled 'Request Submission'. On the right side of the dialog box is a button labeled 'Withdraw' inside a red circle.

## UPLOAD A DOCUMENT – REQUEST FOR PRELIMINARY AUTHORIZATION

After the administrator pre-approves a program as a new priority, the CPC can upload a Request for Preliminary Authorization.

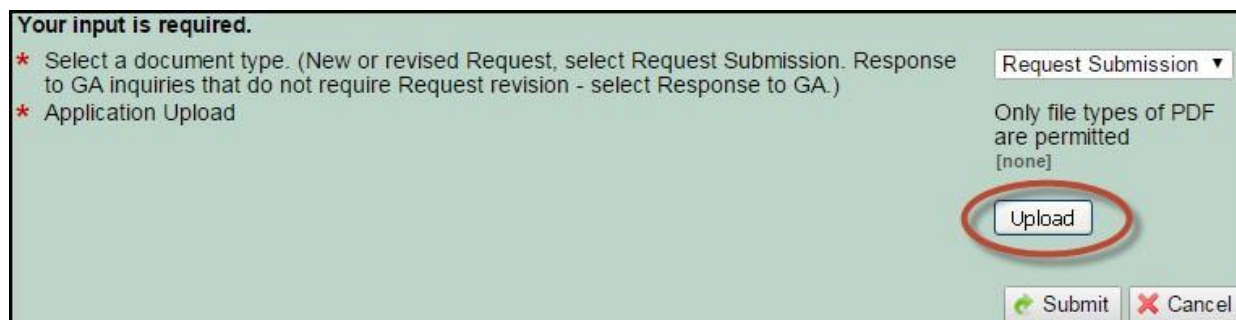
1. Select *Request Submission* in the drop-down box.
2. Click the **Upload** icon. Only a single PDF documents is allowed for upload. Once the document is uploaded, the screen will display “Complete.”



**Sociology**

**Lead Campus:** North Carolina Central University

**Status:** UG Request to Plan, Pending Submission



**Your input is required.**

- \* Select a document type. (New or revised Request, select Request Submission. Response to GA inquiries that do not require Request revision - select Response to GA.)
- \* Application Upload

Request Submission ▼

Only file types of PDF are permitted  
[none]

**Upload**

Submit Cancel

## UPLOAD A DOCUMENT - RESPONSE

The CPC can upload response documents when Request for Preliminary Authorization or Establish revisions are not necessary, but campuses need to submit substantive responses to questions from the UNC System Office.

1. Select *Response to GA* in the drop-down box.
2. Click the **Upload** icon. Only a single PDF document is allowed for upload. Once the document is Once the document is uploaded, the screen will display “Complete.”

## ADDING SUBSCRIBERS


Subscribers are individuals who should be informed as the proposal moves through the program review and approval process in PREP (program director, dean, etc.). Subscribers added by the CPC will receive email notifications at each status change.


PREP allows the CPC to add subscribers anytime they are prompted to upload a document (Request for Preliminary Authorization, Request to Establish, Feedback from External Reviews, Campus Response to External Reviews).

1. To add subscribers, enter each email address of the subscriber separated by commas.

<b>Sociology</b>	
<b>Lead Campus:</b>	North Carolina Central University
<b>Status:</b>	UG Request to Plan, Pending Submission

Enter email addresses of individuals who should receive automatic notifications regarding status of this proposal (separated by commas)






 Submit

## RETRACT A PRIORITY PROGRAM

The CPC can only retract a priority program at Request for Preliminary Authorization Pending Pre-Approval, and Request for Preliminary Authorization Pending Acknowledgement states. After these states, the “Withdraw” option is available to remove a proposal under review from consideration.

1. To retract a priority request, select the action icon to the right of the screen to remove it from the UNC System Office administrator’s archive.
2. Once a program is retracted it will remain in the CPC’s archive.

UG Request to Plan, Pending Pre-Approval	 Retract	 New Proposal	
--	---	--	---

## REQUEST AN EXTENSION

In order to request an extension to a revision period:

1. Select the work wheel icon in the action window to *Request an Extension*.
2. At the Request Extension screen, enter all extension attributes. Select *Submit* at the bottom to send the extension request to the UNC System Office administrator.

**Status**

UG Request to Plan, Approved, Pending Request to Establish Submission

**Due** **Actions**

Submit Request to Establish **Request Extension** New Proposal

**Your input is required.**

\* Request Date

\* Extension Comment

\* Campus approval for extension has been received ☐

**Submit** **Cancel**

## ADD COMMENTS

1. The CPC can add a comment by selecting the program and opening the summary screen.
2. The system provides a text field to enter comments.
3. After entering all comments, click Add comment to save the comments.


