

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 #_____
- 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 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 (UNIVERSITY OF NEVADA, LAS VEGAS)

Section 2. High School Course Requirements for University Admission

The following high school course admission requirements will apply to freshman admission at [~~UNR and UNLV~~] *a university* for students who graduate from high school in Spring 2002 or thereafter, in addition to the specific admission requirements for those institutions that appear elsewhere in this Chapter: (B/R 1/02)

<u>High School Course(s)</u>	<u>Units</u>
English: Emphasis on composition, rhetoric, and American, English and world literatures	4
Mathematics: Algebra or higher level mathematics, including first- and second-year algebra, geometry, analytic geometry, trigonometry, pre-calculus, probability and statistics and other advanced mathematics	3
Natural Science: (<i>lab or simulation</i>) including biology, chemistry or physics, with at least two years in a laboratory science	3
Social Science/Studies: Including world history and geography, U.S. history, economics, government, or law	3
Total:	<u>13</u>

(B/R 1/02)

Section 3. Grade Point Average Requirements for Admission to the Universities

1. Students seeking admission to a university must complete the high school course requirements pursuant to Chapter 16, Section [~~1~~]2.

2. Effective Fall 2006, students seeking admission to the universities must have at least a 2.75 (*weighted*) grade point average in the required high school courses for admission.
3. Effective Fall 2007, students seeking admission to the universities must have:
 - a.) at least a 2.75 (*weighted*) grade point average in the required high school courses for admission; or
 - b.) a combined score from the SAT Critical Reading and SAT Math sections of at least 1040; or
 - c.) an ACT composite score of at least 22.
4. Effective Fall 2008, students seeking admission to the universities must have:
 - a.) at least a 3.0 (*weighted*) grade point average in the required high school courses for admission; or
 - b.) a combined score from the SAT Critical Reading and SAT Math sections of at least 1040; or
 - c.) an ACT composite score of at least 22.
5. Students who graduate from a NSHE community college with a transferable associate degree will be admitted into the universities or state college regardless of their grade point average at the community college.
(B/R 6/06)

Section 4. Admission Reporting

From Fall 2007, annually until 2010, an admissions report will be made available to the Board of Regents for the purpose of evaluating the impact of the admission standards taking effect in 2006 and 2008.

Section 5. University Admission – General Policy

1. *In the admission of students, universities shall not discriminate on the basis of race, religion, color, age, sex, disability, or national origin.*
2. *All new students are required to 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.*
4. *American College Test (ACT) scores are required for freshman admission to a university for use in academic advisement, proper course placement and for those applicants who do not qualify on the basis of a high school record. An applicant who completes the*

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:
 - a.) A combination of test scores and grade point average that indicate potential for success;
 - b.) Special talents and/or abilities such as, but not limited to, the visual or performing arts or athletic abilities;
 - c.) Other evidence of potential for success;
 - d.) Improvement in the high school record;
 - e.) Overcoming adversity or special hardship; or
 - f.) Other special circumstances.

Section [6]8. Student Military Mobilization/Activation for NSHE Institutions

The [~~Nevada public higher education community~~] **Board of Regents** recognizes that many of its students serve our country in the reserve forces of the U.S. Armed Services and in the Nevada National Guard. These students are subject to unforeseen mobilization or activation in response to local, regional, national, or international emergency situations. [~~Obviously, such emergency~~] **Emergency** mobilization and activation will seriously disrupt these students' academic careers.

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 incomplete grades in some courses, choose to withdraw from some courses, and request final grades based on coursework completed in some courses. This option will result in a refund of that portion of course fees paid for those courses that the student chooses to withdraw from (*other non-course fees are not refunded*).³ Room and board payments will be refunded on a pro-rated basis; or~~
- ~~4. Requesting, with concurrence of the faculty of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the faculty can determine a final course grade for the student. With the concurrence of course faculty, the student may request to receive a final grade based upon course work prior to the date of mobilization or activation in some courses⁴; request incomplete grades in some courses, choose to withdraw from some courses, and request early final exams in some 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 from (*other non-course fees are not refunded*).⁵ Room and board payments will be refunded on a pro-rated basis.~~

II. Time Limit for Removing Incomplete Grades

~~If the mobilized or activated student requests (*with the concurrence of the course faculty involved*) incomplete grades in all or some of the courses in which he/she is officially registered, the student shall have no longer than one year after conclusion of the term of active duty, to meet with university/college officials and establish a timetable for removing the incomplete grade(s).~~

III. Student Re-enrollment

~~When students whose higher education academic careers are interrupted by mobilization or activation re-enroll in the same institution within one year of completion of their term of active service, the college or university will make every possible effort to place these students back into their academic studies track as close as possible to the same place the student occupied when mobilized or activated. Any readmission application fee will be~~

²~~In some courses where the grade is based entirely upon a final exam or final project (e.g. law courses), this option would not be available.~~

