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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **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](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm) 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 |  | HIM |  | Renae Spohn |  | 1/16/2018 |
| **Institution** |  | **Division/Department** |  | **Originator** |  | **Date** |
|  |  |  |  |  |  |  |
| Renae Spohn |  | Dr. Dorine Bennett |  | C:\Users\slaughts\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Dr. McKay Signature.jpg |  | Click here to enter a date. |
| **Department Chair** |  | **School/College Dean** |  | **Institutional Approval Signature** |  | **Date** |

|  |
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|  |

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

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| HIM 283 | Healthcare Coding Experience | 1 |

|  |  |
| --- | --- |
| **Effective Date:** | 5/9/2018 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Prefix change** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Course Number change** |  | to |  |

*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*](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm)*.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Credit hours** |  | to |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Course pre-requisites** |  | | to |  |
|  | **Course co-requisites** | |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Registration restriction** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Enrollment limitation** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Repeatable for additional credit** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Grading option** |  | to |  |

|  |  |  |
| --- | --- | --- |
|  | **Course title change** |  |

|  |  |  |
| --- | --- | --- |
|  | **Cross-listing and equating with** |  |

|  |  |
| --- | --- |
|  | **Dual-listing at 400/500 level** |

|  |  |
| --- | --- |
|  | **Course description (that does not change course content). Complete table below:** |

|  |
| --- |
| *Existing description:* |
| Practical work experience in an acute care hospital to apply knowledge of inpatient and outpatient coding concepts and guidelines and reimbursement methodologies. This course is offered on a credit-no credit basis. Note: A charge for liability insurance will be assessed. Repeatable. |

|  |
| --- |
| *New description:* |
| Practical work experience in an acute care hospital to apply knowledge of inpatient and outpatient coding concepts and guidelines and reimbursement methodologies. Note: A charge for liability insurance will be assessed. Repeatable. |

|  |  |  |
| --- | --- | --- |
|  | **Add course in x9x series** | |
| *CIP Code:* |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| *New CIP Code for 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:** |
| Course description is being changes as removing the notation about credit-no credit is being removed. |

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

***Place an “X” in the appropriate boxes*.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|  | **Credit hours (within variable limits)** |  | to |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **University specific co-requisites** |  | to |  |

|  |  |  |
| --- | --- | --- |
|  | **Cross-listing and equating with** |  |

|  |  |
| --- | --- |
|  | **Dual-listing at 400/500 level** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | **Add course in x9x series** | | | | | | |
| *CIP Code:* |  | | | | | |
| *New CIP Code for this university?* | | |  | Yes |  | No | |
| *Will this university’s sections of the course be limited to S/U (pass/fail)?* | | | | | | |
|  | |  | Yes |  | No | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **x9x grading method** |  | to |  |

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

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

|  |  |
| --- | --- |
| 1. **University department code:** |  |

|  |  |
| --- | --- |
| 1. **Change university department code to:** |  |