<b>Lead Campus:</b>	North Carolina Central University
<b>Status:</b>	UG Request to Plan, Pending Pre-Approval

Type:	On Campus
Single or Joint:	Single
Level:	Bachelor's
Degree:	ABED
CIP Code:	150405
CIP Name:	Robotics Technology/Technician
SACS Change:	No
Scope of Mission:	Yes
Chancellor Approved:	Yes
Due Date:	02/24/2016

**Delivery Methods:**

Type	Maximum Percent	Location Name
	20%	On Campus


  

**History/Log:**

Action	By	Date	End Status
Submitted for Pre-Approval	Joe cpc_of_nccu	02/10/2016 10:09 AM	UG Request to Plan, Pending Pre-Approval


**Comments:**

 Add Comment

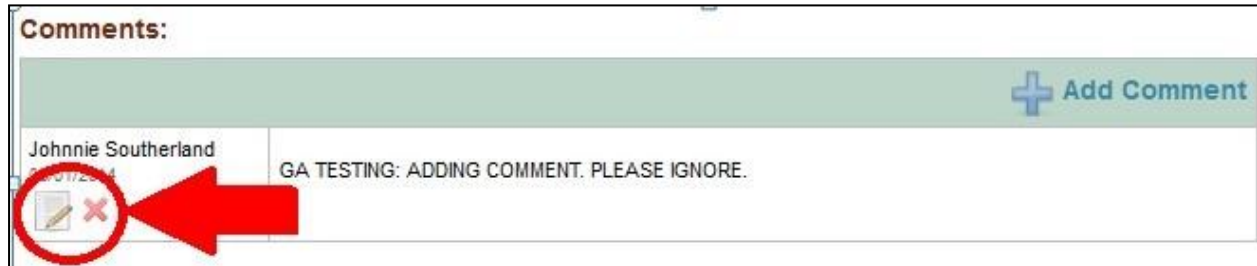
\* Text

2.

 Add Comment

## EDIT OR DELETE COMMENTS

1. CPCs can edit their own comments by clicking on the paper/pencil icon.
2. CPCs can delete their own comments by clicking on the red "x" icon.



# APPROVED PROGRAM INVENTORY (API)

The UNC System Academic Program Inventory is a searchable database of all approved degree programs in the UNC System and their approved modes of delivery (online, off-campus, etc.). In the API are degree programs that have been approved by the UNC System Board of Governors as well as certificates that are subject to campus review procedures and then reported to the UNC System Office when approved. The API exists in two forms in order to meet the varying needs of different audiences, but the data in both sources is the same:

1. Degree Finder- The Degree Finder is a public-facing tool for searching for current campus program offerings. Degree Finder does not include information about discontinued programs. Degree Finder contains both Board-approved degrees and campus-approved certificates. The audience for this tool is wide and includes the public, UNC System faculty and staff, and the UNC System Office. The Degree Finder is available at the following URL: <http://www.northcarolina.edu/apps/programs/index.php>
2. API (from PREP-API)- The API is part of the PREP-API web application. The API contains information about both discontinued and active Board approved degree programs, as well as information about active campus approved certificate programs. This version of the API requires a campus log-in (Shibboleth log-in) in order to access. A campus login is required because the detailed information in the API is not useful to or might be confusing to the public (e.g. discontinued programs, program IDs). The API is available at the following URL: <https://prep.northcarolina.edu/arp/api/index.php>

## Log In

In order to access the API, go to the URL: <https://prep.northcarolina.edu>

Then click on the API Tab.

PREP

API




In Process

Pending

☒ All ☐ On Campus ☐ Distance

Level: All

Apply

Type	Campus	Level	Degree	Name	Status
	North Carolina Central University	Bachelor's	BA	Psychology	Active
	North Carolina Central University	Bachelor's	BA	Interdisciplinary Studies	Under Review
	UNC Wilmington	Bachelor's	BA	Digital Arts	Under Review

The following message will appear. Clicking on the first link will prompt you to log in to the API. Clicking the second link will take you to the public DegreeFinder.

### Approved Program Inventory Navigation

The Academic Program Inventory (API) is the official record of degree programs offered by the sixteen constituent universities of the University of North Carolina.

Click [here](#) if you are a UNC institution requesting a change to a degree program in the API.

Click [here](#) if you are a prospective student or visitor interested in finding degree programs offered by UNC institutions.

UNC System personnel who select the first link will be prompted to log in. Select your campus from the list on the left.

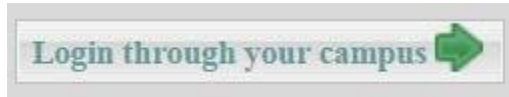


**Choose your Campus / Institution:**

- [Appalachian State University](#)
- [East Carolina University](#)
- [Elizabeth City State University](#)
- [Fayetteville State University](#)
- [NC Agricultural and Technical State University](#)
- [North Carolina Central University](#)
- [NC State University](#)
- [UNC Asheville](#)
- [UNC-Chapel Hill](#)
- [UNC Charlotte](#)
- [UNC General Administration](#)
- [UNC Greensboro](#)
- [UNC Pembroke](#)
- [UNC Wilmington](#)
- [UNC School of the Arts](#)
- [UNC-TV](#)
- [Western Carolina University](#)
- [Winston-Salem State University](#)
- [North Carolina School of Science and Mathematics](#)
- [I don't have a UNC System Campus!](#)



Then click “Login through your campus” on the right.



