SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
New Certificate

Use this form to propose a certificate program at either the undergraduate or graduate level. A certificate program is a sequence, pattern, or group of academic credit courses that focus upon an area of specialized knowledge or information and develop a specific skill set. Certificate programs typically are a subset of the curriculum offered in degree programs, include previously approved courses, and involve 9-12 credit hours including prerequisites. In some cases, standards for licensure will state explicit requirements leading to certificate programs requiring more than 12 credit hours (in such cases, exceptions to course or credit requirements must be justified and approved). 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 Certificate Form to the university website for review by other universities after approval by the Executive Director and Chief Academic Officer.

UNIVERSITY:	**Northern State University**
TITLE OF PROPOSED CERTIFICATE:	**Business Certificate**
INTENDED DATE OF IMPLEMENTATION:	**August 2027**
PROPOSED CIP CODE:	**520201**
UNIVERSITY DEPARTMENT:	**Management/Marketing/MIS**
BANNER DEPARTMENT CODE:	**NMMM**
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 2.3.2.2.C, which pertains to new certificate 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.

Erin Fouberg

Institutional Approval Signature
President or Chief Academic Officer of the University

10/22/2026
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. **Is this a graduate-level certificate or undergraduate-level certificate (*place an "X" in the appropriate box*)?**

   [X] Undergraduate Certificate [ ] Graduate Certificate

2. **What is the nature/ purpose of the proposed certificate? Please include a brief (1-2 sentence) description of the academic field in this certificate.**

   The Business Certificate will introduce students to foundational business concepts and practices while providing exposure to the business curriculum and related career pathways. Through coursework in four core areas of business, students will develop essential knowledge that can support continued business education, advancement in the workplace, or additional knowledge for a current position.

3. **If you do not have a major in this field, explain how the proposed certificate relates to your university mission and strategic plan, and to the current Board of Regents Strategic Plan 2014-2020.**
   Links to the applicable State statute, Board Policy, and the Board of Regents Strategic Plan are listed below for each campus.

BHSU:	*SDCL § 13-59*	*BOR Policy 1.2.1*
DSU:	*SDCL § 13-59*	*BOR Policy 1.2.2*
NSU:	*SDCL § 13-59*	*BOR Policy 1.2.3*
SDSMT:	*SDCL § 13-60*	*BOR Policy 1.2.4*
SDSU:	*SDCL § 13-58*	*BOR Policy 1.2.5*
USD:	*SDCL § 13-57*	*BOR Policy 1.2.6*

   Board of Regents Strategic Plan

   The proposed Business Certificate supports Northern State University's mission by providing accessible, career-relevant education that prepares students to contribute to their workplaces and communities. The certificate introduces students to essential business knowledge through coursework in Accounting I, Personal Finance, Organization and Management, and Marketing. Together, these courses build foundational skills in financial literacy, decision-making, leadership, organizational operations, and market awareness. These competencies are valuable across various majors and industries.

   The certificate also aligns with NSU's strategic plan by expanding flexible academic pathways, supporting student success, and creating opportunities for students to develop applied skills that enhance career readiness. Because the certificate is offered through existing courses and may be completed in a short timeframe, it provides an efficient, stackable credential for students who want to explore business, accompany a different major, or strengthen workplace skills without committing immediately to a full degree program.

   In relation to the Board of Regents Strategic Plan 2014–2020, the certificate supports system goals related to academic quality, student success, workforce development, and responsiveness to state needs. By offering a concise, skills-focused business credential, NSU can help meet the needs of local and regional employers for graduates and employees with business, management, marketing, accounting, and personal finance knowledge. The certificate also promotes lifelong learning by providing traditional students, adult learners, and current employees with an accessible option to gain business competencies that can be applied across multiple industries.

4. **Provide a justification for the certificate program, including the potential benefits to students and potential workforce demand for those who graduate with the credential.** *For workforce related information, please provide data and examples. Data may include, but are not limited to the South Dakota Department of Labor, the US Bureau of Labor Statistics, Regental system dashboards, etc. Please cite any sources in a footnote.*

   The Business Certificate can help upskill the current local and regional workforce. It also provides an opportunity for current and prospective NSU students to earn a business credential that will complement many other degrees and programs on campus. With 12 credits (4 classes), a person could finish the certificate in one year, while gaining business expertise that is applicable to many different industries.

5. **Who is the intended audience for the certificate program (including but not limited to the majors/degree programs from which students are expected)?**

   The intended audience includes students exploring whether college is the right next step, beginning business students looking for a starting point into business education, students in non-business majors who wish to strengthen their business knowledge, and working professionals seeking career advancement.

   The Business Certificate provides an accessible pathway into the School of Business for recent high school graduates, current college students, and adult learners. For students who are uncertain whether to pursue a two-year or four-year degree, the certificate offers a starting point. It also provides foundational business knowledge that can complement any major on campus and support employees across a wide range of workforce settings.

6. **Certificate Design**
   A. **Is the certificate designed as a stand-alone education credential option for students not seeking additional credentials (i.e., a bachelor's or master's degree)? If so, what areas of high workforce demand or specialized body of knowledge will be addressed through this certificate?**

      Yes.

      The proposed Business Certificate addresses workforce needs by developing a foundation of business knowledge that is applicable across industries and job titles. Coursework in Accounting I, Personal Finance, Organization and Management, and Marketing equips students with practical skills in financial decision-making, consumer and market awareness, budgeting, organizational operations, and basic leadership. These competencies strengthen employability for entry-level positions, support advancement for current employees, and provide a useful knowledge for students in both business and non-business fields.

