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| S:\Communications\Logos and photos\SDBORLogos\final_sdbor_webreadyBW_trans.gif | **SOUTH DAKOTA BOARD OF REGENTS**ACADEMIC AFFAIRS FORMS |
| Revised Course Request: Common Course*(Substantive Modifications)* |
|  |  |

Use this form to request a substantive change to an existing common course. Representatives from all institutions offering the common course must participate in developing the proposed revisions to a common course. Signatures from all institutions offering the common course must be included on the final form submitted to the Academic Affairs Council (AAC). Consult the system database in Colleague and the [Course Inventory Report](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm) 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.

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|  |  |  |  |  |  |  |
| DSU |  | Dr. Crystal Pauli |  |  |  | 4/17/2019 |
| **Institution** |  | **Form Initiator** |  | **Dean’s Approval Signature** |  | **Date** |
|  |  |  |  |  |  |  |
| Choose an item. |  |  |  |  |  | Click here to enter a date. |
| **Institution** |  | **Division/Department** |  | **Institutional Approval Signature** |  | **Date** |

**Indicate universities that currently offer the common course:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|[x]  BHSU |[x]  DSU |[x]  NSU |[ ]  SDSMT |[ ]  SDSU |[x]  USD |

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**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 description as it appears in the system database in Colleague and the [Course Inventory Report](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm) including pre-requisites, co-requisites, and registration restrictions.

|  |  |  |
| --- | --- | --- |
| **Prefix & No.** | **Course Title** | **Credits** |
| SEED 495 | Practicum | 1 |

|  |  |
| --- | --- |
| **Course Description** |  |
| Applied, monitored and supervised, field-based learning experience for which the student may or may not be paid. Students gain practical experience; they follow a negotiated and or directed plan of study. A higher level of supervision is provided by the instructor in these courses than is the case with field experience courses.  |

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

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

**Registration Restrictions**

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**Section 2. Modification(s) Requested**

Check all revisions that apply and provide detailed information in the Current and New fields below. If changing 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.

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | **Current** |  | **New** |
|[ ]  **Prefix change from** |  | to |  |

*Indicate any university for which this must be added as new prefix*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|[ ]  BHSU |[ ]  DSU |[ ]  NSU |[ ]  SDSMT |[ ]  SDSU |[ ]  USD |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Course Number change from** |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Course Title change from** |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[x]  **Credit Hours change from** | 1 | to | 1-3 |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Pre-Requisites** |  | to |  |

*Note: University specific pre-requisites are inconsistent with the system common course guidelines and receive approval only in rare circumstances.*

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| --- | --- | --- | --- |
|[ ]  **Co-Requisites** |  | to |  |

|  |  |  |  |
| --- | --- | --- | --- |
|[ ]  **Registration Restriction** |  | to |  |

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| --- |
|[ ]  **Addition/deletion of a lab/lecture component** |

**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 format)**

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

|  |
| --- |
|[ ]  **Course Content/Description change (write proposed new content/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.* |

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| --- |
|[ ]  **Course Deletion** |

*Indicate the universities deleting the course*:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|[ ]  BHSU |[ ]  DSU |[ ]  NSU |[ ]  SDSMT |[ ]  SDSU |[ ]  USD |

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| **2.2. Add justification for all changes noted above:** |
| SEED 495 Practicum is in the system as a 1 credit option. The other practicum course, ELED 495, is variable credits of 1-3. We are requesting SEED 495 be changed to variable 1-3 credits to accommodate the English for New Language practicum requirements. The minor (and SD Department of Education requirements) call for practicum experiences at both the elementary and secondary levels, thus the need for a variable credit option in SEED 495.  |

**Section 3. Other Course Information**

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| **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 (**[**Course Inventory Report**](http://apps.sdbor.edu/ris-reporting/CourseInventoryOptions.cfm)**)?** |
|[ ]  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**](http://nces.ed.gov/ipeds/cipcode/default.aspx?y=55) |  | to |  |