You will be prompted to enter your campus credentials. The user ID and password will be the same as what you use to log in to your campus computer. Then click “Sign In.” (Note: Your screen may look different than the image below.)

UserID: (e.g. email and workstation login name and password)

Password:

## Home Page

Regardless of the level of API access, the home page of the API will look basically the same for all users. The home page displays all active and discontinued BOG-approved programs and all active campus-approved certificates.

PREP API

<input type="radio"/> All <input type="radio"/> On Campus <input type="radio"/> Off-site (Site-based) <input type="radio"/> Online	Single or Joint Program: All	Status: All				Campus	Level	Degree	Title	CIP	Established	Status	Actions
						Appalachian State University	Bachelor's	BSBA	Accounting	520301 - Accounting	07/01/1972	Active	
						Appalachian State University	Master's	MS	Accounting	520301 - Accounting	07/15/1977	Active	
						Appalachian State University	Bachelor's	BS	Actuarial Sciences	521304 - Actuarial Science	01/12/2007	Active	

## FILTERING

Filters on the left can be used to limit the programs that show in the grid to the right. You can use one or a combination of the filters.

For example, if you would like to search for all joint programs that are offered online, you would choose "Online" from the first filter and then "Joint" from the second, as shown below, and press then "Search."

☐ All  
☐ On Campus  
☐ Off-site (Site-based)  
☐ Online

Single or Joint Program:  
All

Status:  
All

Campus:  
All

Level:  
All

Degree:  
All

Specialty Area:  
All

CIP:  
All

CIP Search:  
Code or Subject

Established:  
From: MM/DD/YYYY  
To: MM/DD/YYYY  
Discontinued:  
From: MM/DD/YYYY  
To: MM/DD/YYYY

Program Title Search

☐ All  
☐ On Campus  
☐ Off-site (Site-based)  
☐ Online

Single or Joint Program:  
All  
All  
Joint  
Single  
All

	Campus		Elizabeth City State University							Elizabeth City State University
					Elizabeth City State University					
					Elizabeth City State University					
					Elizabeth City State University					

For the "CIP Search" please be aware that you will need to enter the 6-digit CIP code **without the period** after the first two digits.

When you have entered all of the search criteria that you would like, click "Search." If you would like to clear all of the filters and either see all of the programs in the list again or start a new search click "Clear."

## VIEW

PREP API

Discontinue

		Campus	Level	Degree	Title	CIP	Established	Status	Actions
<input type="radio"/> All	<input type="radio"/> On Campus	<input type="radio"/> Off-site (Site-based)	<input type="radio"/> Online						
Single or Joint Program: All									
Status: All									
		Appalachian State University	Bachelor's	BSBA	Accounting	520301 - Accounting	07/01/1972	Active	
		Appalachian State University	Master's	MS	Accounting	520301 - Accounting	07/15/1977	Active	
		Appalachian State University	Bachelor's	BS	Actuarial Sciences	521304 - Actuarial Science	01/12/2007	Active	

In order to view additional details about a program, click on the magnifying glass in the "Actions" column on the far-right side of the grid. (Note: Depending on the dimensions of your computer screen and resolution settings you may have to scroll right to see the magnifying glass.)

Status	Actions
Active	

Additional information about the program will appear on the screen. There are several additional pieces of information about the program here that are not available in the main grid, such as address information for off-site program locations and program discontinuation dates (if it was discontinued).

### View

**Title:** Business Administration

**ID:** 52020110701 **Status:** Active

**Campus:** ASU **Effective Term:**

**Degree Level:** Master's **Degree:** MBA

**CIP:** 520201

**CIP Subject Area:** BUSINESS, MANAGEMENT, MARKETING, AND RELATED SUPPORT SE

**CIP Description:** Business Administration and Management, General

**Specialty Area Code(s):** None

**Full-Time Terms to Complete:**  **Established:** 07/15/1977

**Minimum Credit Hours:**  **Discontinued:**

**Non-Terminal Master's:** ☐ Yes ☐ No **Last Modified:**

### Delivery Types:

	Max %	Name	Address	City	State	Zip	County	Country
		On Campus						
		Site #1			North Carolina		Catawba	United States (the)

## CPC and API CPC Functionality

Campus program coordinators (CPCs) and API campus program coordinators have additional permissions in the API. Mainly, they can request program modifications and discontinuations on behalf of their campus and only for the programs that their campus offers.

### MAKING MODIFICATION REQUESTS

Instead of a magnifying glass, the CPC and API CPC will see a work wheel on the right side of their list of programs. Clicking on the work wheel brings up a box that shows all actions available to the CPC/API CPC. Click “View” to see more information about the program. Click “Edit” to submit a change request.



When “Edit” is clicked, the following screen appears. At the top is some general information about the program that you selected to edit. Refer to this information to confirm that you have selected the right program or, if interrupted, to remind you of the program.

Click the highlighted dropdown arrow beside Reason for Modification to see the list of categories of modification requests. The red X in the upper right corner can be used to exit this or any screen at any time **without** saving.

