

BOARD OF REGENTS
BRIEFING PAPER
HANDBOOK REVISION: University Specific Sections

BACKGROUND & POLICY CONTEXT OF ISSUE:

Title 4, Chapter 16 of the Board *Handbook* currently includes provisions on various topics ranging from remediation, university admission criteria, and institution specific sections that address matters such as admission, registration, grades, and examinations. The Department of Academic and Student Affairs is in the process of reviewing, revising, and reorganizing Chapter 16 so that the contents of the chapter are logically organized and up-to-date with current campus practices. In doing so, the Department will bring to the Board for consideration a series of amendment proposals intended to reorganize and update the Chapter – the first of which concerned the community college sections was approved by the Board in June 2006. It is the intent of this review and rewrite process to create provisions that are applicable by institution type, eliminating the campus specific provisions, such that general policies concerning admission, registration, grades, and examination are uniformly applied based on the type of institution.

On several occasions the Department notified the Academic Affairs Council and Student Affairs Council of its intent to review and update Title 4, Chapter 16. In July and early September 2006, staff met with various representatives from the universities and reviewed the proposed revisions. During the course of those meetings additional changes to the proposal were made as necessary.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend the various university specific sections of the Board *Handbook* found in Title 4, Chapter 16 as outlined in the attached amendment proposal. No substantive changes are being made; sections are being realigned and other miscellaneous technical corrections made.

IMPETUS (WHY NOW?):

Staff from the Department of Academic and Student Affairs met with representatives of the universities and reviewed the revisions to which all have agreed to the revisions as presented herein.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Reorganizing the provisions of Chapter 16 will make it user-friendly so that the campuses and public will be able to easily locate policy provisions.
- Creating policy provisions that are applicable based on the type of institution will ensure that all of the universities are uniformly subject to provisions governing admission, registration, grades, and examinations.
- Outdated policies will be updated to reflect current practice.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been brought forward at this time.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Maintain the status quo and leave the Chapter unrevised as currently written.

COMPLIANCE WITH BOARD POLICY:

☐ Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____

☐ Other: _____

☐ Fiscal Impact: Yes _____ No _____

Explain: _____

PROPOSED AMENDMENT
TITLE 4, CHAPTER 16, SECTIONS 2 - 8
TITLE 4, CHAPTER 16, SECTIONS A and B
(University Sections Combined)

Additions in *boldface italics*; deletions [~~stricken~~ and bracketed]

Title 4, Chapter 16: DELETE Section A (UNIVERSITY OF NEVADA, RENO), and Section B

2.

Scholastic Aptitude Test (SAT) and otherwise qualifies for admission is exempt from the ACT requirement.

- 5. International applicants must submit a recent medical history and examination signed by a medical doctor within the prior six months if requested by the institution.*
- 6. Programs designated as limited entry require fulfillment of selective admissions criteria as contained in the institutional catalog and other appropriate college documents. Continuation in selective admissions programs is likewise contingent upon fulfillment of conditions specified by the institution and contained in official institutional documents.*

Section [4]6. Simultaneous Admissions to the Universities

Students seeking admission to a university whose high school grade point average or test scores are insufficient for admission will be offered enrollment at either a NSHE community college or state college with a subsequent guarantee of admission to the universities under the transfer criteria established in Title 4, Chapter 14.

(B/R 6/06)

Section [6]7. Alternative Admission Policies to the Universities and State College

1. Students who do not meet university or state college admission requirements may petition under procedures established by the university or state college for special consideration to the alternative admission program. The number of students admitted under these criteria may not exceed 10 percent of the previous year's freshman enrollment.
2. The criteria for admission under the alternative admission program are:

It is the policy of the Board of Regents to minimize the effects of this disruption as much as possible. *The Chancellor shall develop procedures concerning the awarding of academic credit and grades, enrollment, scholarships, loans, and other appropriate matters intended to reduce the disruption of studies for a student and a student's spouse and dependents resulting from a call to active duty.*

~~[——— In order to qualify under the provisions of these policies, a student must present official military orders indicating his/her mobilization or activation to the Registrar, Dean of Students, Vice President for Student Life, or other appropriate university/college official. The student will be informed of the procedures to be followed. If, due to time constraints between the time of notification and the time of actual mobilization or activation, the student cannot present his/her orders as required, the parents, guardians, or spouse of the student may do so.~~

~~——— Toward this end, the Board of Regents for the Nevada System of Higher Education adopt the following policies:~~

