

**South Dakota Board of Regents  
New Site: Request to Offer an Existing Degree Program**

Use this form to request authorization to deliver an existing degree program at a new site or by distance delivery. The Executive Director or the Board may request additional information.

<b>University</b>	<b>University of South Dakota</b>
<b>Degree(s) and Program</b>	Minor in Criminal Justice
<b>New Site(s)</b>	Online delivery
<b>Proposed Implementation (term)</b>	Fall 2016

**University Approval**

To the Board and the Executive Director: I certify that I have read this request, that I believe it to be accurate, and that it has been evaluated and approved as provided by university policy.

\_\_\_\_\_

President of the University

Date

After approval by the President, a signed copy of the proposal should be transmitted to the Executive Director. Only after Executive Director review should the proposal be posted on the university website and the Board staff and the other universities notified of the URL.

**1. What is the need for this program in this site (these sites)? What is the expected demand for graduates in the site(s)?**

The University of South Dakota seeks approval to offer the minor in Criminal Justice online. The University does not request new state resources or new student fees to support online delivery. Self-support tuition revenue will be used to support online delivery. The expanded accessibility and convenience offered through online and site-based delivery will directly respond to the growth in demand for this specialization.

From 2011 to 2015, the number of students enrolled in Criminal Justice courses increased from 187 students to 270 students. In 2015, 25% of these students were off campus. The minor is currently offered by USD on campus in Vermillion, at Black Hills State University-Rapid City, and at University Center – Sioux Falls, and making this program available for students statewide will help meet demand and allow students currently taking these courses to complete an approved program.

**2. Is any regental university authorized to offer a similar program at the new site(s)? Is any non-system institution offering a similar program at the new site(s)? If either answer is “yes,” identify the institution(s) and program(s) and explain why authorization is requested.**

Yes. Black Hills State University has an approved online certificate in Criminal Justice, and South Dakota State University is authorized to offer the Criminal Justice Minor online. NSU offers an on-campus minor in Criminal Justice. Given the long-standing availability of these courses online through USD, as well as the program’s teaching capacity, this request seeks to accurately reflect the available courses and allow USD distance students to actively pursue a minor.

**3. Are students expected to be new to the university or redirected from other programs or both? Complete the table and explain how the estimates were developed. How will the new site(s) affect enrollments in other campus and off-campus programs in the regental system?**

	Fiscal Years*			
	1st	2nd	3rd	4th
Estimated	FY17	FY18	FY19	FY20
New to the university	5	8	10	10
Redirected from other programs	5	5	0	0
= Total in the program at the site	10	23	33	43
Credit hours, minors in program courses	60	138	198	258
Graduates	0	0	7	13

\* Do not include current year.

Development of Estimates

New student numbers are a conservative estimate of prospective students based on enrollment in online CJUS courses over the past several years. Current and prospective students have expressed the desire to complete the minor in Criminal Justice online. In 2015, there were a total of 180 enrollments in online CJUS courses; these estimates assume that only a modest number of these students choose to pursue a minor. Higher numbers are certainly possible.

Impact on Existing Programs

None. The courses required for the minor have regularly been offered online in the past, and the anticipated rotation of these courses will allow for students to complete the minor in as little as one year, if desired.

**4. Complete the table and explain any special circumstances. Attach a copy of the program as it appears in the current catalog. If any program modifications are requested, attach that form. Explain how the new courses will be delivered. Attach the new course request forms.**

Degree and title	Credit hours	Courses currently available from this university at this site	Courses currently available from other universities available at this site	Courses currently available via distance	Courses new to this university
System General Education Requirements	0	0	0	0	0
Institutional Graduation Requirements	0	0	0	0	0
Information Technology Literacy Requirements	0	0	0	0	0
<i>Subtotal, Degree Requirements</i>	0	0	0	0	0
Required Support Courses	0	0	0	0	0
Major Requirements	0	0	0	0	0
Major Electives or Minor	18	18	0	18	0
Free Electives	0	0	0	0	0
Total, Degree with Proposed Minor	18	18	0	18	0

Courses to be offered regularly:

- CJUS 201 Introduction to Criminal Justice
- CJUS 334 Criminal Investigation
- CJUS 351 Criminology
- CJUS 425 Police Administration
- CJUS 429 Courts & Judicial Politics
- CJUS 431 Criminal Law
- CJUS 433 Criminal Procedure

### **Criminal Justice Minor**

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#### **18 Credit Hours Required**

A student majoring in another discipline may obtain a minor by taking CJUS 201 plus 15 credit hours of electives in criminal justice studies.

