

# BOARD OF REGENTS BRIEFING PAPER

## **1. AGENDA ITEM TITLE: Handbook Revision, Co-Admission Agreements and Transfer**

**MEETING DATE:** ARSA, June 8, 2017

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### **2. BACKGROUND & POLICY CONTEXT OF ISSUE:**

Under current Board policy governing admission of transfer students to UNLV, UNR and NSC, transfer agreements between these institutions and NSHE community colleges must be developed collaboratively for each baccalaureate program where a corresponding associate program exists (*Title 4, Chapter 14, Section 15 of the Handbook*). Further, existing Board policy regarding reverse transfer states that in order to ensure 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 establish a reverse transfer agreement with the community college. (*Title 4, Chapter 14, Section 18 of the Handbook*).

Since the release of NSHE [2015 Transfer and Articulation Audit](#) and subsequent adoption of recommended revisions to Board policy in December 2016, institutions have been working to ensure the required transfer agreements are in place. In related discussions with the System office, institutional representatives noted that certain lower-level courses required for a program (engineering, for example) may not be available at a community college, but students following a transfer agreement may be able to take these courses under co-admission agreements (*Title 4, Chapter 16, Section 6 of the Handbook*).

Based on discussions with the institutions, System staff recommends revising existing Board policy governing transfer agreements to specify that co-admission and reverse transfer agreements may be established to accommodate course requirements and potential reverse transfer (*Title 4, Chapter 14, Section 15 of the Handbook*). In addition, revise Board policy governing co-admission to remove the requirement a community college student be enrolled full-time and have completed at least 12 but no more than 30 credits at a community college in order to be eligible for a co-admission in an effort to remove unnecessary barriers to co-admission (*Title 4, Chapter 16, Section 6 of the Handbook*).

### **3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:**

Amend *Title 4, Chapter 14, Section 15 of the Handbook*, to specify that co-admission and reverse transfer agreements may be established to accommodate course requirements and potential reverse transfer under transfer agreements. In addition, amend *Title 4, Chapter 16, Section 6 of the Handbook* to remove the requirement a community college student be enrolled full-time and have completed at least 12 but no more than 30 credits at a community college in order to be eligible for a co-admission.

### **4. IMPETUS (WHY NOW?):**

This policy revision is recommended with the support of the NSHE Student Affairs Council and the NSHE Academic Affairs Council to support the work of the institutions in developing required transfer agreements and working to streamline the transfer process.

### **5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:**

- The revisions facilitate the transfer process by clarifying for staff, faculty, and students that co-admission and reverse transfer agreements, which are authorized under existing Board policy, may be utilized by institutions in developing transfer agreements.
- The revision to delete the full-time and credit requirements for co-admission removes barriers that are no longer necessary and facilitates both the co-admission and transfer process for students.

### **6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:**

None have been presented.

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

None have been presented.

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**8. COMPLIANCE WITH BOARD POLICY:**

|                          |  |
|--------------------------|--|
| <input type="checkbox"/> | Consistent With Current Board Policy: Title # _____ Chapter # _____ Section # _____                    |
| X                        | Amends Current Board Policy: <i>Title 4, Chapter 14, Section 15 and Title 4, Chapter 16, Section 6</i> |
| <input type="checkbox"/> | Amends Current Procedures & Guidelines Manual: Chapter # _____ Section # _____                         |
| <input type="checkbox"/> | Other: _____   |
| X                        | Fiscal Impact: Yes _____ No <u>X</u> _____   |
|                          | Explain: _____   |

**POLICY PROPOSAL**  
**TITLE 4, CHAPTER 16, SECTION 6**  
**Simultaneous Admissions**

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

**Section 6. Simultaneous Admissions**

1. Admission Guarantee. 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.
2. Co-Admission.

A university or college may establish a program to co-admit a degree-seeking NSHE community college student if the student:

- a. Is in good academic standing at all NSHE institutions and planning to complete a baccalaureate degree; *and*
- b. [~~Completed at least 12 and no more than 30 credits at the community college, is enrolled full time at the community college, and plans to enroll at the four year institution when awarded a transferable associate degree; and]~~
- e.] Completed at least one college-level English and one college-level mathematics course.

Student must apply to the university or college of choice for co-admission and meet the requirements set by that institution. Students accepted into the program will receive academic advising from both institutions, but the community college will be the home campus for purposes of financial aid and data reporting.

**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. 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.
- f. Transfer agreements shall be developed collaboratively by both the baccalaureate degree-granting institution 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). ***A co-admission agreement, as authorized under Chapter 16, may be established to accommodate course requirements and potential reverse transfer pursuant to this Chapter.*** 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

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

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

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# INCLUDED FOR REFERENCE ONLY

## Board of Regents *Handbook* Title, Chapter 14, Section 18

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### **Section 18. Reverse Transfer**

1. Reverse transfer is a degree-completion opportunity for students who have started their education at a community college and transferred to a four-year NSHE institution prior to the completion of an associate's degree. Course credits may be transferred from the university or college to the community college for the purpose of meeting the requirements for an associate's degree.
2. In order to ensure 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 establish 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 shall resolve the impasse.
3. Periodically, the System Office or the four-year institution will provide to the community colleges a list of students previously enrolled who earned at least 15 credits at the respective community college and have recently transferred to a university or State College and have accumulated at least 60 college-level credits. The list will include the student's name and universal identification number (*NSHE ID*) for the purpose of the community college contacting the student regarding the options for reverse transfer of courses to encourage students to earn an associate's degree. In consultation with the respective university or State College, the community college will develop a form to be signed by the student authorizing the release of one transcript to the community college.