

BOARD OF REGENTS
BRIEFING PAPER
Handbook Revision, Community College Specific Provisions

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 concerns the community college sections. 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 early April 2006, staff met with various representatives from the community college and reviewed the first draft of proposed revisions. During the course of that meeting additional changes to the draft were made as necessary.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend the various community 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 met with representatives of the community colleges 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 community colleges 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- Outdated policies will be updated to reflect current practice.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 # _____
- X Amends Current Board Policy: Title 4, Chapter 16, Sections A-D
- Other: _____
- Fiscal Impact: Yes _____ No _____
Explain: _____

PROPOSED AMENDMENT
TITLE 4, CHAPTER 16, SECTIONS A-D
(Community Colleges only)

Additions in *boldface italics*; deletions ~~stricken~~

Title 4, Chapter 16: Delete the Sections A (Community College of Southern Nevada); B (Great Basin College); C (Truckee Meadow Community College); D (Western Nevada Community College); and Section 16 - and replace with the following numerical sections:

Section 9. Community College Admission – General Policy

- 1. In the admission of students, community colleges shall not discriminate on the basis of race, religion, color, age, sex, disability, or national origin.***
- 2. All applicants must qualify for admission by satisfying at least one (1) of the following:***
 - a. at least 18 years of age;***
 - b. a graduate of a high school or its equivalent;***
 - c. a qualified high school student; or***
 - d. a qualified international student.***
- 3. All applicants for admission shall complete such tests, furnish such information, and meet such deadlines as required by the regulations published in the admissions sections of the catalog governing the semester of initial enrollment. The initial semester of enrollment shall be considered the date of matriculation except where otherwise defined by the institution.***
- 4. Admission to an NSHE community college implies general admission to the college only and does not constitute admission to a specific curriculum or courses that may require additional admission criteria, as published in the college catalog governing the semester of initial enrollment.***
- 5. 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 10. Community College Admission of International Students

To qualify for admission to a community college, an international student must satisfy the following conditions:

- 1. Official evidence of an educational level equivalent to graduation from an accredited United States high school;***
- 2. Competency in the English language as defined in the college catalog governing the semester of initial enrollment; and***
- 3. Evidence of sufficient financial support as defined in the college catalog governing the semester of initial enrollment.***

Section 11. Community College Admission to Advanced Standing

1. *Community colleges shall accept a maximum of 45 semester credits or 75 percent of the total credits required for a degree, which ever is greater, of previous training, education or credit by examination toward an Associate Degree, with the following limitations:*
 - a. *not more than of 75 percent of the credits required for a degree may be applied from other colleges and universities.*
 - b. *not more than 30 semester credits from credit by examination.*
 - c. *not more than 16 semester credits from non-traditional sources.*
2. *Community colleges may accept a maximum of 15 semester credits from credit by examination for a certificate of achievement.*
3. *Acceptance of various types of credit will be governed by the college's transfer credit policy or by the entity designated to govern and evaluate such matters.*

Section 12. Community College Registration

1. *Registration procedures shall be developed and published by each community college.*
2. *Registration is not complete until all fees are paid and all registration materials are filed with the college's registrar or other appropriately designated office.*
3. *A student who completes registration after the time period designated by the college may be charged a late registration fee.*
4. *A student who wishes to enroll for semester credits exceeding what the college defines to be a heavy load must obtain the approval from the appropriate college office designated by the institution.*
5. *Each community college shall have the right to define prerequisites or concurrent enrollment for registration for specific classes.*
6. *Definition of student enrollment status:*

| | |
|-----------------------------------|------------------------------------|
| <i>Full-time student</i> | <i>12 semester credits or more</i> |
| <i>Three-quarter time student</i> | <i>9 – 11 semester credits</i> |
| <i>Half-time student</i> | <i>6 – 8 semester credits</i> |

7. *A student may withdraw from a course anytime prior to the date prescribed by the college.*
8. *The registration of a student who is ineligible to attend the college is subject to immediate cancellation.*

Section 13. Community College Classification of Students

1. Community college students shall be classified based on the number of credit hours earned as follows:

| <u>Classification</u> | <u>Credit Hours Earned</u> |
|-----------------------|----------------------------|
| <i>Freshman</i> | <i>Less than 30</i> |
| <i>Sophomore</i> | <i>30 -59</i> |

2. Students enrolled at community colleges offering a baccalaureate degree shall be classified junior or senior status based on the number of credit hours earned as follows:

| <u>Classification</u> | <u>Credit Hours Earned</u> |
|-----------------------|----------------------------|
| <i>Junior</i> | <i>60-89</i> |
| <i>Senior</i> | <i>90 or more</i> |

Section 14. Community College Grades and Examinations

1. The community colleges shall establish grading policies within the general grading parameters established by the NSHE grading policy, Title 4, Chapter 16..

2. Repeat - Students may repeat any course. Only the highest grade is counted as part of their total grade point average. Students may retake certain courses for additional credit as defined by the college.

3. Audit - Students may elect to take any course for an audit grade. No credit and no grade-points are earned if an audit grade is elected.

4. Final Examination - The instructor is responsible for the proper evaluation of each enrolled student throughout the instructional period.

5. 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 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.

6. Students must maintain a cumulative grade point average of at least 2.0 in order to be considered progressing toward a degree or certificate.

