

BOARD OF REGENTS
BRIEFING PAPER
HANDBOOK REVISION: STATE COLLEGE REVISIONS

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. Over the past year, the Department of Academic and Student Affairs reviewed and brought forward several clean-up and reorganization revisions to Chapter 16 so that the contents of the chapter are logically organized and up-to-date with current campus practices. It was 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. Revisions to the community college and university sections were brought forward and approved by the Board in June and October 2006, respectively.

The Department notified the Academic Affairs Council and Student Affairs Council of its intent to review and update Title 4, Chapter 16. Staff worked with academic affairs staff from the state college in reviewing and revising its applicable sections.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend the various state college 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 discussed with representatives of the state college 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.
- Outdated policies will be updated to reflect current practice.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 # _____
- Amends Current Board Policy: *Title 4, Chapter 16*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No _____
Explain: _____

PROPOSED AMENDMENT
TITLE 4, CHAPTER 16, SECTIONS A
(State College Section Revised)

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

DELETE IN WHOLE, Title 4, Chapter 16, Section A (NEVADA STATE COLLEGE, HENDERSON) AND INSERT THE FOLLOWING NEW SECTIONS BEGINNING AT SECTION 29.

Section 29. State College Admission – General Policy

- 1. In the admission of students, the state college shall not discriminate on the basis of sex, color, race or creed, disabilities, national origin, or sexual orientation.*
- 2. All new students must furnish satisfactory evidence of good moral character as evidenced by a certificate of graduation or of honorable dismissal from the school last attended.*
- 3. All applicants for admission shall complete such tests and furnish such information as required by the regulations published in the institutional catalog governing the semester of initial enrollment.*

Section 30. State College – Admission Requirements

- 1. The following high school course admission requirements will apply for freshman admission to the state college:*

<u>High School Course (s)</u>	<u>Units</u>
<i>English: Emphasis on composition, rhetoric, and American, English and world literatures</i>	<i>4</i>
<i>Mathematics: Three units including at least two units of algebra 1 and higher level mathematics, chosen from second year algebra, geometry, trigonometry, pre-calculus, probability and statistics, and other advanced mathematics</i>	<i>3</i>
<i>Natural Science: (lab or simulation) Including biology, chemistry or physics, with at least one year in a laboratory science</i>	<i>2</i>
<i>Social Science/Studies: Including world history and geography, U.S. history, economics, government, or law</i>	<i>3</i>
<i>TOTAL:</i>	<i>12</i>

2. *Admission to freshman standing requires graduation from an accredited or approved high school with a minimum overall grade point average of 2.0 or above on a 4.0 scale.*
3. *Programs designated as limited entry require fulfillment of selective admissions criteria as contained in the college 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.*
4. *High school seniors may be permitted to enroll, prior to actual graduation, under the following conditions:*
 - a.) *High school students who are at least 15 years of age may enroll as non-degree students in a maximum of six undergraduate credits or equivalents per semester.*
 - b.) *Provisional freshman admission is offered to qualified high school students who have completed the junior year with a minimum 2.0 grade point average reported on an official high school transcripts. Students must submit final official high school transcripts indicating award of diploma immediately upon graduation.*

Section 31. State College - Admission to Advanced Standing

Admission with advanced undergraduate standing is granted to a student transferring from another accredited college or university provided that:

1. *The applicant is in good standing and eligible to return to the educational institution last attended; and*
2. *An official transcript is presented to the state college showing an overall grade point average of 2.0 or above on all acceptable or transferable credits, provided that if less than 12 acceptable transfer credits are involved, freshman entrance requirements shall also be satisfied.*

Section 32. State College Transfer Students

1. *Individuals 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. Any student who does so is subject to cancellation from the state college.*
2. *An ineligible applicant who gains admission to the state college on the basis of incomplete or fraudulent credentials or misrepresentations in the written application shall have his or her:*
 - a.) *Admission and registration canceled without refund of any fees;*
 - b.) *Total credits rescinded that have been earned following such admission; and*
 - c.) *Future registration at the college prohibited.*

Section 33. State College Registration

- 1. Registration or enrollment procedures shall be established by the state college.**
- 2. Each student shall be responsible for enrolling on the dates and times specified in the class schedule for each semester or special session.**
- 3. Students are responsible for the payment of fees for each course in which they enroll.**
- 4. Students paying fees after the date and time set forth in the schedule of classes may be charged a late fee as prescribed by the institution.**
- 5. A full-time student is defined as one who is enrolled in 12 or more semester credits or its equivalent work. 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.**
- 6. The registration or enrollment of a student who is ineligible to attend the state college is subject to immediate cancellation.**
- 7. A student may be administratively dropped for nonpayment of fees. A student administratively dropped on or before the last day of the term will receive no grade and will be subject to payment of tuition (if applicable) and enrollment fees.**

Section 34. State College 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 35. State College Credit by Exam

- 1. There are five types of examinations approved for earning College-level credit:**
 - a.) College Board Advanced Placement Examination (CBAPE);**
 - b.) College-Level Examination Program (CLEP);**
 - c.) Excelsior College Examination [formerly the ACT Proficiency Examination Program (PEP)];**
 - d.) National League for Nursing Placement Examination (NLN), Profile II; and**
 - e.) Special examinations administered by an academic department.**
- 2. The college shall establish a policy for administering and accepting credit by examination that must be outlined in the course catalog.**

Section 36. State College Drop/Withdrawal Policies

- 1. A student may drop or withdraw from a course until the final drop/withdrawal date established by the state college.*
- 2. The state college 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 37. State College Categories of Students

- 1. A regular student is one officially admitted to the college. 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 fifteen (15) semester credits or equivalent per semester, unless otherwise approved by a university official named by the President. The state college may establish the maximum number of credits earned as a non-degree student that may be applied toward a bachelor's degree up to a maximum of 32 credits. A non-degree student is subject to the same academic regulations as a regular student.*
- 3. Auditor: A student who wishes to enroll for no credit may register as an "auditor" with the approval of the department offering the course.*

Section 38. State College Classification of Students

Undergraduate state college students shall be classified by the number of credit hours earned as follows:

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

Section 39. State College Grades and Examinations

- 1. The state college 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 state college student may repeat any course taken at a university pursuant to the repeat policies established by the institution. The state college 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 the state college. Criteria for defining satisfactory academic progress must include, but are not limited to, grade point average and number of credit hours earned.*

Section 40. State College Requirements for Graduation

1. *A student enrolled at the state college may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation. However, college core curriculum requirements for graduation are determined by the year of admission to the college as a regular degree-seeking student.*
2. *A state college student who changes his or her major must choose the catalog of the year of the latest change of major or the year of graduation.*
3. *The catalog selected for the purpose of state college graduation may not be more than 10 years old at the time of graduation.*
4. *Exceptions to this policy may be made on a case-by-case basis for NSHE transfer students as determined by the appropriately designated state college official.*
5. *In order to graduate students are required to have a minimum cumulative grade point average of 2.0, including all postsecondary course work attempted.*
6. *Candidates for a bachelor's degree at the state college must complete at least 32 upper-division credits in residence as defined by the institution.*

RENUMBER SECTION 29 AS SECTION 41.