



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

New Site Request

Use this form to request authorization to deliver an entire existing degree program (graduate program, undergraduate major or minor, certificate, or specialization) at a new site or by distance delivery (including online delivery). Board of Regents approval is required for a university to offer programs off-campus and through distance delivery. The Board of Regents, Executive Director, and/or their designees may request additional information about the proposal. After the university President approves the proposal, submit a signed copy to the Executive Director through the system Chief Academic Officer. Only post the New Site Request Form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.


UNIVERSITY:	NSU
DEGREE(S) AND PROGRAM:	AS – Business Administration
NEW SITE(S): <i>Include address of new physical locations. Delivery methods are defined in AAC Guideline 5.5.</i>	015 – Internet Asynchronous 018 – Internet Synchronous
INTENDED DATE OF IMPLEMENTATION:	Fall 2023
CIP CODE:	520201
UNIVERSITY DEPARTMENT:	Management, Marketing
BANNER DEPARTMENT CODE:	NMAM
UNIVERSITY DIVISION:	School of Business
BANNER DIVISION CODE:	5B

Please check this box to confirm that:

- The individual preparing this request has read [AAC Guideline 2:11](#), which pertains to new site requests, and that this request meets the requirements outlined in the guidelines.
- This request will not be posted to the university website for review of the Academic Affairs Committee until it is approved by the Executive Director and Chief Academic Officer.

University Approval

To the Board of Regents and the Executive Director: I certify that I have read this proposal, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.



President (or Designee) of the University

9/14/2022

Date

Note: In the responses below, references to external sources, including data sources, should be documented with a footnote (including web addresses where applicable).

1. What is the need for offering the program at the new physical site or through distance delivery?

The BS-Business Administration program is offered both face-to-face and online. All courses in the program are offered online. The AS-Business Administration degree needs to be offered online as well.

2. Are any other Regental universities authorized to offer a similar program at the proposed site(s) or through distance delivery? If “yes,” identify the institutions and programs and explain why authorization is requested.

DSU offers an AS in Business Management online. NSU’s AS in Business Administration is distinct because Business Administration is a broad, multi-business discipline approach to business education, and DSU’s AS in Business Management focuses on a specific discipline within the broad field of business. Specific business disciplines include management, finance, accounting, marketing, and management information systems. NSU’s AS in Business Administration incorporates courses from across these specific business disciplines. DSU’s AS in Business Management incorporates courses from the specific business discipline of management.

3. Are students enrolling in the program expected to be new to the university or redirected from other existing programs at the university? Complete the table below and explain the methodology used in developing the estimates (replace “XX” in the table with the appropriate year).

Students enrolling in this program would be new to the university.

	Fiscal Years*			
	1 st	2 nd	3 rd	4 th
<i>Estimates</i>	FY 23	FY 24	FY 25	FY 26
Students new to the university	5	10	10	10
Students from other university programs	0	0	0	0
=Total students in the program at the site	5	15	20	20
Program credit hours (major courses)**	150	450	600	600
Graduates	0	5	10	10

*Do not include current fiscal year.

**This is the total number of credit hours generated by students in the program in the required or elective program courses. Use the same numbers in Appendix B – Budget.

4. What is the perceived impact of this request on existing programs in the Regental system?

There should be no direct impact on other programs in the Regental system, as all students in the program should be new, degree seeking students. Longer term, one possible impact may be increased enrollments in BA/BS programs as these students complete their AS degrees.

5. Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If there are corresponding program modifications requested, please attach the associated form. Explain the delivery of the new courses and attach any associated new course request forms.

AS – Business Administration	Credit hours	Credit hours currently available from this university at this site	Credit hours currently available from other universities available at this site	Credit hours currently available via distance	Credit hours new to this university
System General Education Requirements (A)	24 (21)	33	0	33	0
<i>Subtotal, Degree Requirements</i>	24 (21)	33	0	33	0
Required Support Courses					
Major Requirements (A)	23	39	0	39	0
Major Electives or Minor	15	30	0	30	0
<i>Subtotal, Requirements of the Proposed Major</i>	38	69	0	69	0
Free Electives	1	1	0	1	0
<i>Total, Degree with Proposed Major</i>	60	103	0	103	0

*If the major will be available in more than one degree (e.g., BA, BS, BS Ed) at the new site(s) and the number or distribution of credits will vary with the degree, provide a separate table for each degree.

(A) Students are required to take ECON 201 as a major requirement. This course also fulfills the GE Goal #3 – Social Sciences requirement.

6. How will the university provide student services comparable to those available for students on the main campus?

Although there are no specific programmatic services for students in this program, students in the online AS-Business Administration degree will have access to the exact same services provided to online students in the BS-Business Administration program, such as access to the professional business advisor, access to a faculty mentor, and access provided to all students to services provided by the Northern State University Student Success Center.

7. Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).

The AS-Business Administration degree is accredited by ACBSP. There is no additional cost assumed by NSU to offer the program online, either in asynchronous or synchronous mode, as all of the courses needed for the program are already offered online, and the BS-Business Administration program is offered online. All courses in the AS-Business Administration program are a subset of the BS-Business Administration program.

8. Does the university request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy.

No.

- 9. Cost, Budget, and Resources related to new courses at the site: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, time redirected from other assignments, instructional technology & software, other operations and maintenance, facilities, etc., needed to implement the proposed minor. Complete Appendix B – Budget using the system form.**

Only additional revenue is expected, as current online courses have the capacity to absorb additional enrollments from the online offering of this program.