



SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
New Course Request

USD	Arts & Sciences/English
Institution	Division/Department
Elizabeth M. Freeburg	5/8/18
Institutional Approval Signature	Date

Section 1. Course Title and Description

Prefix & No.	Course Title	Credits
ENGL 403	Grant Writing	3

Course Description

Students will learn how to find federal, state, local, and private foundation grants. Students will then explore how to customize proposals to match a grant maker's interests and requirements, while working on behalf of a nonprofit organization. Students will articulate the values and need of the organization, so they can clearly address grant components such as the following: statement of need, goal, objectives, procedures, budget, qualifications, evaluation, sustainability, dissemination, sources cited, and appendix.

Pre-requisites or Co-requisites N/A

Registration Restrictions N/A

Section 2. Review of Course

2.1. Was the course first offered as an experimental course?

Yes (if yes, provide the course information below) No

2.2. Will this be a unique or common course (place an "X" in the appropriate box)?

If the request is for a unique course, verify that you have reviewed the common course catalog via Colleague and the system [Course Inventory Report](#) to determine if a comparable common course already exists. List the two closest course matches in the common course catalog and provide a brief narrative explaining why the proposed course differs from those listed. If a search of the common course catalog determines an existing common course exists, complete the Authority to Offer an Existing Course Form.

Unique Course

Prefix & No.	Course Title	Credits
ENGL 305	Professional, Technical and Grant Writing	3

Provide explanation of differences between proposed course and existing system catalog courses below:

Grant writing is included in ENGL 305, but grant writing constitutes merely a brief unit of the existing offering and deserves its own semester course in order to devote the needed attention to the process, including research and consulting with clients, required. As ENGL 305 will be phased out, the two courses will not be offered concurrently.

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

No. Schedule Management, explain below:
 ENGL 402 will be taught by existing faculty members, primarily by former instructors of ENGL 305, the course from which this proposed course evolved.

3.2. Existing program(s) in which course will be offered: English

3.3. Proposed instructional method by university: W-Workshop

3.4. Proposed delivery method by university: 001 Face-to-Face

3.5. Term change will be effective: Fall 2018

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: 15 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: UENGL

4.2. Proposed [CIP Code](#): 23.1303

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