



**SOUTH DAKOTA BOARD OF REGENTS  
ACADEMIC AFFAIRS FORMS**

**Existing Courses Minor Modification**

Use this form to request minor modifications of existing unique and common courses. Consult the system database through Colleague or the [Course Inventory Report](#) for information about existing courses before submitting this form. If the course revision is for an approved General Education course, please see the Revision to General Education Requirements Form.

DSU	Arts and Sciences	Bruce Feistner	11/30/2016
<b>Institution</b>	<b>Division/Department</b>	<b>Originator</b>	<b>Date</b>
			Click here to enter a date.
<b>Department Chair</b>	<b>School/College Dean</b>	<b>Institutional Approval Signature</b>	<b>Date</b>

**Section 1. Existing Course Title and Description**

Prefix & No.	Course Title	Credits
RESP 381	Respiratory Care Management	1

**Effective Date:** 8/21/2017

**This course is a (Place an "X" in the appropriate box):**

- Unique Course (see section 2)**                       **Common Course (see section 3)**

**Section 2. Unique Courses: Requested Minor Modifications**

*Place an "X" in the appropriate boxes.*

	<u>Current</u>	to	<u>New</u>
<input type="checkbox"/> <b>Prefix change</b>	_____	to	_____
<input type="checkbox"/> <b>Course Number change</b>	_____	to	_____
<i>NOTE: You may only change a unique course number to a number not currently used in "active" status at another university. Consult the system database in Colleague or the <a href="#">Course Inventory Report</a>.</i>			
<input type="checkbox"/> <b>Credit hours</b>	_____	to	_____
<input type="checkbox"/> <b>Course pre-requisites</b>	_____	to	_____
<input type="checkbox"/> <b>Course co-requisites</b>	_____	to	_____

- Registration restriction** \_\_\_\_\_ to \_\_\_\_\_
- Enrollment limitation** \_\_\_\_\_ to \_\_\_\_\_
- Repeatable for additional credit** \_\_\_\_\_ to \_\_\_\_\_
- Grading option** \_\_\_\_\_ to \_\_\_\_\_
- Course title change** \_\_\_\_\_

*NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in Colleague.*

- Cross-listing and equating with** \_\_\_\_\_
- Dual-listing at 400/500 level**
- Course description (that does not change course content). Complete table below:**

*Existing description:*

*New description:*

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.

- Add course in x9x series**  
*CIP Code:* \_\_\_\_\_

*New to this university?*  Yes  No

*Will this university’s sections of the course be limited to S/U (pass/fail)?*  
 Yes  No

- Delete Course (effective date):** 8/21/2017

**Justification for changes indicated in Section 2:**

We propose deleting this management course from the AS level and incorporating the info into the senior-level RESP 495 course, since most managers of departments are at the BS level.

**Section 3. Common Courses: Requested Minor Modifications**

*Place an "X" in the appropriate boxes.*

	<u>Current</u>		<u>New</u>
<input type="checkbox"/> Credit hours (within variable limits)	_____	to	_____
<input type="checkbox"/> University specific co-requisites	_____	to	_____
<input type="checkbox"/> Cross-listing and equating with	_____		
<input type="checkbox"/> Dual-listing at 400/500 level			
<input type="checkbox"/> Add course in x9x series			
<i>CIP Code:</i>	_____		
<i>New to this university?</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<i>Will this university's sections of the course be limited to S/U (pass/fail)?</i>	<input type="checkbox"/> Yes		<input type="checkbox"/> No
<input type="checkbox"/> x9x grading method	_____	to	_____

**Justification for changes indicated in Section 3:**

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

**4.1. University department code:** \_\_\_\_\_

**4.2. Change university department code to:** \_\_\_\_\_