



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

**Authority to Offer an Existing Course**

NSU  
Institution

College of Arts and Sciences/ Department of Science and Mathematics  
Division/Department

Michael Wanous

Institutional Approval Signature

3/12/2025

Date

1. Is this a request to offer an existing common course or an existing unique course (approval will change course status from unique to common)?

Common Course ☐

Unique Course ☒

2. Provide the complete description as it appears in the system database including pre-requisites and co-requisites.

Prefix & No.	Course Title	Credits
HSC 262	Health Careers Exploration	3

**Course Description**

This course is designed for students with an interest of working in the healthcare industry. Emphasis is placed on student identification of individual goals and assessment of talents. Career options are explored and job market is analyzed. Students will learn how to search for employment, create resumes, cover letters, and conduct mock interviews. Academic plans for career pathways are developed.

**Pre-requisites or Co-requisites (add lines as needed, make sure to copy boxes in Pre-req and Co-req cells)**

Prefix & No.	Course Title	Pre-req	Co-req
		Choose an item.	

3. Universities currently offering this course, or any equated courses (place an "X" in the appropriate boxes):

Please consult any universities indicated below, and attach correspondence with the campus response.

Communication and approval should include the Provost's office at the universities currently offering the course.

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

**4. Does Offering the Course Create FTE Implications? No**

If no, Replacement of \_\_\_\_\_ (deletion form attached)  
(prefix, number, name of course, credits)

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

**This will not replace a class. This course will be incorporated into regular faculty load.**

**5. Does Offering the Course Create Schedule Management Implications? No**

**Explain:** Course will be incorporated into regular faculty load

**6. Existing program(s) in which course will be offered:** Gateway to Health Sciences certificat

**7. CIP Code for the course:** 51.0000

**8. Is the university currently authorized to use the course prefix (i.e., the prefix is used for a minimum of 6 courses, not counting x9x courses) (Yes or No)?** NO

If the university is not authorized to use the current prefix, please indicate the prefix your university will use for the course, which will be equated to the requested course. The university must be approved to use this prefix.: BIOL

*(Note: If the institution wishes to offer the course with the current prefix, but is not authorized to do so, AAC Guidelines Form 2.4.1.H – New Prefix Request Form must be submitted along with this request.)*

**9. Proposed instructional method by this university:** R-Lecture

**10. Proposed delivery method by this university:** N01 Face-to-Face  
N02 HyFlex  
N03 HyFlex Synchronous  
N15 Online Asynchronous  
N18 Online Synchronous

**11. University Dept. Code:** Science and Mathematics

**Banner Department Code:** NSCM

**12. Authority to offer effective beginning in what term?** Fall 2025

**13. Section Restriction:** None




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**Re: Gateway to Health Sciences**


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**From** Kiesow, Alyssa <Alyssa.Kiesow@northern.edu>

**Date** Thu 1/30/2025 1:13 PM

**To** Freeburg, Beth <beth.freeburg@usd.edu>

**Cc** Seefeldt, Teresa <teresa.seefeldt@sdstate.edu>; Fouberg, Erin H (NSU) <Erin.Fouberg@northern.edu>; Carriveau, Pamela <pamela.carriveau@sdbor.edu>; Haller, Elizabeth <Elizabeth.Haller@northern.edu>

Hi Beth,

Thanks for your quick reply. I appreciate your leadership regarding these efforts and appreciate the opportunity to comment.

Med Term:

Northern offers medical terminology at the 200-level and would like to continue to do so. It is not introductory based (i.e., 100-level) med term nor clinical based, thus it doesn't really fall into the two options provided. A number and title to a 100-level "Basic Med Term" indicates that it is introductory, and I really do not want to be misleading to students. Further, it is now a required pre-req for Nursing, which would add an element of complexity to change given all the accreditation steps, etc. we have made thus far. Is there another option? Or can we just cross-list it as is without the title change? I certainly want to collaborate, I just do not want to deceive students nor complicate Nursing activities right now.

Health Careers:

I appreciate the support to offer HSC 262 as BIOL 262. I will work with the CAS Associate Dean to complete the appropriate paperwork.

Goal 3:

We do not offer PHIL 220, thus Northern does not use PHIL 220 as a general education for Goal 3. Further, we do not use PSCY 221 as a course to meet Goal 3 requirements. Thus, the three courses listed are not necessarily broadly offered across the system to serve the Goal 3 outcomes. Regardless, I agree with the list you produced. However, we kindly ask that Lifespan Development also lists our course, which is PSCY 221 Lifespan Development. Presumably, we would need to cross-list this course, but I doubt the Psychology program would like to change the number. Is there a way to do so without changing the number? If not, then the Psychology program would need to be into the foray, so this is a question for their Dean (Dr. Anna Schwan).