   B. **Is the certificate a value added credential that supplements a student's major field of study? If so, list the majors/programs from which students would most benefit from adding the certificate.**

      Yes.

This certificate can supplement any major on campus. This certificate would be especially relevant to any student who would like to own their own business, have a leadership role in their career, or have an understanding of business to navigate through their career and life.

C. Is the certificate a stackable credential with credits that apply to a higher level credential (i.e., associate, bachelor's, or master's degree)? If so, indicate the program(s) to which the certificate stacks and the number of credits from the certificate that can be applied to the program.

Yes. All 12 credits can be stacked into the Associate of Science in Business Administration and the Bachelor of Science in Business Administration.

Nine of the 12 credits (Accounting I, Organization and Management, and Marketing) can be applied to the BA in International Business, BS in Accounting, BS in Agricultural Business, BS in Analytics, BS in Banking and Financial Services, BS in Finance, BS in Information Systems, BS in Management, and BS in Marketing.

7. List the courses required for completion of the certificate in the table below (if any new courses are proposed for the certificate, please attach the new course requests to this form). *Certificate programs by design are limited in the number of credit hours required for completion. Certificate programs consist of nine (9) to twelve (12) credit hours, including prerequisite courses. In addition, certificates typically involve existing courses. If the curriculum consists of more than twelve (12) credit hours (including prerequisites) or includes new courses, please provide explanation and justification below.*

Prefix	**Number**	**Course Title** *(add or delete rows as needed)*	**Prerequisites for Course** *Include credits for prerequisites in subtotal below.*	**Credit Hours**	**New (yes, no)**
ACCT	210	Accounting I		3	No
BADM	280	Personal Finance		3	No
BADM	360	Organization and Management		3	No
BADM	370	Marketing		3	No
			Subtotal	12	

8. Student Outcome and Demonstration of Individual Achievement.
Board Policy 2:23 requires certificate programs to "have specifically defined student learning outcomes.

A. What specific knowledge and competencies, including technology competencies, will all students demonstrate before graduation? *The knowledge and competencies should be specific to the program and not routinely expected of all university graduates.*

Students who earn a Business Certificate will demonstrate foundational knowledge and competencies across core areas of business, including accounting, personal finance, management, and marketing. Students will be able to analyze business questions, apply problem-solving strategies, interpret basic financial and business information, and evaluate business situations using critical thinking.

The certificate will also prepare students to recognize ethical, moral, and legal considerations in business decision-making and to apply responsible judgment in professional settings. These competencies provide students with a foundational understanding of business knowledge that supports employment, career advancement, entrepreneurial activity, or further study in business-related programs.

B. Complete the table below to list specific learning outcomes – knowledge and competencies – for courses in the proposed program in each row. *Label each column heading with a course prefix and number. Indicate required courses with an asterisk (*). Indicate with an X in the corresponding table cell for any student outcomes that will be met by the courses included. All students should acquire the program knowledge and competencies regardless of the electives selected. Modify the table as necessary to provide the requested information for the proposed program.*

	Program Courses that Address the Outcomes			
Individual Student Outcome (Same as in the text of the proposal)	ACCT 210	BADM 280	BADM 360	BADM 370
1: Graduates will utilize problem-solving skills to answer business questions or achieve a desired business goal. **(Problem Solving)**				X
2: Demonstrate a firm understanding of core business concepts. **(Information Literacy)**		X		
3: Demonstrate critical thinking skills in business-related situations. (**Critical and Creative Thinking)**			X	
4: Demonstrate the ability to recognize the underlying ethical, moral, and legal implications inherent in business situations and apply that knowledge to make responsible decisions. **(Ethical Reasoning)**	X			

Modify the table as necessary to include all student outcomes. Outcomes in this table are to be the same ones identified in the text.

9. Delivery Location.

Note: The accreditation requirements of the Higher Learning Commission (HLC) require Board approval for a university to offer programs off-campus and through distance delivery.

A. Complete the following charts to indicate if the university seeks authorization to deliver the entire program on campus, at any off-campus location (e.g., USD - Sioux Falls, Black Hills State University - Rapid City, Capital City Campus, etc.) or deliver the entire program through distance technology (e.g., as an online program)?

	Yes/No	***Intended Start Term***
On campus	Yes	**Spring 2027**

	Yes/No	***If Yes, list location(s)***	***Intended Start Term***
Off campus	Yes	Huron	

	Yes/No	*If Yes, identify delivery methods* *Delivery methods are defined in AAC Guideline 2.4.3.B.*	*Intended Start Term*
Distance Delivery (online/other distance delivery methods)	Yes	Online and HyFlex	**Spring 2027**
Does another BOR institution already have authorization to offer the program online?	No	**If yes, identify institutions:**	

B. Complete the following chart to indicate if the university seeks authorization to deliver more than 50% but less than 100% of the certificate through distance learning (e.g., as an on-line program)? *This question responds to HLC definitions for distance delivery.*

	Yes/No	*If Yes, identify delivery methods*	*Intended Start Date*
Distance Delivery (online/other distance delivery methods)	No		

10. Additional Information: *Additional information is optional. Use this space to provide pertinent information not requested above. Limit the number and length of additional attachments. Identify all attachments with capital letters. Letters of support are not necessary and are rarely included with Board materials. The University may include responses to questions from the Board or the Executive Director as appendices to the original proposal where applicable. Delete this item if not used.*