

Title 4 - Codification of Board Policy Statements

Chapter 16

STUDENT ADMISSION, REGISTRATION, GRADES AND EXAMINATIONS

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Section 1. NSHE Placement Policy

The placement policies of the Nevada System of Higher Education (NSHE) are intended to ensure a foundation of knowledge and competencies that will assist students in successfully pursuing and attaining an academic degree. Students are strongly encouraged to prepare for the rigors of higher education prior to entering the NSHE.

1. Pursuant to federal regulations, institutions may make ability-to-benefit determinations using federally approved tests and passing scores to receive federal student aid. The NSHE reserves the right to cancel the admission or registration of any individual whose attendance at a university or college, in the opinion of the appropriate administrative officer and the President, would not be mutually beneficial, as determined by the ability-to-benefit test, to that individual and the university or college.
2. Initial Placement of Students into English and Mathematics Courses.
 - a. Exemption from Remedial Instruction. Degree-seeking students who meet or exceed the minimum English or mathematics scores on any one of the college readiness assessments listed below must be placed into a college-level course in that subject and are exempt from being placed into any form of remedial instruction in that subject provided that the student:
 - i. Was continuously enrolled in an English course and a mathematics course in his or her senior year of high school unless an exception is approved on a case by case basis by an NSHE institution; and
 - ii. Enrolls in an NSHE institution after high school in any term (summer/fall/winter/spring) during the academic year following high school graduation.

Institutions may use other factors including high school transcript, grade point average, or additional testing to determine the appropriate first college-level course. Institutions are not required to honor initial placement decisions pursuant to this subsection for students who fail to remain continuously enrolled in required mathematics and English courses until the core mathematics and English requirements are completed.

<u>College Readiness Assessments - English</u>	
<u>Test Score</u>	<u>Minimum Score</u>
ACT English	18
SAT Critical Reading	500
Smarter Balanced	2583 (Achievement Level 3)
PARCC	Level 4 Score

<u>College Readiness Assessments - Mathematics</u>	
<u>Test Score</u>	<u>Minimum Score</u>
ACT Mathematics	22
SAT Mathematics	500
Smarter Balanced	2628 (Achievement Level 3)
PARCC	Level 4 Score

- b. Placement of Students without an Exemption from Remedial Instruction. For degree-seeking students who have not met the English or mathematics college readiness assessment score on one of the tests in subsection a or who have not taken any of the tests in subsection a, institutions must develop an assessment and placement policy that ensures students who place at high school or above levels have an opportunity to enroll in and complete gateway college courses in mathematics and English within one academic year. The assessment and placement policy may use multiple measures, including, but not limited to placement exams; high school GPA; course selection and performance in the senior year of high school; and intended postsecondary program of study to determine appropriate placement into one the following options:
 - i. Placement into college-level courses without any additional academic support or remediation;
 - ii. Placement into a co-requisite course where academic support is provided to students while enrolled in college-level gateway courses;
 - iii. Placement into a single semester of remedial education that is followed by either a gateway college-level course or co-requisite gateway course option; or
 - iv. For students who are seeking a STEM (science, technology, engineering or mathematics) degree or program of study that requires college algebra or pre-calculus and who place at the high school Algebra 1 level (e.g. Math095), placement into a three-semester sequence culminating in the gateway college algebra course. The sequence may include co-requisite coursework.
 - c. Institutions may establish alternative pathways to those described in subsection b for those degree-seeking students whose mathematics or English skills are below the high school level as established by the institution's assessment and placement policy set forth in subsection b.
3. Unless an institutional exception is made, all degree-seeking students must be continuously enrolled in appropriate mathematics and English courses until the institutional core curriculum mathematics and English requirements are completed.
 4. Requirements for college readiness and college-level course enrollment shall be publicized by each institution to the appropriate Nevada school districts. In addition, the Chancellor will work with the State Superintendent of Public Instruction to publicize these requirements to all Nevada school districts and to establish educational strategies to encourage high school standards, graduation requirements, and assessments that are aligned with college and workforce readiness expectations.
 5. For purposes of this section, "college-level" means courses that are numbered 100-level and above.
(B/R 6/15)

Section 2. K-12 Alignment

Nevada's adoption of the Common Core State Standards will substantially increase the rigor and quality of education in Kindergarten through 12th grade in Nevada – a benefit to the State as a whole, but particularly to Nevada's students, higher education, and the business community. Nevada must ensure that all students across the State who do not achieve the college-readiness assessment benchmark will have opportunity in their senior year of high school to address the discipline deficiencies identified through the assessment.