Choose from the following list of modifications. All of the change options have a very similar process except for “Add/ Modify Delivery” and “Add/ Modify Specialty Area Code.” For that reason, this section will go through three examples: 1. CIP Change 2. Delivery Type Change and 3. Specialty Area Code Change.

## CIP Change Request Example

This example follows the pattern of most of the change request categories where the current value is given, the new value is requested, a justification and upload are requested, and the CPC confirms approval of the Chancellor for the change. This same process is applied for the following types of change requests:

- CIP Change
- Title Change
- Degree Change
- Minimum Credential Credit Hours
- Expected Number of Full-Time Terms to Completion
- Effective Term
- Non-Terminal Master's Flag

If “CIP Change” is chosen from the dropdown, the following screen will appear.

Reason for Modification: CIP Change

Current CIP: 130604 - Educational Assessment, Testing, and Measurement

\* New CIP:

\* Brief Justification for Request:

\* I certify that the Chancellor has approved this CIP change request. ☐

In evaluating requests for CIP code, degree type, and degree title changes, UNC General Administration staff seek to understand whether proposed changes align with the program's curricular requirements and/or with other similar programs in UNC or the nation. Programs are strongly encouraged to submit such supporting documentation at the time of request (PDF only).

Upload: [none]


Upload

Submit

The requestor is required to provide the new CIP that is being requested, a justification of no more than 500 characters, and certification that the Chancellor has approved the change request. Uploading a PDF with additional documentation of the reason for the request is encouraged, especially if the change is significant, but is not required in all cases. Once all information is provided, click “Submit.”

## Add Delivery Request Example

To add a delivery type, select Add/Modify Delivery as the Reason for Modification. A box will appear showing the current delivery modes. To request a new delivery mode, click the arrow on the dropdown, select the mode you want to add, and then click "Add"

Type	Max %	Location Name	City	State	County	
		On Campus				

▼

+

 Add







On Campus  
Off-Site  
Online

If off-site is chosen, the following screen will appear. Fill in all of the required information including the address, upload a PDF of the Request to Deliver, and then click "Submit." Online and on-campus are similar, but they do not have any of the location/ address information.

Reason for Modification: Add/Modify Delivery ▼	
<b>Add New Off-Site Delivery</b>	
* Maximum Percent Offered:	<input type="text"/>
* Proposed Term to Enroll Students:	<input type="text"/>
* Name of Site:	<input type="text"/>
* Address:	<input type="text"/>
* City:	<input type="text"/>
* ZIP/Post Code:	<input type="text"/>
* Country:	<input type="text"/>
* Brief Justification for Request:	<div></div>
* Upload Request to Deliver:	<div>[none]</div> <div>Upload</div>
* I certify that the Chancellor has approved this delivery type request.	<input type="checkbox"/>
<div>Back</div> <div>Submit</div>	

## Modify Delivery Request Example

In order to modify or discontinue a delivery type, click the work wheel on the row of the delivery type (after you have already chosen “Add/ Modify Delivery” from the main modification window for the program). Then click “Edit.”

Reason for Modification: Add/Modify Delivery						
Type	Max %	Location Name	City	State	County	
		On Campus				
		Site #1		1	Halifax	  

The following screen will then appear. The only things that you can modify related to a delivery type is the maximum percent offered per that delivery and the proposed term to enroll students.

If any of the location information needs to be changed, that would constitute a new off-site location. When adding a new off-site location, you may also need to request discontinuation of an existing site.







After filling in the required information click “Update Delivery.”

Reason for Modification: Add/Modify Delivery	
<b>Update Delivery</b>	
* Maximum Percent Offered:	<input type="text"/>
* Proposed Term to Enroll Students:	2016 - Fall
* Brief Justification for Request:	<div></div>
* Request to Modify:	[none] <input type="button" value="Upload"/>
* I certify that the Chancellor has approved this delivery modification request.	<input type="checkbox"/>
	<input type="button" value="Back"/> <input type="button" value="Update Delivery"/>

## Discontinue Delivery Request Example

In order to delete or discontinue a delivery type, click the work wheel on the row of the delivery type. Then click on “Delete.”

Reason for Modification: Add/Modify Delivery

Type	Max %	Location Name	City	State	County	
		On Campus				
		Site #1		1	Halifax	  

The following screen will then appear. Fill out the required information, upload the Request to Discontinue form, and then click “Update Delivery.”

**Update Delivery**

Name of Site:

\*

I certify that the Chancellor has approved this delivery type discontinuation request.

\*

Request to Discontinue:

Site #1

☐

[none]

Upload

Back

Update Delivery



## Add/ Modify Specialty Area Code Request Example

The addition and removal of specialty area codes can be done within the same step. When “Add/ Modify Specialty Area Code” is selected, the following screen will appear.

In order to remove specialty area codes, use the checkboxes for the list on the left to select the codes that you would like to remove. Then click “Remove.”

In order to add specialty area codes, use the checkboxes for the list on the right to select the codes that you would like to add. Then click “Add.”

When you have finished adding and removing any specialty area codes desired, click “Submit.”

