



7. CIP Code for the course: 261309

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**)

**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 320; HLTH 380; NURS 380**  
(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); N15 (online); N02 (HyFlex)

11. University Dept. Code: Sports Sciences  
Banner Department Code: NSS

12. Authority to offer effective beginning in what term? Fall 2027

13. Section Restriction: Enrollment cap of 30

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XXX Approval:

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**Re: Course Request**

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**From** Shortt, Chelsea A <[Chelsea.Shortt@northern.edu](mailto:Chelsea.Shortt@northern.edu)>

**Date** Thu 2025-12-11 1:38 PM

**To** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>

**Cc** Nissen, Ranelle <[ranelle.nissen@usd.edu](mailto:ranelle.nissen@usd.edu)>

Hi Amy,

Thank you so much for getting back to me. That is good to know about SDSU offering the course. I will reach out to them.

We planned to offer the course face to face, but only every other year. It is good to know that it is offered online through USD. I'll connect with the team and ask.

Thank you,

**Chelsea Shortt, Ph.D.**

*Associate Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

*Faculty Athletics Representative Millicent Atkins School of Education 605-626-2614 Office*

605-622-0464 Mobile Office [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu) Gerber 209 - Primary Office Barnett Center 132D - FAR Office

Northern State University  
1200 S. Jay St., Aberdeen, SD 57401



**From:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>  
**Sent:** Thursday, December 11, 2025 1:05 PM  
**To:** Shortt, Chelsea A <[Chelsea.Shortt@northern.edu](mailto:Chelsea.Shortt@northern.edu)> **Cc:** Nissen, Ranelle <[ranelle.nissen@usd.edu](mailto:ranelle.nissen@usd.edu)> **Subject:** RE: Course Request

Hi Chelsea,

We don't have the authority to offer HSC 445 because it is a unique course that only SDSU offers. As far as HSC 320, a few years ago we changed this course to PUBH 320, and we offer it online every spring. What modality are you planning for BIOL 320? It might help you from a faculty and operational capacity perspective to have students enroll in our online PUBH 320 course as part of your degree program, and if you would like to do this, I am happy to discuss!

**Amy Nelson, PhD, OTD, OTR/L, MT(ASCP)**  
Program Director & Senior Lecturer

#### UNIVERSITY OF SOUTH DAKOTA

Department of Public Health & Health Sciences  
Center for Health Education Room 224 414 E. Clark St. | Vermillion, SD 57069 P: 605-658-5951  
[USD Health Sciences](#) | [amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)



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**From:** Shortt, Chelsea A <[Chelsea.Shortt@northern.edu](mailto:Chelsea.Shortt@northern.edu)>  
**Sent:** Thursday, December 11, 2025 12:19 PM **To:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>  
**Cc:** Nissen, Ranelle <[ranelle.nissen@usd.edu](mailto:ranelle.nissen@usd.edu)> **Subject:** Re: Course Request

Hi Amy and Ranelle,

I met with our collaborative team yesterday and provided an update. We are still very interested and concluded the curriculum truly needs an epidemiology course. May we please have permission to HSC 445 - Epidemiology or HSC 320 - Introduction to Epidemiology.

HSC 445 - Epidemiology, offered at NSU as HLTH 445; NURS 445; or BIOL 444 - Epidemiology.  
OR/And

HSC 320 - Introduction to Epidemiology, offered as BIOL 320 I look forward to your feedback.  
Happy Holidays!

Thank you,

**CHELSEE SHORTT, Ph.D**

*Assistant Professor of Human Performance and Physical Education Chair, Department of Sports Sciences  
Faculty Athletic Representative*

**From:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>

**Sent:** Tuesday, November 25, 2025 9:30:19 AM **To:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>

**Cc:** Nissen, Ranelle <[ranelle.nissen@usd.edu](mailto:ranelle.nissen@usd.edu)> **Subject:** Re: Course Request

Hi Amy,

Thank you for the referral. Yes, however our Health Education Specialization leads to teacher certification. The Health Promotions specialization prepares students for the CHES. I'm happy to have a conversation if there are any concerns. This specialization is a curriculum collaboration with our Nursing and Biology departments. Please feel free to reach out with any questions or concerns.

Thank you for your time,

**Chelsee Shortt, Ph.D.**

*Assistant Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

*Faculty Athletic Representative* Millicent Atkins School of Education 605-626-2614 Office

605-622-0464 Mobile Office [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu) Barnett Center 132D

Northern State University

**From:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>

**Sent:** Tuesday, November 25, 2025 8:43:12 AM

**To:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)> **Cc:** Nissen, Ranelle <[ranelle.nissen@usd.edu](mailto:ranelle.nissen@usd.edu)> **Subject:** RE: Course Request

Hi Chelsee,

I will refer your questions about the specific HLTH courses to Jessie Daw and the Education Department here at USD. Regarding our Bachelor of Science in Public Health program, we have identified some content overlap, particularly because USD offers a Health Education Specialization within the BS in Public Health degree. This specialization is designed to prepare students for the Certified Health Education Specialist (CHES) exam and aligns with the workforce needs outlined in the proposal.

