



**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.

<u>NSU</u>	<u>School of Fine Arts/Art</u>
Institution	Division/Department
<i>Michael Wanous</i>	
Institutional Approval Signature	<u>12/19/2024</u>
	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
ARTD 446	Graphic Design IV	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
Advanced studies in graphic design that focus on compiling and refining design projects into a professional design portfolio. Students will devise a strategy to focus their work to best market their skills through an interactive portfolio; hard copy portfolio materials; and a resume and business card in a unified presentation.

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?
ARTD231	Graphic Design I	Pre-Req
ARTD331	Graphic Design II	Pre-Req
ARTD445	Graphic Design III	Pre-Req

Registration Restrictions

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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
ARTD331	Graphic Design II	3
ARTD445	Graphic Design III	3

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

Advanced classes beyond the current offerings.

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:
Will be added to the Graphic Design stack.

Yes. Specify below:

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

BFA - Digital Media

BFA – Studio Art

AS – Digital Media

Minor – Digital Media

Minor – Marketing and Digital Design

Certificate – Marketing and Digital Design

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.

A – Studio

3.4. Proposed delivery method by university (as defined by AAC Guideline 2.4.3.B and 2.4.3.B(A-1)):
X01 – Face-to-Face

3.5. Term change will be effective: Fall 2025

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: 10 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: Art

4.2. Banner Department Code: NART

4.3. Proposed CIP Code: 500402

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