The screenshot shows a web form titled "Modify" with a light gray header. Below the title, there are four input fields: "Title:" with the value "Middle Grades Education", "Campus:" with "UNC-CH", "Degree:" with "BAED", and "ID:" with "13120301901". Below these fields is a dropdown menu labeled "Reason for Modification:" with the selected option "Add/Modify Specialty Area Code".

The main content area is divided into two columns. The left column is titled "Specialty Codes Currently Assigned to Program" and contains a table with two rows: "048 - School Administrator - Superintendent" and "049 - School Psychologist". The checkbox for "049 - School Psychologist" is checked. Below this table is a red button with a white "X" and the text "Remove". The right column is titled "List of Specialty Codes" and contains a list of codes with checkboxes: "001 - Academically Gifted", "002 - Agriculture", "003 - Anthropology", "004 - Art", "005 - Audiologist", "006 - Behaviorally/Emotionally Handicapped", and "007 - Biology". The checkbox for "004 - Art" is checked. Below this list is a blue button with a white "+" and the text "Add".

At the bottom of the form, there is a text line: "I certify that the Chancellor or appropriate designee approved these teacher licensure specialty area codes." and a green button with a white checkmark and the text "Submit".

## VIEWING AND MANAGING PENDING MODIFICATION REQUESTS

In order to view modification requests and manage communications with the UNC System Office regarding these requests, click on the work wheel for the program with pending modifications. Then click on “Requests.”



### View Change Request

Clicking “Requests” will take you to the list of pending change requests for that program. Click on the magnifying glass to view additional information about change requests and see any uploaded documents.


### Review Change Request

Action	By	Date Requested	Description	Status	
Requested	<a href="#">Joe cpc_of_uncg</a>	02/04/2016	Title - Modification	Request Pending Approval	

If the UNC System Office has approved or denied the change request then it will disappear from this list and show up in the main program view page (see the previous View section), which contains a list of all program changes that have been concluded and their status (approved or denied).

### Respond to the UNC System Office Comment on Change Request

If the UNC System Office has a question or requires additional information about the program, they will leave a comment on the program request for campus response. An email notification will be sent. When a campus response is needed, an exclamation point appears next to the work wheel, as highlighted below.


Campus	Level	Degree	Title	CIP	Established	Status	Actions
UNC Greensboro	Master's	MFA	Interior Architecture	040501 - Interior Architecture	06/14/2013	Active	

To respond to the UNC System Office request, click on the work wheel and go to “Requests.”





There will be a work wheel next to any requests that are pending action from the CPC.

### Review Change Request

Action	By	Date Requested	Description	Status	
Returned	<a href="#">Courtney Thornton</a>	02/04/2016	Title - Modification	Pending Response From Campus	

Clicking on the work wheel will bring up the full information about the change request complete with any communications from the UNC System Office. In order to see the contents of the message, click on the talk bubble in the history/ communications log and the message will appear.

Scroll down to see the information originally submitted. Edit that information or upload a new PDF to respond to the UNC System Office comment and then click “Submit” to send the change request back to UNC GA.

Action	By	Date	End Status	
Returned	<a href="#">Courtney Thornton</a>	02/04/2016	Pending Response From Campus	
<b>UNCGA Comment:</b> Please give more information.				
Requested	<a href="#">Joe cpc_of_uncg</a>	02/04/2016	Request Pending Approval	

### Request Detail:

<b>Requested Change:</b>	Title Modification
<b>Current Value:</b>	Interior Architecture
<b>Requested Value:</b>	Exterior Architecture
<b>Status:</b>	Pending Response From Campus

### Your Input:

Current Title:

New Title:

Brief Justification for Request:

I certify that the Chancellor has approved this title change request.

Supporting Documentation:

Interior Architecture

Exterior Architecture

The field is evolving to use this terminology.

☒

[none]

Upload

Back Submit

## DISCONTINUATION REQUESTS

Discontinuation requests can take many forms and may involve multiple steps. For this reason, the Discontinuation Wizard was created in order to walk the requestor step by step through the process. Three main types of discontinuations have been identified. The Discontinuation Wizard will walk the requestor through all necessary steps for each type:

1. **Discontinue Delivery:** The program itself remains active but one or more delivery types are eliminated.
2. **Discontinue / Consolidate:** One or more programs are discontinued but they become a component of another program.
3. **Discontinue Permanent:** One or more programs are simply discontinued and will not continue as a component of another program.

In order to access the Discontinuation Wizard, click the Discontinue box with the red x on the upper right-hand corner of the main API page.



Then select the type of discontinuation request that you would like to make and click “Next.”

A screenshot of a web form titled 'Discontinuation Request' in a large, bold, brown font. Below the title, the text 'I would like to:' is followed by three radio button options:

- ☐ Discontinue Delivery: eliminate one or more delivery type (keep the program active).
- ☐ Discontinue / Consolidate: program components will become a component of another program.
- ☐ Discontinue Permanent: the program will not continue as a component of another program.

In the bottom right corner of the form, there is a button labeled 'Next' with a green arrow icon, which is highlighted with a red rectangular box.

