

BOARD OF REGENTS
BRIEFING PAPER

1. AGENDA ITEM TITLE: Handbook Revision, Transfer and Articulation

MEETING DATE: December 1, 2016 (ARSA)

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

In June 2016, the Vice Chancellor for Academic and Student Affairs presented the [2015 Transfer and Articulation Audit](#) to the ARSA Committee. This Audit included the following recommendations regarding Board policy:

- **Recommendation No. 1.** Correct the conflict in Board policy to clarify that the year-by-year course outlines required in Board policy (*Title 4, Chapter 14, Section 15, Subsection 1g*) are intended to preserve the transferable associate's degree upon transfer to a four-year institution, such that the first two years of the outline result in the associate's degree and no credits are lost upon transfer by students following the appropriate outline. This recommendation will require a revision to Board policy and sufficient time for the year-by-year course outlines to be fully developed. The Vice Chancellor for Academic and Student Affairs recommends that at least 18 months be allotted to the institutions to develop the required outlines and that after such time that the outlines are developed, the System Office will again audit the institutions to ensure compliance with *Title 4, Chapter 14, Section 15, Subsection 1g*.
- **Recommendation No. 2.** Revise Board policy regarding the honoring of catalog years upon transfer within the 10-year catalog limitation for the universities and state college (*Title 4, Chapter 16, Section 17 and 36*). Specifically, Board policy (*Title 4, Chapter 14, Section 21*) currently allows institutions to make exceptions to the catalog year provision when the student has an approved transfer agreement on file with the four-year institution. The proposed revision would give all transfer students the option to graduate under the catalog year they began at the two-year institution or choose one of the other options provided in Board policy. While both the four-year and two-year institutions would continue to strongly encourage students to utilize the transfer agreements to ensure a smooth transfer, such a policy revision would protect those students who are not aware of the transfer agreements but are basing their coursework upon the four-year institution's catalog from the year they first enrolled at the community college.

The ARSA Committee approved the report and directed the Vice Chancellor to draft the recommended policy revisions.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Revise Board policy under *Title 4, Chapter 14, Section 15* to delete subsection e, thus addressing the conflict with current subsection g. Add language clarifying the situations in which transfer agreements are required based on the baccalaureate and associate programs at each institution.

In addition, revise Board policy under *Title 4, Chapter 16, Sections 17, 24 and 36* to :

- Give transfer students the option to graduate under the catalog year they initially enrolled at the two-year institution; and
- Specify that it is the policy of the Board of Regents to allow students options in selecting the catalog under which to graduate to assist student in graduating without excess credits or undue delay, consistent with Nevada Revised Statutes 396.560. Further specify that students should consult with the appropriate entities (e.g. advisors, licensing boards, etc.) before selecting the catalog under which to graduate to ensure compliance with any occupational or professional requirements or other post-graduation requirements. Such requirements may necessitate adherence to the degree requirements of a recent or current catalog.

Finally, delete subsection 4 of *Title 4, Chapter 14, Section 21*, as these provisions are now included under *Title 4, Chapter 16, Sections 17, 24 and 36*. (See the attached policy proposal.)

*

4. IMPETUS (WHY NOW?):

In June 2016, the Vice Chancellor for Academic and Student Affairs presented the 2015 *Transfer and Articulation Audit* to the ARSA Committee. The ARSA Committee approved the report and directed the Vice Chancellor to draft these recommended policy revisions from the report.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- The revisions to implement the policy recommendations from the Audit, which are explained in detail in the Background and Policy Context section above, support a student’s ability to transfer “seamlessly.”
- If the conflict in Board policy under *Title 4, Chapter 14, Section 15* is not corrected by deleting the language stating that completion of the associate degree “does not guarantee satisfaction of all State College or university lower-division requirements except for the lower-division general education requirements,” there remains significant potential for students to lose credits upon transfer, as the four-year institution is not obligated to articulate all of the lower-division coursework completed at the community college.
- This revision will allow transfer students the option to graduate under the catalog year they began at the two-year institution, thus promoting seamless transfer and student success.
- Deleting and moving the language regarding catalog selection for graduation for transfer students from *Title 4, Chapter 14, Section 21* (Curriculum Planning) to existing sections governing catalog selection for graduation for all students under *Title 4, Chapter 16* streamlines Board policy. Further, the revisions provide notice to all students – not just transfer students – that periodic revisions of degree requirements are made, and students should consult the appropriate entity before selecting the catalog under which they choose to graduate, as permitted by Board policy and *Nevada Revised Statutes*.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been presented.

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

None have been presented.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____
- X Amends Current Board Policy: *Title 4, Chapter 14, Sections 15 & 21*; and *Title 4, Chapter 16, Sections 17, 24 & 36*
- Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____
- Other: _____
- X Fiscal Impact: Yes _____ No X _____
Explain: _____

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 15
NSHE Transfer and Admissions

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

Section 15. NSHE Transfer and Admissions

Transfer students to the State College and universities may be admitted under the following alternatives:

1. Associate of Arts (*AA*), Associate of Science (*AS*), and Associate of Business (*AB*) Degree Graduates

The primary basis for admission to upper-division study with full junior status of transfer students from an NSHE community college to any other NSHE institution shall be the associate of arts, associate of science, and the associate of business degrees.