1. The NSHE shall work collaboratively with the Nevada Department of Education and the school districts to ensure that every school district in the State has a transition plan in place by 2015-16.
2. NSHE institutions may enter into agreements with school districts to provide college readiness programs, including remedial and 100-level courses at a registration fee appropriate to cover at least the costs of the program, including but not limited to the instructor's salary, supplies and equipment needed, and appropriate overhead costs. The registration fee must be approved by the President. Institutions must report annually to the Board on the programs offered, the number of high school students served, and the approved registration fees charged.

(B/R 3/13)

Section 3. High School Course Requirements for University Admission

The following minimum high school course admission requirements apply to freshman admission at a university, in addition to the specific admission requirements for those institutions that appear elsewhere in this Chapter:

<u>High School Course(s)</u>	<u>Units</u>
English: Emphasis on composition, rhetoric, and American, English and world literatures	4
Mathematics: Algebra I and higher level mathematics – higher level mathematics may include Algebra II, geometry, trigonometry, pre-calculus, calculus, probability and statistics and other advanced mathematics	3
Natural Science: (lab or simulation) 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	<u>3</u>
Total:	13

The universities may evaluate high school transcripts to determine if the course content or, in lieu of course content, the credit by performance on an examination pursuant to *Nevada Revised Statutes* 389.171 and *Nevada Administrative Code* 389.670 appropriately meets the course requirements under this section.

(B/R 6/15)

Section 4. 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 2.
2. Effective Fall 2013, students seeking admission to the universities must take the American College Test (*ACT*) or the Scholastic Aptitude Test (*SAT*) prior to admission. This provision is not applicable to transfer students or international students whose admission requirements are otherwise defined in Chapters 14 and 16.

3. 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; or
 - d.) a Nevada Advanced High School Diploma.
4. A student who does not meet the university admission requirements established in subsections 1 through 3 may, under procedures established by the university, be admitted through other criteria. The requirements for admission under this provision 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.

The number of students admitted under these criteria may not exceed 15 percent of the previous year's admissions.

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 3/12)

Section 5. University Admission – General Policy

1. In the admission of students, universities shall not discriminate on the basis of a person's age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
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) or Scholastic Aptitude Test (SAT) scores are recommended for freshman admission to a university and are required for those applicants who do not qualify on the basis of a high school record. [This subsection is effective only until Fall 2012 when students seeking admission to the universities must take the ACT or SAT pursuant to Title 4, Chapter 16, Section 3.]

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.
- (B/R 3/12)

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;
 - 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
 - c. 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.

(B/R 3/12)

Section 7. Student Military Mobilization/Activation for NSHE Institutions

The 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. 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.

(B/R 10/06)

Section 8. 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.

2. High school graduates identified as Career and Technical Education (CTE) Program Completers who have earned a State Certificate of Skill Attainment may be given college credits for high school work based on written, articulated program agreements with the Department of Education. This does not preclude local agreements between a community college with a school or school district for granting college credit for 1) expanded credit programs or 2) basic CTE credits if:
 - a) The CTE program is approved by the State Board of Education; and
 - b) A state end-of-program assessment is not available.

Grades for all CTE articulated credit shall be S/U.

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 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 3/15)

Section 9. 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.
(B/R 10/06)

Section 10. 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. When admitting a student, the institution may consider the student's standing at a previously attended institution, including, but not limited to, records of disciplinary action.
3. 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.
4. 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
 - c. Future registration at an NSHE university prohibited unless authorized on a case-by-case basis by the institution.
5. A student transferring from one campus to another within the NSHE is required to submit an application for admission and supporting credentials directly to the institutionally designated office. Admission of the applicant and acceptance of transfer credits are governed by the advanced standing regulations of the institution to which the application is submitted and the Title 4, Chapter 14 provisions governing transfer and articulation.
(B/R 12/10)

Section 11. University Registration

1. Registration procedures shall be developed and published by each institution.
2. Each student shall be responsible for enrolling and registering in accordance with the deadlines established by the university for each semester.
3. Each student is responsible for the payment of all fees associated with each course in which he or she enrolls within the time period specified by the institution. A student who fails to pay the aforementioned fees in a timely manner must pay the late fees established by the institution and is subject to additional penalties as determined by the institution.

