



SOUTH DAKOTA BOARD OF REGENTS ACADEMIC AFFAIRS FORMS

New Course Request

Use this form to request a new common or unique course. Consult the system course database through for information about existing courses before submitting this form.

NSU

Institution

College of Arts and Sciences/Dept of History and Social Sciences

Division/Department

Michael Wanous

Institutional Approval Signature

3/12/2025

Date

Section 1. Course Title and Description

If the course contains a lecture and laboratory component, identify both the lecture and laboratory numbers (xxx and xxxL) and credit hours associated with each. Provide the complete description as you wish it to appear in the system course database, including pre-requisites, co-requisites, and registration restrictions.

Prefix & No.	Course Title	Credits
CJUS 312	Criminal Case Processing	3

NOTE: The Enrollment Services Center assigns the short, abbreviated course title that appears on transcripts. The short title is limited to 30 characters (including spaces); meaningful but concise titles are encouraged due to space limitations in the student information system.

Course Description

This course examines the criminal justice process from arrest through appeal, including constitutional safeguards, pretrial proceedings, trial, and sentencing. Students explore appellate review, including conditions under which decisions may be reversed or remanded, and analyze procedural fairness, legal strategies, and reform initiatives. Additional topics include law enforcement, prosecutorial, defense, judicial roles, ethical considerations, and public policy implications. Analysis of real-world cases illustrate interactions among legal actors and impact on defendants, victims, and society.

NOTE: Course descriptions are short, concise summaries that typically do not exceed 75 words. DO: Address the content of the course and write descriptions using active verbs (e.g., explore, learn, develop, etc.). DO NOT: Repeat the title of the course, layout the syllabus, use pronouns such as "we" and "you," or rely on specialized jargon, vague phrases, or clichés.

Pre-requisites or Co-requisites (add lines as needed)

Prefix & No.	Course Title	Pre-Req/Co-Req?
CJUS 201	Introduction to Criminal Justice	Pre-Req

Registration Restrictions

None

Section 2. Review of Course

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

☒ **Unique Course**

If the request is for a unique course, institutions must review the common course catalog in the system course database 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. Courses requested without an attempt to find comparable courses will not be reviewed.

Prefix & No.	Course Title	Credits
CJUS 412	Criminal Prosecution & Defense	3
CJUS 433	Criminal Procedure	3

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

CJUS 312 – Criminal Case Processing examines the criminal justice sequence from arrest through appeal, incorporating constitutional safeguards, pretrial proceedings, trial, sentencing, and appellate review. CJUS 412 – Criminal Prosecution and Defense focuses on the adversarial roles and strategies of prosecutors and defense counsel. CJUS 433 – Criminal Procedure focuses on constitutional requirements and case law governing enforcement and judicial practices. CJUS 312 differs from CJUS 412 and CJUS 433 by integrating arrest, pretrial, trial, sentencing, and appellate processes into a single framework, while also exploring and emphasizing the social-interactional dynamics that shape outcomes for defendants, victims, and society.

☐ **Common Course** *Indicate universities that are proposing this common course:*

☐ BHSU ☐ DSU ☐ NSU ☐ SDSMT ☐ SDSU ☐ USD

Section 3. Other Course Information

3.1. Are there instructional staffing impacts?

☐ **No.** Replacement of _____
(course prefix, course number, name of course, credits)
*Course deletion form is attached

Effective date of deletion: [Click here to enter a date.](#)

☒ **No.** Schedule Management, explain below:
This course will be included in the faculty's regular course load.

☐ **Yes.** Specify below:

3.2. Existing program(s) in which course will be offered (i.e., any current or pending majors, minors, certificates, etc.):

BA Criminal Justice, AA Criminal Justice, Criminal Justice Minor

- 3.3. Proposed instructional method by university (as defined by [AAC Guideline 2.4.3.A](#)):**
Please provide a brief description of how the course is appropriate for the instructional method, as defined in AAC Guidelines.

R- Lecture

- 3.4. Proposed delivery method by university (as defined by [AAC Guideline 2.4.3.B](#) and [2.4.3.B\(A-1\)](#)):**

N01 – Face-to-face
N02 – HyFlex
N03 – HyFlex Synchronous
N15 – Online Asynchronous
N18 – Online Synchronous

- 3.5. Term change will be effective:** Fall 2026

- 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: 30 ☐ 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?**

☐ Yes ☒ No

If yes, indicate the course(s) to which the course will equate (add lines as needed):

Prefix & No.	Course Title

- 3.10. Is this prefix approved for your university?**

☒ Yes ☐ No

If no, provide a brief justification below:

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Section 4. Department and Course Codes (Completed by University Academic Affairs)

4.1. University Department: History and Social Sciences

4.2. Banner Department Code: NHSS

4.3. Proposed [CIP Code](#): 45.0401

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