The rest of this section describes the process for each of the three types of discontinuation requests in the order that they appear above.

## Discontinue Delivery

In the Discontinuation Wizard, choose “Discontinue Delivery” and click “Next.” You will then be asked to choose from the dropdown menu the program for which you would like to discontinue one or more delivery types.

BS, 030104, Environmental and Geographic Sciences  
BA, 090102, Mass Communication  
BS, 110199, Computer Science and Business  
MIS, 110401, Information Sciences  
AB, 120411, Sociology  
MSA, 130409, School Administration  
MA, 130501, Educational Technology  
MED, 131009, Special Education, Blind and Visually Handicapped  
MA, 131101, School Counseling  
MA, 131102, Career Counseling and Placement  
BA, 131202, Elementary Education (K-6)  
MED, 131203, Middle Level Education  
BA, 131203, Middle Grades Education (6-9)  
BS, 131209, Early Childhood Ed B-K Licensure  
MAT, 131299, Master of Arts in Teaching  
MA, 131305, English, Secondary Education  
BS, 131307, Health Education  
MS, 131311, Mathematics, Secondary Education  
MS, 131323, Chemistry, Secondary Education

d. The program will still be offered in remaining continued, but the program will still be offered on

Back

Once the program is selected, all of the active delivery types and locations associated with that program will appear. Click the trashcan to the right of the delivery type or location to be discontinued.

## Discontinuation Request

One or more approved delivery modes will be discontinued. The program will still be offered in remaining delivery mode(s). For example, online delivery will be discontinued, but the program will still be offered on campus.

**Choose Degree Program:**

MED, 131203, Middle Level Education

**Delivery Types:**

Type	Max %	Location Name	City	State	County	
	%	Online				
	%	On Campus				

Back

Next certify that the Chancellor has approved the discontinuation request and upload the Request to Discontinue (PDF only). The Request to Discontinue form must be completed and submitted at the time of the request. Then click "Submit."





## Discontinuation Request

One or more approved delivery modes will be discontinued. The program will still be offered in remaining delivery mode(s). For example, online delivery will be discontinued, but the program will still be offered on campus.

**Choose Degree Program:**

MED, 131203, Middle Level Education ▼

**Delivery Types:**

Type	Max %	Location Name	City	State	County	
	%	Online				
	%	On Campus				

**Delivery Information:**

Name of Site:


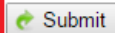
\* I certify that the Chancellor has approved this delivery type discontinuation request.

\* Request to Discontinue:

Online ☐

[none]

**Upload**

 Back 


When the request is submitted, the following confirmation message will appear. You can begin another discontinuation request or exit the Discontinuation Wizard.

## Discontinuation Request

**Your request has been successfully submitted.**

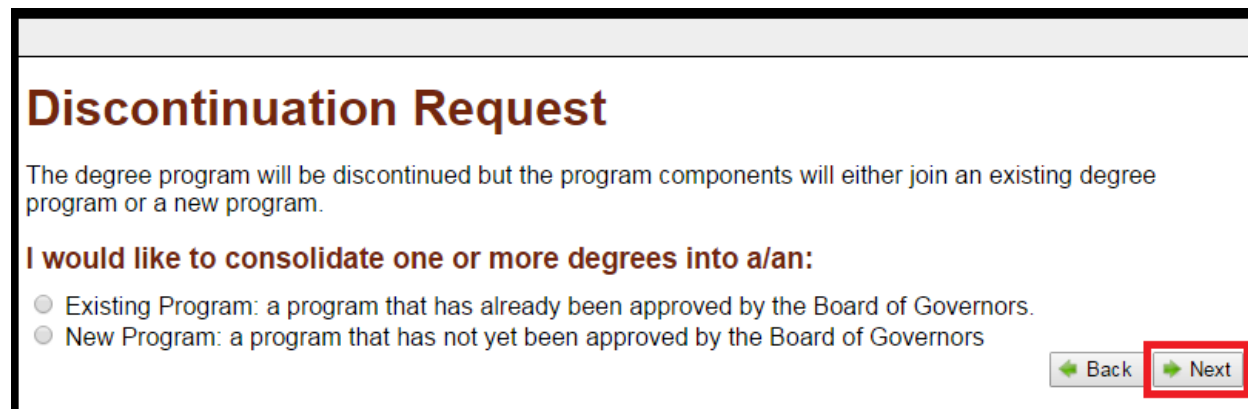
**I would like to:**

- ☐ Discontinue Delivery: eliminate one or more delivery type (keep the program active).
- ☐ Discontinue / Consolidate: program components will become a component of another program.
- ☐ Discontinue Permanent: the program will not continue as a component of another program.



## Discontinue/ Consolidate

In the Discontinuation Wizard, choose “Discontinue/ Consolidate” and click “Next.”. You will then be asked to choose whether you would like to consolidate the program(s) that you will be discontinuing into an existing program (one already approved by the BOG) or a new program. Then click “Next.”



### Discontinuation Request

The degree program will be discontinued but the program components will either join an existing degree program or a new program.

