

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Externally Funded Courses for Academic Credit

NUMBER: 2.4.5

A. PURPOSE

The Regental system is committed to (1) providing courses for academic credit that are of a consistently high quality and (2) complying with the standards defined by the institutional accreditor.

Therefore, each University has established expectations and standards associated with teaching courses for academic credit within the Regental system. Most of the university courses are taught by members of the academic faculty. Other approved faculty may teach credit-bearing classes in accordance with the provisions of this policy.

B. DEFINITIONS

- 1. Board of Regents:** Defined as the constitutional body responsible for governing the Unified System of Public Higher Education in South Dakota, which encompasses its supervision, coordination, management, and regulation. Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53 provides the authority to govern academic programming.
- 2. Institutional Accreditor:** The six public universities are accredited by the Higher Learning Commission.
- 3. Institution:** Defined as one of the six (6) universities: Black Hills State University, Dakota State University, Northern State University, South Dakota School of Mines and Technology, South Dakota State University, and University of South Dakota.
- 4. Instructor:** The individual listed in the student information system as the instructor for a course.
- 5. Third Party:** An independent employer or agency outside of the Regental system.

C. POLICY STATEMENTS

1. Governance

- 1.1.** Board of Regents Policy 1.1.1, 1.1.2 and SDCL § 13-49 through § 13-53 provides the authority to govern academic programming and tuition and fees.
- 1.2.** The Board of Regents governs externally funded courses and approves the tuition and fees assigned in accordance with Board policy.

- 1.3. BOR policies 5.5, 5.5.3, and 5.17 govern tuition, fees, and use of the Special Externally Funded Tuition Rate.
- 1.4. Universities are authorized to receive and evaluate requests from groups, governmental agencies, businesses, associations, and other entities for academic credit for workshops and conferences. This includes Regental campus entities financed by grant funds.

D. COURSE EXPECTATIONS

Institutions are required to follow the requirements of the institution accreditor, AAC guidelines, and BOR policies, and student information system requirements.

1. Course Prefix

The prefix is determined by the discipline of the course. Universities shall use only the prefixes for which they are approved.

2. Course Level

- 2.1. Courses may be offered at the undergraduate or graduate level. Refer to BOR Policy 2.4.2 – Levels and Numbering of and Enrollment in Courses for further information.
- 2.2. Readings, assignments, and evaluation standards shall make the course comparable to others at the same level within the university.

3. Course Numbers

- 3.1. Undergraduate courses may only use the numbers for Workshops (193, 293, 393, or 493) or Special Topics (192, 292, 392, or 492). Refer to BOR Policy 2.4.2 for further information. The university may limit workshop credit hours that apply to an associate or baccalaureate degree. The university will publish this limit.
- 3.2. Graduate courses developed by external groups may only use the 592 number for Special Topics or the 593 number for Workshops. University developed courses may only use the Special Topics numbers (592, 692, 792, or 892) or the Workshop numbers (593, 693, 793, or 893). For the limit on the number of Workshop credit hours that may apply to a graduate degree, refer to BOR Policy 2.4.2.

4. Credit Hours

The number of credit hours for each course depends on the course requirements. Workshops typically are 1 credit hour and Special Topics courses typically are 1 to 3 credit hours. All courses offered for credit must involve a minimum of fifteen contact hours over three instructional days for each credit hour awarded.

5. Course Approval Process

- 5.1. The Third Party is responsible for submitting a copy of their proposed course syllabus to the university Vice President for Academic Affairs a minimum of 8 weeks (40 working days) prior to the start date of the course. The Vice President for Academic Affairs will designate the appropriate Dean and Department Chair to conduct the course review process.

- 5.2. If the Third Party wishes credit to be granted by more than one Regental university, s/he should contact the BOR Senior Administrator who will coordinate the course approval process in consultation with the university Vice Presidents for Academic Affairs.

6. Site of Course Delivery

- 6.1. Courses typically are delivered at an off-campus site.
- 6.2. If courses are offered on a Regental university campus, an agreement for use of facilities is required.
- 6.3. If courses are offered at a location other than a Regental university campus and do not utilize any university facilities, an agreement for use of university facilities is not required.
- 6.4. If a university entity is funded by a grant and the university indicated that use of facilities was a match, the entity may use facilities for offering an approved course without additional cost. An agreement for use of university facilities is not required.

E. FACULTY EXPECTATIONS

1. Qualifications for teaching undergraduate credit (100-499)

- 1.1. The instructor must have a minimum of a master's degree in the discipline or a master's degree with 18 graduate hours in the discipline.
- 1.2. An individual with the qualifications indicated in (1) above may serve as the Lead Instructor who supervises instructors delivering the course.

2. Qualifications for teaching graduate credit (500-899)

- 2.1. The instructor must have a terminal degree in the discipline or meet the university's policy for tested experience.
- 2.2. With approval of the vice president for academic affairs, an individual with the qualifications indicated in (2.1) above may serve as the Lead Instructor who supervises instructors delivering the course.

3. Approval of Course Instructors

- 3.1. Faculty not employed by the university must be approved by the university to serve as the course instructor.
- 3.2. A request for approval of a course instructor and a copy of his/her vita must accompany the proposed course syllabus submitted to the university vice president for academic affairs.
- 3.3. Approval of a course instructor will be part of the process for review of the proposed course to be taught by the instructor.

4. Compensation

- 4.1. Faculty employed by the university must be compensated according to the Human Resource Compensation Guidelines. Information may be obtained from the university vice president for academic affairs.
- 4.2. The Third Party provides the compensation funds, including salary and benefits, to the university and the university pays the faculty member.
- 4.3. Faculty employed by the university may not donate their services for teaching the course to a Third Party.
- 4.4. The Third Party establishes compensation for course instructors who are employed by the Third Party and are not university faculty.

FORMS / APPENDICES:

- [AAC Form 2.4.5.A](#) – Special Tuition Rate Request Form (Externally Funded)

SOURCE:

BOR March 2005; July 2019 (Clerical); BOR August 2022; October 2023 (Clerical); BOR April 2024.