Section 15. Community College Requirements for Graduation

The following requirements must be met by a student seeking to graduate from an NSHE community college:

1. Each associate degree student is required to satisfy the United States and Nevada Constitution requirement and six semester credits of Communications.

2. Each associate degree or certificate of achievement student is required to satisfy course requirements as defined in the college catalog.

3. *A student may select the catalog year governing requirements for graduation under the following circumstances:*
 - a. *the year in which the student enrolled; or*
 - b. *the year the student officially selects a program of study; or*
 - c. *the year in which the student will complete the curriculum requirements for an associate degree or certificate of achievement.*

If a degree is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered. The selected catalog may not be more than six years old at the time of graduation for students receiving an associate degree or certificate of achievement, and not more than ten years old at the time of graduation for students receiving a baccalaureate degree.

4. *A student must maintain a minimum grade point average of 2.0.*
5. *A student must complete a minimum of 15 semester credit hours within the college.*
6. *The required minimum number of semester hours for the associate of arts, associate of applied science, and the associate in general studies is 60; and for the certificate of achievement is 30.*
7. *A student must not have a financial or library obligation to the college.*
7. *A student must formally apply for graduation.*
8. *A student may earn multiple degrees and certificates of achievement provided all course and graduation requirements for each degree or certificate are fully satisfied as outlined in the college's course catalog.*

Section 16. Community College Certificate and Degree Requirements

MINIMUM REQUIREMENTS

| <u>CERTIFICATE</u> | | <u>ASSOCIATE OF APPLIED SCIENCE</u> | |
|---------------------------|-----------------|-------------------------------------|-----------------|
| <i>Communications</i> | <i>3</i> | <i>Communications</i> | <i>3</i> |
| <i>Emphasis</i> | <i>24</i> | <i>English</i> | <i>3</i> |
| <i>Additional Program</i> | <i><u>3</u></i> | <i>Constitution</i> | <i>3</i> |
| <i>Requirements</i> | | | |
| <i>TOTAL</i> | <i>30</i> | <i>Human Relations</i> | <i>3</i> |
| | | <i>Social Science</i> | <i>3</i> |
| | | <i>Humanities</i> | |
| | | <i>Mathematics</i> | <i>3</i> |
| | | <i>Science</i> | <i>6</i> |
| | | <i>Emphasis</i> | <i>30</i> |
| | | <i>Additional Program</i> | <i><u>6</u></i> |
| | | <i>Requirements</i> | |
| | | <i>TOTAL</i> | <i>60</i> |

NOTE: Computation & Human Relations must be included as courses or be clearly identified as content imbedded in other required courses.

ASSOCIATE OF ARTS*

| | |
|--|------------------|
| <i>English</i> | <i>6</i> |
| <i>Constitution</i> | <i>3</i> |
| <i>Science (Lab Req.)</i> | <i>3</i> |
| <i>Mathematics</i> | <i>3</i> |
| <i>Social Science</i> | <i>9</i> |
| <i>Humanities</i> | <i>6</i> |
| <i>Fine Arts</i> | <i>3</i> |
| <i>Additional Program Requirements</i> | <u><i>27</i></u> |
| <i>TOTAL</i> | <i>60</i> |

ASSOCIATE OF GENERAL STUDIES

| | |
|--|------------------|
| <i>Communications</i> | <i>6</i> |
| <i>Constitution</i> | <i>3</i> |
| <i>Science</i> | <i>3</i> |
| <i>Mathematics</i> | <i>3</i> |
| <i>Social Science</i> | <i>3</i> |
| <i>Humanities</i> | <i>3</i> |
| <i>Additional Program Requirements</i> | <u><i>39</i></u> |
| <i>TOTAL</i> | <i>60</i> |

** A minimum 15 credit optional emphasis may include courses used to fulfill the subject requirements outlined above.*

ASSOCIATE OF SCIENCE*

| | |
|--|------------------|
| <i>English</i> | <i>6</i> |
| <i>Constitution</i> | <i>3</i> |
| <i>Mathematics</i> | <i>6</i> |
| <i>Science (Lab. Req.)</i> | <i>12</i> |
| <i>Social Science</i> | <i>6</i> |
| <i>Fine Arts/Humanities</i> | <i>6</i> |
| <i>Additional Program Requirements</i> | <u><i>21</i></u> |
| <i>TOTAL</i> | <i>60</i> |

**A minimum 15 credit optional emphasis may include courses used to fulfill the subject requirements outlined*

ASSOCIATE OF BUSINESS

| | |
|--|------------------|
| <i>English</i> | <i>6</i> |
| <i>Constitution</i> | <i>3</i> |
| <i>Fine Arts/Humanities</i> | <i>9</i> |
| <i>Mathematics</i> | <i>6</i> |
| <i>Science (Lab Req.)</i> | <i>6</i> |
| <i>Social Science</i> | <i>6</i> |
| <i>Additional Program Requirements</i> | <u><i>24</i></u> |
| <i>TOTAL</i> | <i>60</i> |

Delete Section VII.

Renumber Sections E., F., and G., as A. UNIVERSITY OF NEVADA, RENO; B. UNIVERISTY OF NEVADA, LAS VEGAS; and C. NEVADA STATE COLLEGE, HENDERSON