



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

**New Course Request**

Use this form to request a new common or unique course. Consult the system course database through for information about existing courses before submitting this form.

|   |   |
|---|---|
| NSU                                     | <b>College of Professional Studies/Millicent Atkins School of Education</b> |
| <b>Institution</b>                      | <b>Division/Department</b>  |
| <i>Michael Waroux</i>                   | 3/1/2022  |
| <b>Institutional Approval Signature</b> | <b>Date</b>   |

**Section 1. Course Title and Description**

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system course database, including pre-requisites, co-requisites, and registration restrictions.

| Prefix & No. | Course Title      | Credits |
|--------------|-------------------|---------|
| ELRN 740     | HyFlex Principles | 3       |

*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 the student information system.*

| Course Description   |
|--|
| Examine the history and philosophy of HyFlex course design and develop a deep understanding of principles, goals, and methods in HyFlex teaching and learning. |

*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.*

**Pre-requisites or Co-requisites (add lines as needed)**

| Prefix & No. | Course Title | Pre-Req/Co-Req? |
|--------------|--------------|-----------------|
|              |              |                 |
|              |              |                 |

**Registration Restrictions**

|  |
|--|
|  |
|--|

## Section 2. Review of Course

### 2.1. Will this be a unique or common course (place an "X" in the appropriate box)?

**Unique Course**

*If the request is for a unique course, institutions must review the common course catalog in the system course database to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form. Courses requested without an attempt to find comparable courses will not be reviewed.*

| Prefix & No. | Course Title  | Credits |
|--------------|---|---------|
| CET 720      | Leading Evaluation and Change in the Educational Technology Environment | 3       |
| LT 716       | Systematic Design of Instruction  | 3       |

*Provide explanation of differences between proposed course and existing system catalog courses below:*

DSU's CET 720 focuses on change theory to determine technology procurement, not on HyFlex teaching and learning.

USD's LT 716 Systematic Design of Instruction focuses on systems design in creating training programs in business settings and is not specific to HyFlex or the classroom.

**Common Course**      *Indicate universities that are proposing this common course:*

BHSU     DSU     NSU     SDSMT     SDSU     USD

## Section 3. Other Course Information

### 3.1. Are there instructional staffing impacts?

**No.** Replacement of \_\_\_\_\_  
(course prefix, course number, name of course, credits)

\*Attach course deletion form

Effective date of deletion: [Click here to enter a date.](#)

**No.** Schedule Management, explain below:  
Course will be offered in summers only by a current faculty member.

**Yes.** Specify below:

**3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.):**

Graduate Certificate in HyFlex Pedagogy

**3.3. Proposed instructional method by university (as defined by [AAC Guideline 5.4](#)):**

*If requesting an instructional method that is exempt from the [Section Size Guidelines](#), please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.*

Lecture

**3.4. Proposed delivery method by university (as defined by [AAC Guideline 5.5](#)):**

N01 – Face-to-face; N15 – Online; N02 - Hyflex

**3.5. Term change will be effective:**

Summer 2022

**3.6. Can students repeat the course for additional credit?**

Yes, total credit limit: \_\_\_\_\_  No

**3.7. Will grade for this course be limited to S/U (pass/fail)?**

Yes  No

**3.8. Will section enrollment be capped?**

Yes, max per section: 30  No

**3.9. 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 system database?**

Yes  No

*If yes, indicate the course(s) to which the course will equate (add lines as needed):*

| Prefix & No. | Course Title |
|--------------|--------------|
|              |              |

**3.10. Is this prefix approved for your university?**

Yes  No

*If no, provide a brief justification below:*

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

4.1. University Department: E-learning

4.2. Banner Department Code: NELR

4.3. Proposed [CIP Code](#): 130501

*Is this a new CIP code for the university?*    Yes    No