

## Office of the Vice Provost for Academic Programs (OVPAP) Orientation Guide for Education Deans

The Office of the Vice Provost for Academic Programs maintains two internal systems for tracking educational program approvals. APAS is a workflow system that is used for all new degree program and certificates and also tracks substantive changes to existing programs. DARCI is a workflow system that tracks educational agreements typically between a Columbia school and external partner (dual degree, student exchange, etc). An overview of the OVPAP office can be found here: <https://provost.columbia.edu/academic-programs-guide>. And more details about the two systems can be found below.

### **APAS Academic Programs Approval System**

Our office works closely with schools to guide and advise the development and review of new and updated educational programs. We also work with the New York State Education Department (NYSED) to secure approvals for the establishment of new academic programs and changes to existing programs across the University.

The Academic Program Approval System ([APAS](#)) is an internal database used by OVPAP and University partners to facilitate review of proposals for new programs and substantive changes to existing programs. There are three key user roles assigned to each school: (i) Administrator; (ii) School Committee on Instruction/Curriculum Committee; and (iii) School Dean. While you may have multiple people assigned to each role, the same person cannot be assigned to more than one role. This is to ensure the integrity of the approval process.

- **Administrator:** The individual(s) in this role are responsible for uploading the initial application materials and for providing forms and other information throughout the approval process.
- **Committee on Instruction (COI)/Curriculum Committee:** The individual(s) in this role are responsible for confirming that a school-wide review committee has assessed the proposal to ensure that it meets the school's academic standards and mission.
- **Dean:** The individual(s) in this role are responsible for providing sign-off from the Dean's Office. One person in this role should be the dean of the school; one or more others can be listed, all of whom have a dean-level title (e.g., Associate/Vice Dean for Education, Associate/Vice Dean for Academic Affairs).

### **DARCI Database for Agreements, Renewals, Centers and Institutes**

Our office oversees the development and execution of educational agreements with a wide range of U.S. and international universities and other domestic and global partners. The type of agreement and the specifics of the proposed collaboration determine which offices are required to review and approve the agreement, but some of the offices that may participate in review include Student Financial Services, General Counsel, risk management, and others. Reviews and approvals of these agreements are processed through the online tool Database for Agreements, Renewals, Centers and Institutes ([DARCI](#)). Our office also manages the application, review, and approval process for the University's Centers and Institutes. Center and Institute proposals are also reviewed via DARCI.

There are two types of user roles for each school: (i) Administrator and (ii) School Dean.

- **Administrator:** The individual(s) in this role are responsible for uploading the draft agreement and for providing information to other units (SFS, OGC) throughout the approval process. Best practice is to have no more than 1-2 individuals in this role per school.
- **Dean:** The individual in this role is responsible for providing sign-off from the Dean's Office. This role is typically the school's dean or a delegate with a dean-level title (e.g., Associate/Vice Dean for Education, Associate/Vice Dean for Academic Affairs).

To confirm active users for your school or request access to APAS or DARCI, please email [ovpap@columbia.edu](mailto:ovpap@columbia.edu).