I appreciate all your help and am grateful that I was brought into the discussion. Please let me know the pathway forward and if you have any questions.

Thanks, Alyssa

**Alyssa Kiesow, Ph.D.**

*Dean, College of Arts and Sciences*

*Director of Sponsored Projects, Academic Affairs*

605-626-2602 Office

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Northern State University

1200 S. Jay St., Aberdeen, SD 57401




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**From:** Freeburg, Beth <beth.freeburg@usd.edu>

**Sent:** Thursday, January 30, 2025 9:52 AM

**To:** Kiesow, Alyssa <Alyssa.Kiesow@northern.edu>

**Cc:** Seefeldt, Teresa <teresa.seefeldt@sdstate.edu>; Fouberg, Erin H (NSU) <Erin.Fouberg@northern.edu>; Carriveau, Pamela <pamela.carriveau@sdbor.edu>

**Subject:** RE: Gateway to Health Sciences

**CAUTION:** This email originated from outside of NSU. Do not click links or open attachments unless you recognize the sender and know the content is safe. DO NOT provide your username and password.

Hi Alyssa,

Good to hear from you! Yes, let me know how I can be of assistance! I have attached the email I sent to the curriculum liaisons from my perspective in December.

I have copied Dr. Pam Cariveau into this email. She can give the BOR office perspective about adding additional courses to the last section. The general education courses that are included are applicable to health sciences programs and are offered across the system.

Thank you for confirming that you are ok with keeping the math requirement as MATH 103 or higher.

Adding the common courses (HSC 262) through an authority to offer will work fine. Would you consider a number change and a title change to BIOL 285 so we can cross-list it with HSC 250 or HIM 130?

**Elizabeth McKay Freeburg, Ed.S., Ph.D.**

Associate Provost and Dean of the Graduate School

**UNIVERSITY OF SOUTH DAKOTA**

Academic Affairs

414 E. Clark St., Slagle Hall 102, Vermillion, SD 57069

P: 605-658-3850

[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)

**From:** Kiesow, Alyssa <Alyssa.Kiesow@northern.edu>

**Sent:** Wednesday, January 29, 2025 3:19 PM

**To:** Freeburg, Beth <beth.freeburg@usd.edu>

**Cc:** Seefeldt, Teresa <teresa.seefeldt@sdsstate.edu>; Fouberg, Erin H (NSU) <erin.fouberg@northern.edu>; Kiesow, Alyssa <alyssa.kiesow@northern.edu>

**Subject:** Gateway to Health Sciences

Hi Beth,

Teresa and I discussed the Gateway to Health Sciences certificate, largely for my benefit of understanding its purpose but also to discuss Northern's potential role with regard to the certificate.

After this discussion, here's what I came up with:

Prefix	Number	Course title	Prereqs	Credit hours	New (yes/no)
<b><u>Medical Terminology: Take one</u></b>					
BIOL/NURS	285	Medical Terminology	None	3	no
HSC	250	Healthcare Terminology in Clinical Setting	None		no
HIM	130	Basic Medical Terminology	None		no
<b><u>Health Careers: Take one</u></b>					
HSC	110	The Interprofessional Health Team	None	3	no
HSC /BIOL	262	Health Careers Explorations	None		no
HIM	250	Introduction to Digital Health Informatics and Information Management	None		no
<b><u>System GE Goal 5, Quantitative Understanding: Take one</u></b>					
MATH	103 or higher	Mathematical Reasoning Or Higher	None	3	no
<b><u>System GE Goal 3, Social Sciences: Take one</u></b>					
PHIL	220	Introduction to Ethics	None	3	no
PSCY	101	General Psychology	None		no
EPSY/HDFS /PSYC*	210/221	Lifespan Development	None		no
SOC	100	Introduction to Sociology	None		no

**KEY:**

NSU Addition	As is Offered
NSU Ask	Need Authority to Offer

**\*PSYC 221 - Our version of Lifespan Development. Please add to course list.**

Originally, I was thinking the purpose was to certify or license individuals, but the purpose is to allow students to "dabble" and get a sense of what careers are available in the health sciences field.

We would like to add our Med Term to the Med Term section. We would like to add Soc 100 to the Goal 3 section. We would like to request and cross-list HSC 262. Teresa mentioned that you led this project, so I am reaching out to you for your input here. Please let me know at your earliest convenience your thoughts on these "asks."

Thanks, Alyssa

**Alyssa Kiesow, Ph.D.**

*Dean, College of Arts and Sciences*

*Director of Sponsored Projects, Academic Affairs*

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