|  |  |
| --- | --- |
|  |  |
| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**  ACADEMIC AFFAIRS FORMS |
| Existing Courses: Minor Modifications |
|  |  |

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 |  | Health Information Management |  | Renae Spohn |  | 2/25/2019 |
| **Institution** |  | **Division/Department** |  | **Originator** |  | **Date** |
|  |  |  |  |  |  |  |
| Renae Spohn |  | BIS/Dr. Dorine Bennett |  |  |  | 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** |
| HIM 262 | Healthcare Procedure Coding Systems | 3 |

|  |  |
| --- | --- |
| **Effective Date:** | 8/2/2019 |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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** | HIM 262 | to | HIM 362 |

*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** |  |

*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 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:** |
| CAHIIM accreditation requirements include Bloom’s taxonomy levels 4,5 and 6. The content and taxonomy levels align better with a 300 level course number. |

**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:** |  |