POLICIES

I. Awarding of Academic Credit/Grades

- ~~A. Mobilization or activation during a regular semester or during summer sessions will result in the complete withdrawal of the student from the college or university without penalty and without a punitive grade. Course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.~~
- ~~B. Mobilization or activation within the last four (4) weeks of the end of a regular semester (*three (3) to six (6) class days for a summer session*), will result in the student:~~
- ~~1. Choosing to withdraw from all courses in which the student is officially enrolled. In this case, course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis;~~
 - ~~2. Requesting, with the concurrence of the faculty of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to withdraw from some courses and request the grade of incomplete (*with the course faculty's concurrence*), in other courses. This option will result in a refund of that portion of course fees paid for those courses in which the student chooses to withdraw (*other non-course fees will not be refunded*).⁺ Room and board payments will be refunded on a pro-rated basis;~~

⁺The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive an incomplete (with concurrence of the faculty member).

~~3. Requesting, with the concurrence of the faculty of the affected courses in which the student is officially enrolled, to receive a final grade in some or all of his courses based upon the student's work in the course up to the date of mobilization or activation.² With the concurrence of course faculty, the student may request~~

~~waived for those students. This will allow students to continue their academic studies with as little interruption as possible.~~

- ~~1. For students re-enrolling under circumstances as described above, every reasonable attempt should be made to give preferential enrollment into high demand courses necessary for them to continue their studies with as little interruption as possible. This is particularly necessary for students who are enrolled in curricula that require sequenced courses of study. Limited Entry Program administrators and faculty will strive to accommodate the needs of students on mobilization or activation within the criteria established through accreditation.~~
- ~~2. Time spent on mobilized or active duty should not be counted in determining the institution catalogs under which the student may meet curricular or degree requirements. That is, where an institution allows the student to choose the catalog in effect upon first entering the institution, as long as the student's attendance was continuous, or any subsequent catalog for a given period, the time while on active duty will not be counted. A person who, upon being offered separation from active duty, re-enlists or otherwise voluntarily extends active duty, retains the right of catalog choice only for the period of initial involuntary mobilization or involuntary active duty.~~
- ~~3. The time spent by graduate students on mobilized or active duty will be suspended from the "time to completion" requirements of the respective graduate programs.~~
- ~~4. If certain courses required in a student's curriculum are no longer taught at the time of re-enrollment, the institution shall make reasonable accommodations with substitute courses, independent study or other appropriate options.~~
- ~~5. In instances of substantial curriculum change during the period of mobilization or activation, the student's academic dean or department chair may work with the student and prescribe a special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.~~
- ~~6. If a student's curriculum no longer exists at the time of re-enrollment, the institution shall~~

~~activation within a one-year period from the time of separation from his/her active duty period.~~

V. Books

~~Since course textbooks change regularly, students who are mobilized or activated are strongly urged to sell those course textbooks they do not intend to keep for their personal collection at the time they leave the college or university. Colleges and universities should facilitate the purchase of these textbooks by the campus bookstore vendors.~~

VI. Student Grants and Loans

~~A.—~~

C. Enrolled Dependents

non-degree options without reference to the credit limitations established elsewhere in Chapter 16.
(B/R 3/06)

Section 10. University Admission of Foreign Students

- 1. Foreign students seeking admission to a university must provide official evidence of the following:***
 - a.) Attainment of educational level equivalent to graduation from an accredited high school in the United States;***
 - b.) Above average ability in an academic curriculum, equivalent to the grade point averages required for domestic students as verified by an official transcript or satisfactory test scores; and***
 - c.) Satisfactory test scores on the Test of English as a Foreign Language (TOEFL) indicating an ability to speak, write, and understand the English language to pursue full-time study.***
- 2. If a foreign student is unable to provide the official evidence required in subsection 1, the university may determine admissibility on a case-by-case basis.***
- 3. A university may waive the language test requirement when competence in the English language is clearly evident.***
- 4. Each institution may adopt additional policies and procedures concerning the admission of foreign students as necessary and publish such in the course catalog.***

Section 11. University Transfer Students

- 1. Students transferring to a university must be in good standing and eligible to return to the educational institution last attended.***
- 2. Students who have registered at other educational institutions may not disregard such records and make application on the basis of their high school or selected college transcripts only. Any student who does so is***

- c. *Future registration at an NSHE university is prohibited unless authorized on a case-by-case basis by the institution.*
3. *A student transferring from one campus to another within the Nevada System of Higher Education is required to submit an application for admission and supporting credentials directly to the institutionally designated office. Admission of the applicant and acceptance of transfer credits are governed by the advanced standing regulations of the institution to which the application is submitted and the Title 4, Chapter 14 provisions governing transfer and articulation.*