- a. The completion of the associate of arts, associate of science, and associate of business degree at a community college automatically fulfills the lower-division general education requirements at any other NSHE institution.
- b. Associate of arts, associate of science, and associate of business graduates will have completed a minimum of 60 credits of baccalaureate level courses.
- c. Baccalaureate students who have completed NSHE associate of arts, associate of science, or associate of business degree shall complete a minimum number of credits at the accepting NSHE institution. This minimum number shall be set by the baccalaureate degree granting institution.
- d. Baccalaureate level courses included as part of the associate of arts, associate of science, or associate of business degree will transfer to any other NSHE institution at a minimum as general elective credit.
- e. [~~Completion of the associate of arts, associate of science, or the associate of business degree does not guarantee satisfaction of all State College or university lower-division requirements except for the lower-division general education requirements.~~]

[~~f.~~] All baccalaureate academic majors at a university or college must have current transfer agreements with NSHE community colleges. These agreements must provide clear information for community college students as to those courses that will transfer efficiently to another NSHE institution within each major. Information on these agreements must be available to all students on each campus.

[~~g.~~*f.*] Transfer agreements shall be developed *collaboratively* by both the baccalaureate degree-granting institution[s] and the associate degree-granting institution *for each baccalaureate program where a corresponding associate program exists. Absent a corresponding associate program, the transfer agreement shall be based on the general transfer degree (AA, AS or AB with no emphasis or major)*. Transfer agreements must include a year-by-year outline of course requirements, including general education and degree requirements, in which the course of study leading to the baccalaureate degree

includes the first two years coursework that will result in completion of the requirements for an associate degree.

[h]g. Transfer agreements shall be updated to reflect any changes made in baccalaureate majors or associate degree requirements as they occur.

[i]h. The receiving institution will evaluate all university and college parallel courses attempted at the community college (and any other educational institution attended) and compute an overall admission grade point average in accordance with the institution's transfer policies.

[j]i. For associate of arts, associate of science, and associate of business graduates, if the overall transfer grade point average computed by the receiving institution is less than a 2.0 grade point average, the student shall be placed on probationary status until such grade point deficiencies are corrected.

....

POLICY PROPOSAL
TITLE 4, CHAPTER 14, SECTION 21
Curriculum Planning – Transfer Students and Graduation

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

Section 21. 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.~~]
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.
3. Credit completed within the NSHE 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 with the university or the State College.~~
- 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.~~]

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 17
Transfer Students – Requirements for University – Catalog Selection
Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 17. University Requirements for Graduation

It is the policy of the Board of Regents to allow students options in selecting the catalog under which to graduate in order to assist students in graduating without excess credits or undue delay. This policy is consistent with Nevada Revised Statutes 396.560.

Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational or professional qualifications, or the expectations of accrediting authorities. Students should consult the appropriate entities (e.g. advisors, licensing boards, etc.) before selecting the catalog under which to graduate to ensure compliance with any occupational or professional requirements or other post-graduation requirements. Such requirements may necessitate adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.

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. *In addition to the catalog options under subsections 1 and 2 of this section, an NSHE transfer student may elect to graduate under the catalog of the year in which the transfer student initially enrolled at the two-year institution.*
 4. The catalog selected for the purpose of university graduation may not be more than 10 years old at the time of graduation.
- [4]5. Exceptions to this policy may be made on a case-by-case basis as determined by the appropriately designated university official.

POLICY PROPOSAL
TITLE 4, CHAPTER 16, SECTION 24
Transfer Students – Requirements for Community College Graduation –
Catalog Selection

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

Section 24. 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 or certificate student is required to satisfy course requirements as defined in the college catalog.
2. *It is the policy of the Board of Regents to allow students options in selecting the catalog under which to graduate in order to assist students in graduating without excess credits or undue delay. This policy is consistent with Nevada Revised Statutes 396.560.*

Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational or professional qualifications, or the expectations of accrediting authorities. Students should consult the appropriate entities (e.g. advisors, licensing boards, etc.) before selecting the catalog under which to graduate to ensure compliance with any occupational or professional requirements or other post-graduation requirements. Such requirements may necessitate adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.

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.

Exceptions to this policy may be made on a case-by-case basis as determined by the appropriately designated community college official.

3. 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. Except as otherwise provided in this section, 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 10 years old at the time of graduation for students receiving a baccalaureate degree.
4. A returning student may elect to graduate under the catalog of the year in which the student enrolled before the student's break in enrollment if approved by the academic officer. The selected catalog may not be more than 10 years old at the time of graduation for students receiving a baccalaureate degree. For purposes of this subsection, "returning student" means a student who has not graduated from a NSHE or non-NSHE institution and who enrolls after a break in enrollment of one or more semesters from a NSHE institution.
5. A student must maintain a minimum cumulative grade point average of 2.0.
6. A student must complete a minimum of 15 semester credit hours within the college.
7. A student must not have a financial or library obligation to the college.
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.

POLICY PROPOSAL

TITLE 4, CHAPTER 16, SECTION 36

Transfer Students – Requirements for State College Graduation – Catalog Selection

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

Section 36. State College Requirements for Graduation

It is the policy of the Board of Regents to allow students options in selecting the catalog under which to graduate in order to assist students in graduating without excess credits or undue delay. This policy is consistent with Nevada Revised Statutes 396.560.

Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational or professional qualifications, or the expectations of accrediting authorities. Students should consult the appropriate entities (e.g. advisors, licensing boards, etc.) before selecting the catalog under which to graduate to ensure compliance with any occupational or professional requirements or other post-graduation requirements. Such requirements may necessitate adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.

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. *In addition to the catalog options under subsections 1 and 2 of this section, an NSHE transfer student may elect to graduate under the catalog of the year in which the transfer student initially enrolled at the two-year institution.*
4. The catalog selected for the purpose of state college graduation may not be more than 10 years old at the time of graduation.
- [4]5. Exceptions to this policy may be made on a case-by-case basis as determined by the appropriately designated state college official.
- [5]6. 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]7. 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.