SOUTH DAKOTA BOARD OF REGENTS
ACADEMIC AFFAIRS FORMS
New Prefix Request

Use this form to request a new prefix not currently in use within the system. Consult the Approved Course Prefix List in AAC Guidelines for information about existing courses and prefixes.

BHSU	6S/BSBS	Pamela Carrivean	3/31/2026
Institution	**Division/Department**	**Institutional Approval Signature**	**Date**

1. **Is the university seeking approval for a new prefix or authority to use an existing prefix?**
   ☐ New Prefix ☒ Authority to Use an Existing Prefix

2. **What is the proposed prefix?**

3. **Has the university consulted the existing list of approved prefixes in the Academic Affairs Council (AAC) guidelines to determine if the proposed prefix is in use?** (**Yes** or No)

   Yes

4. **Do the courses associated with the new prefix represent a discipline/program offered by more than one Regental institution?** (**Yes** or No)
   If yes, have the other institutions reviewed this request (explain below)?
   Yes
   Yes, three other universities (USD, SDSU, NSU) offer this prefix. All have been consulted and reviewed the request.

5. **Courses in the new prefix**
   5.1. How many courses are proposed for the new prefix?[1]
   Twenty Courses

   5.2. How many of the proposed new courses are in the x9x series?
   Two

6. **Provide a brief rationale for the new prefix below:**

The addition of the CJUS prefix to BHSU courses will facilitate the implementation of the BS in Criminal Justice program at the university. It will ensure that course are congruent with offerings of other SDBOR institutions. Courses that are changed or cross-listed with the new prefix will ensure that the offerings are consistent with inclusion in a criminal justice program as well as promoting compatibility with other SDBOR course offerings in other criminal justice and criminology programs.

[1] NOTE: AAC guidelines state a minimum of six courses must be attached to the new prefix request. Courses in the x9x series do not count toward the total of six. Exceptions require approval of the System Chief Academic Officer.