Physical Presence Checklist

If any of the following apply, please complete the short Out-of-State Activity Report OAR survey at http://link.usd.edu/OAR

LEARNING PLACEMENTS/OPPORTUNITIES FOR WHICH CREDIT IS AWARDED AND/OR A FEE IS CHARGED, AND TAKING PLACE ANYWHERE
(i.e., internship, externship, student teaching, clinical, rotation, practicum, full-scale residency program such as a summer session at a field station, archaeological dig, etc.) Field trips are to be reported in F and K below.

- **A.** Required for professional licensure/certification/endorsement AND the placement is EITHER **within** South Dakota or **outside** South Dakota.
- **B.** Required for degree completion for the student’s major and offered for credit and/or offered for a fee AND the placement is **outside** South Dakota.
- **C.** Optional for degree completion for the student’s major and offered for credit and/or offered for a fee AND the placement is **outside** South Dakota.

THE FOLLOWING TAKING PLACE ANYWHERE OUTSIDE SOUTH DAKOTA OR TAKING PLACE ON SOUTH DAKOTA TRIBAL JURISDICTION
(because these activities are NOT covered by SARA):

- **D.** Short course, seminar or institute that requires more than 20 classroom/contact hours in one six-month period.
- **E.** Students required to physically meet in a location for instructional purposes more than twice per full-term course for a total of more than six hours.
- **F.** Students participate in a multi-night trip (stay in the same city more than one night) for a class field trip, tour, conference, competition, service project or volunteer activity which either bears academic credit or is a requirement for a course or program. If the Gallagher Center (GC) is working with you on this activity, you do not need to report it; GC will do that. (Other trips are to be reported in item K)
- **G.** Established physical location for students to receive synchronous or asynchronous instruction.
- **H.** Office space for instructional or non-instructional staff, an administrative office where USD staff or contractors enroll students or provide student support services from a physical site operated by or on behalf of USD, or a mailing address or phone exchange.

THE FOLLOWING TAKING PLACE ON ANY TRIBAL OR MILITARY* JURISDICTION, IN A US TERRITORY (EXCEPT DC, PR, OR VI) OR A FOREIGN COUNTY
*excluding Veterans Administration (VA) facilities
(because these locations do NOT participate in SARA):

- **I.** Short course, seminar, or institute, or students physically meeting for instructional purposes other than those reported in D and E.
- **J.** Any full course or program not reported in A, B or C.
- **K.** Students participate in a one-day trip or a multi-night trip staying in a different city each night for a class field trip, tour, conference, competition, service project or volunteer activity which either bears academic credit or is a requirement for a course or program. (Other trips are to be reported in item F)
- **L.** Proctored exam.
- **M.** Mentor, tutor, or preceptor working outside SD to aid students who are residents of this jurisdiction, territory or country on an individual basis.
- **N.** Employee living or working in this jurisdiction, territory or country while conducting an activity for which the employee is being paid by USD; i.e., teaching, supervising, advising, conducting research, etc. (unless taking place on tribal jurisdiction, do not report attending, participating in, or presenting at a professional meeting or conference).
- **O.** Employee or agent recruiting.
- **P.** Marketing/advertising.
- **Q.** Computer servers, IP address or other equipment housed at a physical location.
- **R.** Contract/agreement between USD and out-of-state institution/entity to provide services for students, e.g., library, gym, computer center, etc.
- **S.** Any other physical presence (i.e., physical location for students or office space for instructional or non-instructional staff).

Questions About Any Out-of-State Activities?

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