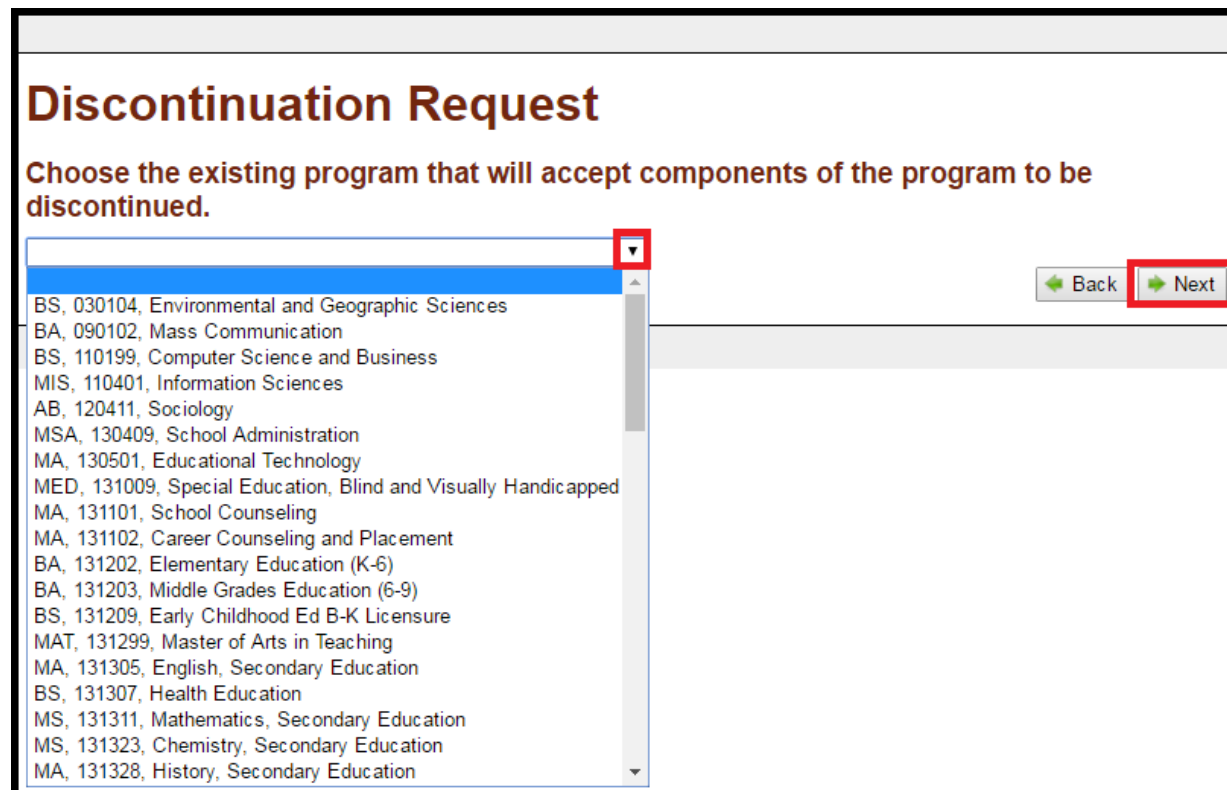
**I would like to consolidate one or more degrees into a/an:**

- ☐ Existing Program: a program that has already been approved by the Board of Governors.
- ☐ New Program: a program that has not yet been approved by the Board of Governors

[Back](#) [Next](#)

### EXISTING PROGRAM

After choosing that you want to consolidate discontinued programs into an “Existing Program,” click “Next,” you will be asked to choose from the dropdown list the existing degree program that will accept components of the program or programs to be discontinued. The click “Next.”



### Discontinuation Request

**Choose the existing program that will accept components of the program to be discontinued.**

BS, 030104, Environmental and Geographic Sciences  
BA, 090102, Mass Communication  
BS, 110199, Computer Science and Business  
MIS, 110401, Information Sciences  
AB, 120411, Sociology  
MSA, 130409, School Administration  
MA, 130501, Educational Technology  
MED, 131009, Special Education, Blind and Visually Handicapped  
MA, 131101, School Counseling  
MA, 131102, Career Counseling and Placement  
BA, 131202, Elementary Education (K-6)  
BA, 131203, Middle Grades Education (6-9)  
BS, 131209, Early Childhood Ed B-K Licensure  
MAT, 131299, Master of Arts in Teaching  
MA, 131305, English, Secondary Education  
BS, 131307, Health Education  
MS, 131311, Mathematics, Secondary Education  
MS, 131323, Chemistry, Secondary Education  
MA, 131328, History, Secondary Education

[Back](#) [Next](#)

By clicking the checkbox(es), select the program or programs to be discontinued and consolidated into the previously chosen existing program. For each program that is to be discontinued, upload a completed Request to Discontinue (PDF only). Then click "Submit."

