SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS

Revised Course Request: Unique Course
(Substantive Modification)

Use this form to request a substantive change to an existing unique course. Consult the system database in Colleague and the Course Inventory Report for information about existing courses. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form. Signatures are required on the final form submitted to the Academic Affairs Council (AAC).

DSU	College BIS		
Choose an item.			Click here to enter a date.
Institution	**Form Initiator**	**Dean's Approval Signature**	**Date**
Choose an item.			Click here to enter a date.
Institution	**Division/Department**	**Institutional Approval Signature**	**Date**

Section 1. Existing Course Title and Description

If changing from a course that previously had only a lecture or laboratory component to a composite course, identify both the course and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete course description as it appears in the system Course Inventory Report including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
CIS 418	Advanced Computer Forensics	3
CSC 460	Scientific Visualization	3

Course Description	

Pre-requisites or Co-requisites (add lines as needed, make sure to copy and paste formatting)

Prefix & No.	Course Title	Pre-Req/Co-Req?
		Choose an item.

Registration Restrictions

Section 2. Modification(s) Requested

2.1. This modification will include (*place an "X" in the box for all that apply*):

☐ **A change in description/subject matter content (enter revised description below).**

Note: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

	Current		**New**
☒ **Change in instructional method**	A-Studio Course/Small Group Instr	to	R-Lecture

☐ **Addition/deletion of a lab/lecture component (*explain below*)**

If the addition of a lab/lecture component requires a change in pre-requisites or co-requisites, indicate below (add lines as needed, make sure to copy and paste formating)

Prefix & No.	Course Title	Pre-Req/Co-Req?
		Choose an item.

☐ **Change to existing common course:**

Prefix & No.	Course Title	Credits

NOTE: Use the Authority to Offer an Existing Course Form to request authorization to offer an existing common or unique course.

Indicate universities offering the common course:

☐ BHSU ☐ DSU ☐ NSU ☐ SDSMT ☐ SDSU ☐ USD

Effective term of the change: _____

☐ **Explain any additional minor changes proposed at this time below (if needed):**

2. Add justification for all changes noted above:

The courses are taught as a lecture format.

Section 3. Other Course Information

1. Will this course equate (i.e., be considered the same course for degree completion) with any other unique or common courses in the common course database (Colleague and the Course Inventory Report)?

□   Yes   □   No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

Section 4. Department and Course Codes (Completed by University Academic Affairs)

	Current		**New**
□ **Change in University Department Code**	_____	to	_____
□ **Change in CIP Code**	_____	to	_____