Section 12. University Registration

1. *Registration procedures shall be developed and published by each institution.*
2. *Each student shall be responsible for enrolling and registering in accordance with the deadlines established by the university for each semester.*
3. *Each student is responsible for the payment of all fees associated with each course in which he or she enrolls within the time period specified by the institution. A student who fails to pay the aforementioned fees in a timely manner must pay the late fees established by the institution and is subject to additional penalties as determined by the institution.*
4. *A full-time undergraduate student is defined as one who is registered for 12 or more semester credits or equivalent. If a portion of the credits required for full-time status is concurrently taken at another NSHE institution under an approved consortium agreement, the student shall be considered full-time. A full-time graduate student is defined as one who is registered for 9 or more semester credits or equivalent.*
5. *The registration of a student who is ineligible to attend the University is subject to immediate cancellation.*

Section 13. University Core Requirements

In addition to the NSHE Core requirements established pursuant to Title 4, Chapter 14, each university may define additional courses for inclusion in an institutional core curriculum. The establishment of such a core must be clearly defined in the course catalog.

Section 14. University Credit by Examination

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- b.) College-Level Examination Program (CLEP);*
 - c.) ACT Proficiency Examination Program (PEP);*
 - d.) National League for Nursing Placement Examination (NLN), Profile II;*
 - e.) National Occupation Trades and Industry Examination (NOCTI); and*
 - f.) Special examinations administered by an academic department.*
- 2. Each university shall establish a policy for administering and accepting credit by examination that must be outlined in the course catalog.*

Section 15. University Drop/Withdrawal Policies

- 1. A student may drop or withdraw from a course until the final drop/withdrawal date established by the university.*
- 2. Universities shall develop policies and procedures concerning the dropping of courses and the formal withdrawal from the institution, including the appropriate schedule of dates from which these actions may be taken by a student. Institutional drop/withdrawal policies must be published in the course catalog.*

Section 16. University Categories of Students

- 1. A regular student is one officially admitted to the University by satisfying the admission requirements to an established degree program. A regular student may be either full-time or part-time.*
- 2. A non-degree undergraduate student is one who has not been admitted to regular status and is limited to eight semester credits or equivalent per semester, unless a higher number of credits is otherwise approved by a university official na*

<u>Classification</u>	<u>Credit Hours Earned</u>
<i>Freshman</i>	<i>29 or less</i>
<i>Sophomore</i>	<i>30 to 59</i>
<i>Junior</i>	<i>60 to 89</i>
<i>Senior</i>	<i>90 or more</i>

Section 18. University Grades and Examinations

- 1. Each university shall establish grading policies within the general grading parameters established by the NSHE Grading Policy, Title 4, Chapter 16.**
- 2. Grade Point Average - Grade point average calculations shall be institution specific and will not include grade points earned from transferred courses. A student's average shall be determined by multiplying the grade point value (established in the NSHE Grading Policy) for each completed course by the number of credit hours for the course, excluding courses in which the NSHE grading policy does not assign a grade point value, the sum of which for all courses taken will be the total number of points earned, and dividing the total number of points earned by the total number of semester credit hours attempted, excluding credits earned from courses transferred from other institutions or courses in which a grade point value cannot be assigned.**
- 3. Repeat - A university student may repeat any course taken at a university pursuant to the repeat policies established by the institution. Each university shall develop policies and procedures concerning the repeat and retake of courses and must publish such in the course catalog.**
- 4. Academic Progress - Satisfactory academic progress for the purposes of academic standing and progress toward a degree shall be defined by each university. Criteria for defining satisfactory academic progress must include, but a7 Tw -19.52r001 Tc -0.00somr.of p2 Tw 8-0.0i(t6ons or**

5. *A minimum of 124 credits is required for a bachelor's degree. Additional credit requirements for graduation shall be defined by the institution and published in the catalog.*

Section 20. University Admission to Graduate Programs

1. *The minimum grade point requirements for university graduate programs shall be established by the institution and published in the course catalog.*
2. *The universities may establish prescribed program alternatives for students who do not meet entrance requirements, and must establish limits on the number of students enrolled in graduate programs through prescribed program alternatives.*
3. *A university may define graduate student classifications as necessary, including but not limited to "graduate special" for a student who desires to take graduate level coursework without formal admission to a university graduate program. Institutionally determined definitions for graduate student classifications must be published in the course catalog.*
4. *A university may establish the maximum number of credits earned while a post-baccalaureate non-degree student that may be applied toward a graduate degree.*

*Renumber remaining SECTIONS 9 through 17 as SECTIONS 21 through 29
Rename Section C, NEVADA STATE COLLEGE HENDERSON, as SECTION A.*