#### **Minor Requirements**

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- CJUS 201 - Introduction to Criminal Justice (C) [SGR #3] [online]
  - CJUS Electives 15cr

**5. How will you provide student services comparable to those available for students on the main campus?**

Student services will be provided by a program advisor and existing program support staff, as well as faculty teaching the listed courses.

**6. Is this program accredited by a specialized accrediting body? If so, address any program accreditation issues and costs related to offering the program at the new site(s).**

No, this program is not accredited by a specialized accrediting body.

**7. Does the University request any exceptions to Board policy for delivery at the new site(s)? Explain requests for exceptions to Board policy. If no exceptions are requested, enter "None."**

None.

**8. Costs, Budget & Resources Related to New Courses at the Site: Explain the amount and source(s) of any one-time and continuing investments in personnel, professional development, release time, instructional technology and software, other O&M, facilities, student services, etc needed to implement the program at the new site(s). Complete Appendix B – Budget using the system form.**

The program budget is not provided because the courses required for the minor are already offered online. Online delivery will be supported by self-support tuition.

The University does not request new state resources and new student fees.

**9. Additional Information. (Optional) Limit the number and length of additional attachments. Identify with capital letters (C, D, E, etc). In some cases, responses to questions from the Board or the Executive Director may be provided as appendices. Letters of support are not necessary and are rarely included with Board materials.**

**From:** Lien, Joelle L  
**Sent:** Monday, June 06, 2016 10:23 AM  
**To:** Freeburg, Beth M <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>; LaFave, Alan <[Alan.LaFave@northern.edu](mailto:Alan.LaFave@northern.edu)>  
**Cc:** Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>; Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>  
**Subject:** Re: New Site Request: USD CJUS minor

Good morning, Beth.

Yes, you have our support for offering the CJUS minor online, and I hope that we can count on your support for the same when the time comes. As we are also cleaning up our official lists, we will be making similar requests over the next several months. "See" you on Wednesday!

Best regards,

Joelle

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Dr. Joelle L. Lien

Associate Vice President for Academic Affairs Director of Graduate Studies

Northern State University  
205-A Spafford Hall 1200 South Jay Street  
Aberdeen, South Dakota 57401

Phone: 605.626.7958

Email: [Joelle.Lien@northern.edu](mailto:Joelle.Lien@northern.edu)

**From:** "Freeburg, Beth M" <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>  
**Date:** Tuesday, May 31, 2016 at 1:33 PM  
**To:** "LaFave, Alan" <[Alan.LaFave@northern.edu](mailto:Alan.LaFave@northern.edu)>, "Lien, Joelle L" <[Joelle.Lien@northern.edu](mailto:Joelle.Lien@northern.edu)>  
**Cc:** "Moran, Jim D" <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>, "Perry, Jay" <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>  
**Subject:** New Site Request: USD CJUS minor

Alan and Joelle,

Attached is USD's new site request to deliver the CJUS minor online. USD already offers all of the courses online; approval would allow for USD to add this minor to the official list of online minors.

Because NSU is authorized to offer this minor, we would like to seek NSU support for our request.

Please let me know if you have any questions.

Thank you,

Beth

Elizabeth McKay Freeburg, Ed.S., Ph.D.  
Assistant Provost  
University of South Dakota, 414 East Clark Street, Slagle Hall 103D, Vermillion, SD 57069  
(605) 677-5317 Fax: (605)677-6651

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**From:** Helling, Mary Kay  
**Sent:** Wednesday, June 01, 2016 8:43 AM  
**To:** Freeburg, Beth M <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>  
**Cc:** Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>; Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>; Hedge, Dennis <[Dennis.Hedge@sdstate.edu](mailto:Dennis.Hedge@sdstate.edu)>  
**Subject:** RE: New Site Request: USD CJUS minor

Hello Beth,

SDSU is in support of this request. Please proceed.

Thanks. MK

**From:** Freeburg, Beth M [<mailto:Beth.Freeburg@usd.edu>]  
**Sent:** Tuesday, May 31, 2016 1:33 PM  
**To:** Helling, Mary Kay <[Mary.Helling@SDSTATE.EDU](mailto:Mary.Helling@SDSTATE.EDU)>  
**Cc:** Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>; Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>  
**Subject:** New Site Request: USD CJUS minor

Hi Mary Kay,

Attached is USD's new site request to deliver the CJUS minor online. USD already offers all of the courses online; approval would allow for USD to add this minor to the official list of online minors.

