

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

**New Certificate**

<b>UNIVERSITY:</b>	<b>SDSU</b>
<b>TITLE OF PROPOSED CERTIFICATE:</b>	<b>Academic Advising</b>
<b>INTENDED DATE OF IMPLEMENTATION:</b>	<b>2020-2021 Academic Year</b>
<b>PROPOSED CIP CODE:</b>	<b>13.1102</b>
<b>UNIVERSITY DEPARTMENT:</b>	<b>Grad Study Counseling &amp; Human Development</b>
<b>BANNER DEPARTMENT CODE:</b>	<b>SGHD</b>
<b>UNIVERSITY DIVISION:</b>	<b>Graduate School</b>
<b>BANNER DIVISION CODE:</b>	<b>3G</b>

**Please check this box to confirm that:**

The individual preparing this request has read [AAC Guideline 2.7](#), 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.*

_____	5/1/2020
Institutional Approval Signature	Date
<i>President or Chief Academic Officer of the University</i>	

**1.**





Resource Development master's program (specializations in Administration of Student Affairs or College Counseling).

## 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?**

The certificate would be offered as a stand-alone certificate for those who already hold a master's degree in any field from a regionally accredited institution. In addition, students enrolled in other Counseling and Human Resource Development specializations (School Counseling, Clinical Mental Health, Marriage and Family, Rehabilitation Counseling) could pursue the certificate post-graduation (after completing their M.S. degree). As referenced in question #4 the certificate will prepare individuals for a career within higher education including academic advising, student success coaching, student affairs, career counseling, and academic and career planning.

**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.**

The certificate would be a value-added credential to those are enrolled in the Counseling and Human Resource Development program with specializations in Administration of Student Affairs (M.Ed.) or College Counseling (M.S.). This certificate would benefit students who plan to work in higher education by providing them with a curriculum that is focused towards academic advising practices and is connected with structured experiential opportunities at the collegiate level to allow students to explore advisor development.

- B. 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.**

The certificate will be a stackable credential for those students enrolled in the Counseling and Human Resource Development program with specializations in Administration of Student Affairs (M.Ed.) or College Counseling (M.S.). Twelve credits from the certificate can be applied towards the total number of credits required for their graduate degree.

- 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).**

Prefix	Number	Course Title	Prerequisites for Course	Credit Hours	New (yes, no)
CHRD	691	Independent Study: Academic Advising Workshop Series	N/A	3	No
CHRD	770	Student Development Theory	N/A	3	No







	Yes/No	If Yes, list location(s)	Intended Start Date
<b>Off campus</b>	Yes	<b>Black Hills State University- Rapid City</b>	<b>2020-2021 Academic Year</b>

	Yes/No	If Yes, identify delivery methods <i>Delivery methods are defined in <a href="#">AAC Guideline 5.5.</a></i>	Intended Start Date
<b>Distance Delivery (online/other distance delivery methods)</b>	No		
<b>Does another BOR institution already have authorization to offer the program online?</b>	No	<b>If yes, identify institutions:</b>	

**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
<b>Distance Delivery (online/other distance delivery methods)</b>	No		

Twenty-five percent of the certificate in Academic Advising will be available online. The Academic Advising Certificate will be offered at the SDSU main campus and at Black Hills State University- Rapid City. CHRD 773 Current Issues in Academic Advising & Student Affairs is an online course. CHRD 770 is not offered in person at Black Hills State University- Rapid City but is offered via Dakota Digital Network (DDN) through Brookings.

## 10. Additional Information:

### Admission Requirements

Admission is open to graduate students admitted to the Counseling and Human Resource Development program with specializations in Administration of Student Affairs or Counseling and Human Resource Development.





**3.2. Existing program(s) in which course will be offered:** Counseling and Human Development (M.Ed.) – Administration of Student Affairs Specialization; Academic Advising Certificate

**3.3. Proposed instructional method by university:** D – Discussion/Recitation

**3.4. Proposed delivery method by university:** 018 - Internet Synchronous

**3.5. Term change will be effective:** Fall 2020

**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: 25 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 in Colleague and the Course Inventory Report?** Yes No

**3.10. Is this prefix approved for your university?** Yes No

**Section 4. Department and Course Codes (Completed by University Academic Affairs)**

**4.1. University Department Code:** SCHD

**4.2. Proposed CIP Code:** 13.1102

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

**NEW COURSE REQUEST  
Supporting Justification for On-Campus Review**

Katelyn Romsa

Katelyn Romsa

11/25/2019

**Request Originator**

**Signature**

**Date**

7. Note whether adequate facilities are available and list any special equipment needed for the course.  
No special equipment or room needed.
8. Note whether adequate library and media support are available for the course.  
There is adequate library and media support available.
9. Will the new course duplicate courses currently being offered on this campus?    Yes    No
10. If this course may be offered for variable credit, explain how the amount of credit at each offering is to be determined.  
N/A