Regards,

**Amy Nelson, PhD, OTD, OTR/L, MT(ASCP)**

Program Director & Senior Lecturer

**UNIVERSITY OF SOUTH DAKOTA**

Department of Public Health & Health Sciences

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[USD Health Sciences](#) | [amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)



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**From:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>

**Sent:** Friday, November 21, 2025 1:32 PM

**To:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>

**Subject:** Re: Course Request

You don't often get email from [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu). [Learn why this is important](#)

Hi Amy,

I apologize for the multiple emails. The two course imperative for us to move forward is HLTH 300 - Foundations of Health Education and HLTH 421 - Sex Education: Curriculum/Teaching. Does the department approve for us to offer those two courses?

Thank you for your time and consideration,

**Chelsee Shortt, Ph.D.**

*Associate Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

*Faculty Athletics Representative* Millicent Atkins School of Education 605-626-2614 Office 605-622-0464 Mobile Office [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu) Gerber 209 - Primary Office Barnett Center 132D - FAR Office

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**From:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>

**Sent:** Wednesday, November 19, 2025 10:09 AM **To:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)> **Subject:** Re: Course Request

Thank you so much for the update. I am glad I contacted the correct person. I look forward to seeing the departments feedback.

**Chelsee Shortt, Ph.D.**

*Associate Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

*Faculty Athletics Representative* Millicent Atkins School of Education 605-626-2614 Office 605-622-0464 Mobile Office [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu) Gerber 209 - Primary Office Barnett Center 132D - FAR Office

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**From:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>

**Sent:** Wednesday, November 19, 2025 10:06 AM

**To:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>

**Subject:** RE: Course Request

Hi Chelsee,

I am consulting with our education department on this request and will get back to you.

**Amy Nelson, PhD, OTD, OTR/L, MT(ASCP)**

Program Director & Senior Lecturer

**UNIVERSITY OF SOUTH DAKOTA**

Department of Public Health & Health Sciences

Center for Health Education Room 224 414 E. Clark St. | Vermillion, SD 57069 P: 605-658-5951

[USD Health Sciences](#) | [amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)

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**From:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>  
**Sent:** Wednesday, November 19, 2025 10:03 AM **To:** Nelson, Amy Lynn  
<[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)> **Subject:** Re: Course Request

You don't often get email from [chelsee.shortt@northern.edu](mailto:chelsee.shortt@northern.edu). [Learn why this is important](#)

Good Morning,

Please let me know if I have the incorrect contact for the Nursing Program's curriculum. I emailed Public Health first and they sent me to Nursing. We are flexible on the epidemiology course. I've updated the forms to reflect a few options. We request to offer USD's unique course, that is inactive, HSC - Introduction to Epidemiology. We would still prefer the 445 course, but if we could have authority to offer one or both, that would be great.

Attached are the updated proposals:

HSC 445 - Epidemiology, offered at NSU as HLTH 445; NURS 445; or BIOL 444 - Epidemiology.  
OR/And

HSC 320 - Introduction to Epidemiology, offered as HLTH 480, NURS 480; or BIOL 320

HLTH 300 - Foundations of Health Education, sent in previous email HLTH 421 - Sex Education:  
Curriculum/Teaching, sent in previous email

Please let me know if you and your department approve of the course request. For additional information, I've attached our request to initiate that was approved by the board, I believe I sent the incorrect document in the first email.

**Chelsee Shortt, Ph.D.**

*Associate Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

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Center 132D - FAR Office*

[northern.edu](http://northern.edu)

**From:** Shortt, Chelsee A <[Chelsee.Shortt@northern.edu](mailto:Chelsee.Shortt@northern.edu)>  
**Sent:** Monday, November 17, 2025 12:54 PM **To:** Nelson, Amy Lynn <[amy.m.nelson@usd.edu](mailto:amy.m.nelson@usd.edu)>  
**Subject:** Course Request

Good Afternoon, Amy,

My name is Chelsee Shortt. I am the Chair of the Sports Sciences department. We are actively looking to start and Health Education & Promotion major to meet the needs of our students and the regional area. As part of this degree program, we would like to offer a few of the unique courses at USD.

Attached are the following proposals:

HSC 445 - Epidemiology, offered at NSU as HLTH 445 - Epidemiology. I will also be sending a request to SDSU

HLTH 300 - Foundations of Health Education HLTH 421 - Sex Education: Curriculum/Teaching

Please let me know if you approve of the course request. For additional information, I've attached our request to initiate that was approved by the board.

Thank you for your time,

**Chelsee Shortt, Ph.D.**

*Associate Professor of Human Performance and Physical Education Chair, Department of Sports Sciences*

*Faculty Athletics Representative Millicent Atkins School of Education 605-626-2614 Office*

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1200 S. Jay St., Aberdeen, SD 57401



**NORTHERN**