



**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
Institution	Division/Department	Originator	Date
			Click here to enter a date.
Department Chair	School/College Dean	Institutional Approval Signature	Date

Section 1. Existing Course Title and Description

Prefix & No.	Course Title	Credits
RESP 495	Management Observation Practicum	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"/> Prefix change		to	
<input type="checkbox"/> Course Number change		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 Course Inventory Report.</i>			
<input checked="" type="checkbox"/> Credit hours	1 cr	to	2 cr
<input type="checkbox"/> Course pre-requisites	RESP 381	to	RESP 310
<input type="checkbox"/> Course co-requisites		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):** [Click here to enter a date.](#) _____

Justification for changes indicated in Section 2:

We propose incorporating the info from the AS-level RESP 381 course 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: _____