³~~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 or a final grade (with the concurrence of the faculty member).~~

⁴~~In some courses where the grade is based entirely upon a final exam or final project (e.g. law courses), this option would not be available.~~

⁵~~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 or a final grade (with the concurrence of the faculty member).~~

~~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 reasonably assist the student in changing a new curriculum or transferring to an institution where the desired curriculum is available.~~

IV. Scholarships

~~If a student is mobilized or activated while holding a scholarship under the control of the college or university in which the student is enrolled, he/she should be aware that the scholarship check may have to be returned to the appropriate scholarship account from which it was drawn. Then, every effort shall be made to award the student this scholarship, an equivalent scholarship, or an alternative grant or grant-in-aid, upon re-enrolling after the student's period of active duty, so long as the student remains otherwise eligible. This provision is contingent upon funding availability and shall lapse if the student does not re-enroll in the college or university he/she was attending at the time of mobilization or~~

~~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. If students who have received grants or loans for attending a college or university are mobilized or activated before the end of the semester, any course fees and other fees refunds, as well as room and board refunds, may have to be returned to the granting agency or applied toward retirement of the loan. Students should consult with the Financial Aid Officer of the college or university they are attending in order to obtain clarification and/or further information on this matter.~~

~~B. If students on grants/loans are mobilized or activated early in the academic term, before they receive their grant/loan checks, they should be aware that when received, their grant/loan check may have to be returned to the grantor or lender and, therefore, may not be applied to their college/university debts. Hence, students so affected may find that they owe some debts to the college or university (e.g., room and board expenses) when they return from active service and may be required to satisfy these debts before being allowed to re-enroll. Students should consult the Financial Aid Office of the college or university for clarification.~~

VII. Spouses and Dependents of Mobilized or Activated Students

A. Insurance Coverage

~~When necessary, colleges and universities should work closely with the spouses of students who are mobilized or activated to ensure maximum medical insurance coverage to the extent allowed by the insurer for the spouse and dependents of the student. This is particularly important during the time period between the date of mobilization or activation and the date on which the student's military medical coverage takes effect.~~

B. Housing

~~The spouse and dependents of students who are mobilized or activated and who live in college/university married student housing shall be allowed to continue renting or leasing these quarters. If the student does not re-enroll in his/her former college or university within six (6) months after the completion of his/her mobilization or activation period, then the spouse and dependents of this student may be required to vacate the married student housing.~~

C. Enrolled Dependents

~~Institutions should inaugurate policies to assist negatively impacted students who are the dependents of spouses, parents, and guardians who are mobilized or activated. (B/R 6/02)]~~

~~[Section 7. Admission Reporting~~

~~From Fall 2007, biennially until 2010, an admissions report will be made available to the Board of Regents for the purpose of evaluating the impact of the 2006 and 2008 admission standards. (B/R 6/06)]~~

Section [8]9. Early Admissions and Enrollment Policy for Secondary Students

1. High school juniors and seniors may be admitted and may enroll in a NSHE college or university, subject to the approval of appropriate institution officials. (B/R 1/99)
2. High school juniors and seniors identified as Vocational Program Completers may be admitted and enroll in more than six (6) credits per semester, based on written, articulated occupational program agreements with designated school districts.
3. Students below the high school equivalent of junior level who are identified as academically gifted or talented by the school district and recommended by the high school principal will be reviewed on a case-by-case basis for enrollment status in credit courses. Otherwise, high school students below the junior level may enroll for zero (0) credits in Community Services courses only.
4. High school students who have been officially excused from compulsory school attendance on the condition of equivalent instruction outside the school (e.g., home school) may be admitted and may enroll if, on a case-by-case basis, it is determined that the student is:
 - a.) Equivalent to a high school junior or senior and receives approval from the appropriate institution official; or
 - b.) Equivalent to a level below a high school junior and is identified by the institution as academically gifted or talented.
5. Each college or university may establish performance or testing standards to determine readiness for enrollment or admission when other criteria for admission or enrollment are not met.
6. An NSHE institution may, on a limited basis, admit students who have been identified as possessing the abilities and skills necessary for advanced academic work in an alternative program of education for profoundly gifted and talented students that may include degree or

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 subject to cancellation from the university.***
- 3. An ineligible applicant who gains admission to a university on the basis of incomplete or fraudulent credentials or misrepresentations in the written application for admission shall have their:***
 - a. Admission and registration canceled without refund of any fees;***
 - b. Total credits rescinded that have been earned following such admission; and***

- 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 named by the President. The university 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.*
- 3. Additional categories of students may be defined by the university as deemed appropriate by the institution.*

Section 17. University Classification of Students

Undergraduate university students shall be classified based on the number of credits hours earned as follows:

<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 are not limited to, grade point average and number of credit hours earned.*

Section 19. University Requirements for Graduation

- 1. A student enrolled at a university may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation.*
- 2. A university 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 university 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 university official.*

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.*