

BOARD OF REGENTS
BRIEFING PAPER
HANDBOOK REVISION: Course Catalog Requirements

BACKGROUND & POLICY CONTEXT OF ISSUE:

During its August 2007 meeting, the Articulation Committee reviewed the Board's current policy on catalog requirements, and further discussed the Board's policy with respect to the state law concerning catalog requirements (*Nevada Revised Statutes 396.560*). While the two universities have varying procedures for the technical assignment of the appropriate course catalog for graduation purposes, in general the practice at each institution is in accordance with Board policy and state law. In reviewing the Board's policy with respect to the state law, the Committee agreed that the two are appropriately aligned.

During the course of its review, the Committee recommended minor revisions to the course catalog requirements applicable to transfer students, and suggested further technical revisions to the section of the policy regarding community college catalog requirements. These revisions align Board policy with existing institutional practice. The most significant revision eliminates the requirement that to be guaranteed the catalog of choice, a student must have an approved transfer agreement "on file" with the university or state college. The Committee agreed that having *student-specific* agreements on file is onerous and not necessary, but that *institutional* transfer agreements must be in place to guarantee choice of catalog.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend the provisions of Board policy applicable to catalog requirements for transfer students to align with current practice, and make technical revisions to the sections concerning community college catalog requirements (*Title 4, Chapter 14, Section 18* and *Title 4, Chapter 16, Section 27*). (See attached Policy Proposal.)

IMPETUS (WHY NOW?):

The proposed revisions are brought forward at this time at the request of the Articulation Committee, based on its discussion during the Committee's August 2007 meeting.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

The proposed revisions will:

- align Board policy with current practice;
- streamline the transfer process with respect to the selection of a course catalog for graduation purposes by eliminating the need for student-specific transfer agreements to be on file with the institution; and
- clarify existing provisions of the Board's policy on catalog selection.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

As the recommended revisions are either technical in nature or align Board policy with current practice, no arguments in opposition to the suggested revisions have been brought forward.

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

Leave the policy as currently written, essentially reaffirming the student-specific transfer agreements must be on file with the university or state college in order to guarantee choice of catalog for graduation purposes.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- Amends Current Board Policy: *Title 4, Chapter 14, Section 18* and *Title 4, Chapter 16, Section 27*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- Fiscal Impact: Yes _____ No _____
Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 18
Course Catalog Requirements

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

Section 18. Curriculum Planning

1. Community college students should be encouraged (*by counselors and academic advisors*) to choose as early as possible the institution and program into which they expect to transfer. This is essential in order to plan programs, which include all lower division requirements of a university or state college. (B/R 12/02)
2. To increase communication among all institutions, each Articulation Coordinator or representative will be invited to participate in appropriate curricular meetings at other regional campuses. This will ensure all campuses are aware of current or pending changes in university, state college, and community college curricula. (B/R 12/02)
3. Credit completed within the Nevada System of Higher Education does not constitute an interruption of the resident credit regulation in satisfying the minimum on-campus resident credit requirements for graduation.
4. Choice of Catalog to Satisfy Graduation Requirements for NSHE Transfer Students:
 - a. A student enrolled at a NSHE institution may elect to graduate under the catalog of the year of enrollment in a baccalaureate level program or the year of graduation.
 - b. Students who officially change their major with the registrar's office may choose the catalog of the year of the latest change of major or the year of graduation.
 - c. Whichever catalog is used, it cannot be more than ten years old at the time of graduation *with a baccalaureate degree*.
 - d. In the case of NSHE transfer students, any exceptions to this policy will be handled by the Transfer Center and the transfer agreement contract process. To be guaranteed the catalog of choice upon transfer, a student must have an approved transfer agreement [~~on file~~] with the university or the state college. (B/R 12/02)
 - e. NSHE institutions do not guarantee the awarding of a degree based upon the unchanged requirements of a particular catalog. Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational qualifications or the expectations of accrediting authorities. If such revisions have occurred, the institution may require a reasonable adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.
(B/R 3/94)

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 27
Course Catalog Requirements

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

Section 27. 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 *cumulative* 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 *degree* [~~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.
- [~~8. A student must formally apply for graduation.~~]
- 8[9]. 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.