

# Nevada System of Higher Education

## Transfer Rights and Responsibilities for Students and Institutions

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### **Student Rights**

Students have the right to:

- Receive automatic fulfillment of lower-division general education requirements at the universities, state college, and community colleges that offer select baccalaureate degrees upon completion of an Associate of Arts, Associate of Science, or an Associate of Business degree from a NSHE community college.
- Access information from the community colleges, state college, and universities about their transfer admission requirements, including documents required for admission, housing, and information about the institution's costs, financial aid, and student services.
- Access information about the transfer of specific courses, credit hours, grades, and degree requirements. This includes information about transferring courses with grades below a "C," courses students may have repeated, and credit previously granted by examination.
- Access and receive admission and transfer-related decisions in writing (electronic or paper) specifically:
  - Acceptance by the community colleges (limited access programs only), state college, and the universities.
  - Evaluation of courses and credits accepted for transfer credit and their course equivalencies, if applicable.
  - Outline of transfer courses and requirements which the transferred courses or credits will satisfy for the degree or program sought.
  - Analysis of the number of semester credits required to complete a degree in the chosen major program of study.
  - The NSHE institution's appeals process for transfer-related decisions.
- Appeal any NSHE institution's transfer-related decision. The appeal process will be developed and maintained by each NSHE institution and published on the institutions' website.
- Elect to graduate under the course catalog graduation requirements under any of the following options, provided that the course catalog at the time of graduation is not more than ten years old:
  - The course catalog of the year of enrollment in a baccalaureate level course/program at a NSHE community college (valid transfer contract may be required.)
  - The course catalog of the year of transfer into a baccalaureate level program at the universities, state college, or community colleges that offer select baccalaureate degrees.
  - The course catalog of the year of graduation from a NSHE institution.

**Warning:** Changing majors may change the course catalog and graduation requirements, which may increase the time to degree completion.

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**Notice:** Students have all the above rights and any others as summarized in the Summary of Board of Regents Transfer Policies. The summary can be accessed at the NSHE website at <http://system.nevada.edu>. Paper copies of this document are available upon request of the institution's admission office.

### **Student Responsibilities**

Students have the responsibility to:

- Understand the transfer policies and procedures of the institution they are considering for transfer. Students should seek information from the institution they are transferring to regarding: core curriculum, prerequisites, major program requirements, degree requirements, admissions, financial aid, scholarships, housing, deadlines, restrictions, and other transfer-related criteria.
- Complete all materials required for application and submit the application on or before the published deadlines.
- Research how courses are applicable to degree and major requirements.
- Understand that if they change their major, not all courses taken will necessarily apply to their new major.
- Plan ahead and realize that appointments with advisors are necessary.
- Understand that after a break in their enrollment, status as an admitted student may be affected.

### **NSHE Institution Responsibilities**

NSHE institutions will:

- Make transfer-related policies and procedures available on their websites.
- Make answers to frequently asked questions about transfer issues accessible for students and provide opportunities for appropriate follow-up appointments to students.
- Provide information on the approximate costs of attending the institution, including tuition, books and supplies, housing, and other related fees.
- Relay admission and transfer-related decisions to students in writing (electronic or paper); including information about the student's appeal rights.
- Establish and make available upon request internal appeals processes to review transfer-related issues and decisions.
- Engage in continuous, authentic dialogue among NSHE institutions about transfer-related issues with the purpose of solving the challenges before they negatively impact students.