



**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.

<u>NSU</u>	<u>Provost's Office</u>	<u>Michael Wenous</u>	<u>2/8/2024</u>
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? FYS

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 No

4. Do the courses associated with the new prefix represent a discipline/program offered by more than one Regental institution?

Yes No

If yes, have the other institutions reviewed this request (explain below)?

5. Courses in the new prefix

5.1. How many courses are proposed for the new prefix?¹ 1

5.2. How many of the proposed new courses are in the x9x series? 0

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

Northern State University offers a First Year Seminar course that is required of all new students within every major program. The current IDL prefix does not align with the purposes and content of our First Year Seminar. Surveys of students who completed our HOWL orientation reveal that students are confused about the purpose of this course they are all required to take. Evidence suggests that this confusion is due in part to the mismatch between the content and purpose of the course and the prefix and catalog description students find in our university literature. By using a prefix that matches the actual course, as well as a clearer description, which is being proposed

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.

alongside this new prefix request, our students will have greater clarity regarding the benefits of taking the required First Year Seminar and will consequently find the course more rewarding.