SDSU was recently granted permission to offer the CJUS minor online (see email below re: USD support). Because SDSU is authorized to offer this minor, we would like to seek SDSU support for our request.

Please let me know if you have any questions.

Thank you,  
Beth

Elizabeth McKay Freeburg, Ed.S., Ph.D.  
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**From:** Freeburg, Beth M  
**Sent:** Friday, January 15, 2016 8:55 AM  
**To:** Helling, Mary Kay <[Mary.Helling@SDSTATE.EDU](mailto:Mary.Helling@SDSTATE.EDU)>  
**Cc:** Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>; Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>  
**Subject:** RE: New Site Requests for Minors in Sociology, Criminal Justice, Psych, History, Geography, Gerontology

Dear Mary Kay,

Hope you had a wonderful semester break.

Provost Moran and I have visited about these requests. We would support these on the condition that approval does not preclude USD from offering the same minors on-line at a later time.

Thanks and hope your semester is off to a successful start.  
Beth

Elizabeth McKay Freeburg, Ed.S., Ph.D.  
Assistant Provost  
University of South Dakota, 414 East Clark Street, Slagle Hall 103D, Vermillion, SD 57069  
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**From:** Helling, Mary Kay  
**Sent:** Tuesday, January 12, 2016 10:36 AM  
**To:** Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>; Freeburg, Beth M <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>  
**Cc:** Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>  
**Subject:** FW: New Site Requests for Minors in Sociology, Criminal Justice, Psych, History, Geography, Gerontology

Hello Jim and Beth,

Just resending these as a friendly reminder. Please note that these are already existing minors for which all of the courses are currently available online. We are pursuing official approval to offer online. We have heard from all other institutions with their support.

Thanks. Mary Kay

**From:** Helling, Mary Kay  
**Sent:** Tuesday, December 08, 2015 4:27 PM  
**To:** Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>; Freeburg, Beth M <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>  
**Cc:** Nichols, Laurie <[Laurie.Nichols@sdstate.edu](mailto:Laurie.Nichols@sdstate.edu)>  
**Subject:** FW: New Site Requests for Minors in Sociology, Criminal Justice, Psych, History, Geography, Gerontology

Jim and Beth,

Attached please find new site requests to deliver 6 minors online. SDSU already offers all of the course online; approval would allow for SDSU to add these minors to the official list of online minors.

Because USD is also authorized to offer these minors, we wanted to seek your support for these requests. Let us know if you have any questions.

Thanks.  
Mary Kay

Mary Kay Helling, PhD  
Associate Vice President for Academic Affairs  
South Dakota State University, Brookings, South Dakota 57007  
605.688.4173

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**From:** Custer, Rod  
**Sent:** Saturday, June 18, 2016 7:50 AM  
**To:** Freeburg, Beth M <[Beth.Freeburg@usd.edu](mailto:Beth.Freeburg@usd.edu)>  
**Subject:** New Site Request: USD CJUS minor

I have consulted with our faculty and we are willing to allow this change to move forward. Please let me know if you need any additional information.

Rod

Rodney L. Custer  
Provost & V.P. for Academic Affairs  
Black Hills State University  
214 Woodburn, Unit #9501  
Spearfish, SD 57799  
[rod.custer@bhsu.edu](mailto:rod.custer@bhsu.edu)  
(605) 642-6262

**From:** Freeburg, Beth M  
**Sent:** Tuesday, May 31, 2016 1:33 PM  
**To:** Custer, Rod <[rodney.custer@bhsu.edu](mailto:rodney.custer@bhsu.edu)>  
**Cc:** Perry, Jay <[Jay.Perry@sdbor.edu](mailto:Jay.Perry@sdbor.edu)>; Moran, Jim D <[Jim.Moran@usd.edu](mailto:Jim.Moran@usd.edu)>  
**Subject:** New Site Request: USD CJUS minor

Rod,

Attached is USD's new site request to deliver the CJUS minor online. USD already offers all of the courses online; approval would allow for USD to add this minor to the official list of online minors.

Because BHSU is authorized to offer this minor and has an online CJUS certificate program, we would like to seek BHSU support for our request.

Please let me know if you have any questions.

Thank you,  
Elizabeth McKay Freeburg, Ed.S., Ph.D.  
Assistant Provost  
University of South Dakota  
414 East Clark Street, Slagle Hall 103D  
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