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.

Black Hills State University	**College of Liberal Arts**
Institution	**Division/Department**

Pamela Canivean	November 3, 2026
Institutional Approval Signature	**Date**

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
HON 255	Honors Professionalism	1

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

In this class students develop the skills needed to conduct themselves appropriately in their chosen academic and professional fields. They will practice a variety of modes of communication, enquiry, and ethical use of resources including emerging technology.

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?
none		

Registration Restrictions

Section 2. Review of Course

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

[x] **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
HON 102	Introduction to Honors	1
HON 210	Leadership for Change	1

Provide explanation of differences between proposed course and existing system catalog courses: This course will focus on developing professional competencies to leverage the skills gained in other honors courses to impact each student's professional goals. While critical thinking and leadership will be developed in this course, they will not be the main focus as they are in HON 102 and HON 210, respectively. HON 102 will be a separate requirement as part of this program.

☐ **Common Course**

☐ BHSU ☐ DSU ☐ NSU ☐ SDSMT ☐ SDSU ☐ USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

☐ No.

Replacement of ____ (prefix, number, course name, credits)

Effective Date of Deletion:

☒ No. Schedule Management.

Explanation: Existing faculty will teach this course.

☐ Yes.

Explanation:

3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.): none. This course is specific to the honors program.

3.3. Proposed instructional method by university *(as defined by AAC Guideline 2.4.3.A)*:

Please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.

Lecture (R)

3.4. Proposed delivery method by university *(as defined by AAC Guideline 2.4.3.B and 2.4.3.B(A-1))*:

B01 (Face-to-Face)

3.5. Term change will be effective: Fall 2027

3.6. Can students repeat the course for additional credit? (Yes, total credit limit: _ or No) No

3.7. Will grade for this course be limited to S/U (pass/fail)? (Yes or No) No

3.8. Will section enrollment be capped? (Yes, max per section: _ or No) 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 or No) 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 or No) Yes

If no, provide a brief justification:

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

4.1. University Department: Academic Administration

4.2. Banner Department Code: BACA

4.3. Proposed CIP Code: 309999

Is this a new CIP code for the university? (Yes or No) No

NEW COURSE REQUEST

Supporting Justification for On-Campus Review

Request Originator	**Signature**	**Date**
Department Chair	**Signature**	**Date**
School/College Dean	**Signature**	**Date**

1. **Provide specific reasons for the proposal of this course and explain how the changes enhance the curriculum.**

   BHSU is creating an honors minor within its academic honors program to improve curriculum and allow more students to participate. This course will emphasize communication, building professional connections, and exploring future research or experiential learning opportunities that students will build upon later in the program as they develop their capstone projects.

2. **Note whether this course is:**
   [x] Required [ ] Elective

3. **In addition to the major/program in which this course is offered, what other majors/programs will be affected by this course?** It will not affect other programs.

4. **If this will be a dual listed course, indicate how the distinction between the two levels will be made.** Since only those enrolled in the honors program will take this course, it will not have dual credit students.

5. **Desired section size** 25

6. **Provide qualifications of faculty who will teach this course. List name(s), rank(s), and degree(s).**

   Katrina Jensen, Professor, Ph.D.
   Karl Lehman, Senior Instructor, MFA

7. **Note whether adequate facilities are available and list any special equipment needed for the course.** A classroom, access to library materials, the internet and the new sandbox for AI are sufficient. No new facilities or equipment are required.

8. **Note whether adequate library and media support are available for the course.** Existing materials and support are adequate.

9. **Will the new course duplicate courses currently being offered on this campus?** (Yes or No) No
   If yes, provide justification.

10. **If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.** No variable credit

11. Add any additional comments that will aid in the evaluation of this request.