

BOARD OF REGENTS
BRIEFING PAPER
HANDBOOK REVISION: Transfer Courses

BACKGROUND & POLICY CONTEXT OF ISSUE:

Board policy (*Title 4, Chapter 14, Section 15*) currently provides that each institution shall determine the acceptability of general elective transfer credits, and departmental, college, or other requirements or equivalents shall be forwarded to the appropriate department or college for course evaluation. If general elective credit is granted by one institution, then all institutions shall accept the credit. Appropriate consultation with the faculty is encouraged throughout the evaluation process.

A situation was recently brought to the attention of System staff, where an NSHE institution granted general elective credit from another institution (previously attended by the student) that was pending accreditation. When the student subsequently transferred to another NSHE institution, it was discovered that the institution from where the credits were originally transferred had failed to receive accreditation status. However, under Board policy because the credits were accepted at one NSHE institution, all institutions must accept the credit.

Given this situation, staff recommends clarifying the policy to provide that if general elective credit from a non-NSHE institution is granted by one NSHE institution, then all NSHE institutions shall accept the credit unless the facts on which the original decision was based have changed.

Also added to this section of the Handbook is clarifying language about some courses within the AAS degree and their applicability to baccalaureate degrees. This language does not change current policy.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend Title 4, Chapter 14, Section 15 to 1) provide that if general elective credit from a non-NSHE institution is granted by one NSHE institution, then all NSHE institutions shall accept the credit unless the facts on which the original decision was based have changed and 2) clarify that some courses within AAS degrees may meet requirements only for BAS degrees. (See attached Policy Proposal.)

IMPETUS (WHY NOW?):

The need to clarify the policy was brought to the attention of the System Office recently as a result of an actual case concerning the transfer of credits from a non-NSHE institution that was ultimately not accredited as anticipated.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- The proposed policy revision clarifies the current Board policy to address the situation where a course is accepted for transfer at one NSHE institution and the NSHE institution to which the student transfers learns that the facts on which the original decision was based later change.
- The new policy will ensure that upon appropriate due diligence, the institutions are empowered to make sound decisions on the transfer of courses.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been brought forward.

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

Leave the policy as currently written.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: *Title 4, Chapter 14, Section 15*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No
- Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 15
Transfer Courses

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

Section 15. Transfer Courses

1. A transfer course is one that is acceptable by a receiving NSHE institution to apply toward an approved degree program at that institution.
2. All baccalaureate level courses are transferable. In general, a baccalaureate level course is one that is commonly offered by a regionally accredited four-year educational institution as being applicable toward a bachelor's degree. *Some courses within an AAS degree may be applicable only toward a BAS degree if that degree is offered by the receiving institution.*
3. In order to be sure that all students who start at the community college have the opportunity to complete the baccalaureate degree in the same number of credits as those who start at a university or college, if lower division courses required in the major are not offered by the community college, the university or college shall either offer the courses at the community college or offer a reverse transfer agreement with the community college. If on a case-by-case basis, specific baccalaureate degrees appear unable to be articulated by either method, the NSHE Department of Academic and Student Affairs office shall resolve the impasse.
4. Each institution shall determine the acceptability of general elective transfer [~~credits~~] *courses*, and departmental, college, or other requirements or equivalents shall be forwarded to the appropriate department or college for course evaluation. If general elective credit *from a non-NSHE institution* is granted by one *NSHE* institution, then all *NSHE* institutions shall accept the credit *unless the facts on which the original decision was based have changed*. Appropriate consultation with the faculty is encouraged throughout the evaluation process.
5. A receiving institution shall not require a transfer student to take examinations to validate credit in those courses that are approved as transferable.
6. Application of credits toward major or college requirements is the responsibility of the college and department in which the student is seeking a degree. Validation of course content may be required when lower-division courses are used to satisfy upper-division curricular requirements.
7. Pursuant to *Nevada Revised Statutes* 396.568, an NSHE institution shall not require a student to repeat a course on transfer to a university or state college if an equivalent course was taken and successfully completed at any other NSHE institution, except for programs that have defined a time limit for completion.
8. Each NSHE institution will create a brochure and Web site that outlines the transfer process and the protections given to baccalaureate degree-seeking students who enter the NSHE at a community college. Designed for students, parents, faculty, and legislators, these resources must include an explanation of the transfer process and a transfer student's "Bill of Rights." Telephone numbers regarding where a student can find assistance must be provided by each campus.