**consolidated into Mass Communication:**

**Select Programs:**

- ☐ BS, 030104, Environmental and Geographic Sciences
- ☐ BS, 110199, Computer Science and Business
- ☒ MIS, 110401, Information Sciences
- ☐ AB, 120411, Sociology
- ☒ MSA, 130409, School Administration
- ☐ MA, 130501, Educational Technology
- ☐ MED, 131009, Special Education, Blind and Visually Handicapped

**Programs for discontinuation:**

MIS, 110401, Information Sciences	* Request to Discontinue: [none]
	<input type="button" value="Upload"/>
<hr/>	
MSA, 130409, School Administration	* Request to Discontinue: [none]
	<input type="button" value="Upload"/>

I certify that I am making this request with full knowledge and on behalf of the Chancellor.



## NEW PROGRAM

After choosing that you want to consolidate the discontinued programs into a “New Program,” click “Next.” By clicking the checkbox(es), select which program(s) will be discontinued and consolidated into the new program. For each program that is to be discontinued, upload a completed Request to Discontinue (PDF only). Then click “Next.”

The screenshot shows a web form titled "Select Programs:". It contains a list of programs with checkboxes. Two programs are selected: "BS, 010000, Agricultural and Environmental Systems" and "BS, 010901, Animal Science". Below the list, there is a section titled "Programs for discontinuation:" which lists the selected programs. For each program, there is a field for "Request to Discontinue:" with a value of "[none]" and an "Upload" button. At the bottom of the form, there is a certification statement: "I certify that I am making this request with full knowledge and on behalf of the Chancellor." and two buttons: "Back" and "Next". The "Next" button is highlighted with a red box.

**Select Programs:**

- ☐ MS, 010000, Agricultural and Environmental Systems
- ☒ BS, 010000, Agricultural and Environmental Systems
- ☐ BS, 010103, Agricultural Economics
- ☒ BS, 010901, Animal Science
- ☐ BS, 010999, Laboratory Animal Science
- ☐ PHD, 030104, Energy and Environmental Systems
- ☐ BS, 040601, Landscape Architecture

**Programs for discontinuation:**

BS, 010000, Agricultural and Environmental Systems	* Request to Discontinue: [none]	<input type="button" value="Upload"/>
BS, 010901, Animal Science	* Request to Discontinue: [none]	<input type="button" value="Upload"/>

I certify that I am making this request with full knowledge and on behalf of the Chancellor.

You will then be prompted to fill out a new program request the same way that you would in PREP. Then click "Submit." The new program request will then be routed to PREP and subject to an abbreviated approval process. The linked discontinuations and consolidation request will be approved or denied as a whole. In other words, the discontinuations cannot be approved until the new degree program is approved.

The screenshot shows a web form for submitting a program request. On the right side, there is a dropdown menu titled "Systems" with a list of programs: 076 - Addiction Counseling, 586 - Addiction Counseling, 950 - Admin Leadership-Family Youth Prog, 937 - Adult Clinical Nurse Specialist, 500 - Adult Education (counseling), and 938 - Adult Gerontological Nurse Practitioner. Below the dropdown is a "[none]" option. To the left of the dropdown, there is a red asterisk followed by the text "Request to Establish:". Below this, there is an "Upload" button. Further down, there is another red asterisk followed by the text "I certify that the Chancellor has approved this program as one of our institution's priority academic programs." and an unchecked checkbox. Below this section, there is a heading "Delivery Methods" in bold. Underneath, there are three buttons: "+ Percent On-Campus", "+ Add Online Method", and "+ Add Off-Site Method". At the bottom right, there are two buttons: "Back" and "Submit to GA". The "Submit to GA" button is highlighted with a red rectangular border.

Systems

- ☐ 076 - Addiction Counseling
- ☐ 586 - Addiction Counseling
- ☐ 950 - Admin Leadership-Family Youth Prog
- ☐ 937 - Adult Clinical Nurse Specialist
- ☐ 500 - Adult Education (counseling)
- ☐ 938 - Adult Gerontological Nurse Practitioner

[none]

\* Request to Establish:

Upload

\* I certify that the Chancellor has approved this program as one of our institution's priority academic programs. ☐

**Delivery Methods**

+ Percent On-Campus

+ Add Online Method

+ Add Off-Site Method

Back Submit to GA

## Discontinue Permanent

After choosing “Discontinue Permanent” and clicking “Next,” select by clicking the checkbox(es) which program(s) will be discontinued. For each program that is to be discontinued, upload a completed Request to Discontinue (PDF only). Then click “Submit.”

**Select Programs:**

- ☐ MS, 010000, Agricultural and Environmental Systems
- ☐ BS, 010000, Agricultural and Environmental Systems
- ☐ BS, 010103, Agricultural Economics
- ☐ BS, 010901, Animal Science
- ☐ BS, 010999, Laboratory Animal Science
- ☒ PHD, 030104, Energy and Environmental Systems
- ☐ BS, 040601, Landscape Architecture

**Programs for discontinuation:**

PHD, 030104, Energy and Environmental Systems

\* Request to Discontinue: [none]

Upload

I certify that I am making this request with full knowledge and on behalf of the Chancellor.

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Submit