4. A full-time undergraduate student is defined as one who is registered for 12 or more semester credits or equivalent. If a portion of the credits required for full-time status is concurrently taken at another NSHE institution under an approved consortium agreement, the student shall be considered full-time. A full-time graduate student is defined as one who is registered for 9 or more semester credits or equivalent.
5. The registration of a student who is ineligible to attend the University is subject to immediate cancellation.
(B/R 10/06)

Section 12. University Core Requirements

In addition to the NSHE Core requirements established pursuant to Title 4, Chapter 14, each university may define additional courses for inclusion in an institutional core curriculum. The establishment of such a core must be clearly defined in the course catalog.
(B/R 10/06)

Section 13. University Drop/Withdrawal Policies

1. A student may drop or withdraw from a course up until 60 percent of the course instruction has occurred. Universities may establish exceptions for unforeseen events including, but not limited to:
 - a. Deployment of the student in the United States Armed Forces;
 - b. Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;
 - c. Involuntary job transfer outside the service area of the institution as document by employer; or
 - d. Other exceptional circumstances beyond the control of the institution or the student.
2. In addition to the foregoing, 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.
(B/R 9/12)

Section 14. 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.

1. Additional categories of students may be defined by the university as deemed appropriate by the institution.

(B/R 10/06)

Section 15. 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>
Freshman	29 or less
Sophomore	30 to 59
Junior	60 to 89
Senior	90 or more

(B/R 10/06)

Section 16. 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.

(B/R 10/06)

Section 17. 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.
(B/R 6/11)

Section 18. 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 course work 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.
(B/R 10/06)

Section 19. Community College Admission – General Policy

1. In the admission of students, community colleges shall not discriminate on the basis of a person’s age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
2. All applicants seeking a degree or certificate must qualify for admission by satisfying at least one of the following:
 - a. a graduate of a high school or its equivalent; or
 - b. a qualified international student.
3. A student who does not meet the community college requirements for admission established in subsection 2 may apply to be admitted under alternate criteria or test scores that demonstrate college readiness. Each college shall establish procedures and requirements for such alternate admission.
4. When admitting a student, the institution may consider the student’s standing at a previously attended institution, including, but not limited to, records of disciplinary action.
5. 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.

6. 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.
 7. 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.
- (B/R 12/11)

Section 20. 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 21. 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, whichever 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 nontraditional 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 22. 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:

Full-time student	12 semester credits or more
Three-quarter time student	9 – 11 semester credits
Half-time student	6 – 8 semester credits

7. A student may withdraw from a course up until 60 percent of the course instruction has occurred. For one-day courses, a withdrawal must be completed by the day before the class meeting. Community colleges may establish exceptions for unforeseen events, including, but not limited to:
 - a. Deployment of the student in the United States Armed Forces;
 - b. Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;
 - c. Involuntary job transfer outside the service area of the institution as document by employer; or
 - d. Other exceptional circumstances beyond the control of the institution or the student.
8. In addition to the foregoing, community Colleges 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.
9. The registration of a student who is ineligible to attend the college is subject to immediate cancellation.
(B/R 9/12)

Section 23. 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>
Freshman	Less than 30
Sophomore	30 -59

1. 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>
Junior	60-89
Senior	90 or more

Section 24. 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 25. 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. 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.

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.

(B/R 6/14)

Section 26. Community College Certificate and Degree Requirements

Except as otherwise provided, the standard number of semester hours for an associate of arts, associate of business, and associate of science is 60. Specific requirements for all other certificates and degrees are as follows:

CERTIFICATE

Communications	3
Emphasis	24
Additional Program Requirements	<u>3</u>
TOTAL	30

NOTE: Mathematics & Human Relations must be included as courses or be clearly identified as content included in other required courses for a Certificate.

ASSOCIATE OF APPLIED SCIENCE

Communications/English	6
Constitution	3
Social Science/Humanities/Fine Arts	3
Mathematics*	3
Science*	3
Emphasis/Additional Program Requirements	42
TOTAL	60

*Mathematics and Science may be included as courses or clearly identified as content in other required courses.

NOTE: Human Relations must be included as a course or be clearly identified as content included in other required courses for an Associate of Applied Science.

ASSOCIATE OF GENERAL STUDIES

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

(B/R 3/14)

Section 27. State College Admission – General Policy

1. In the admission of students, the state college shall not discriminate on the basis of a person's age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation.
2. All new students must 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.

(B/R 2/09)

Section 28. State College – Admission Requirements

1. The following high school course admission requirements will apply for freshman admission to the state college:

<u>High School Course (s)</u>	<u>Units</u>
English: Emphasis on composition, rhetoric, and American, English and world literatures	4
Mathematics: Three units including at least two units of algebra 1 and higher level mathematics, chosen from second year algebra, geometry, trigonometry, pre-calculus, probability and statistics, and other advanced mathematics	3
Natural Science: (lab or simulation) Including biology, chemistry or physics, with at least one year in a laboratory science	2
Social Science/Studies: Including world history and geography, U.S. history, economics, government, or law	3
TOTAL:	12

2. Admission to freshman standing requires graduation from an accredited or approved high school with a minimum overall grade point average of 2.0 or above on a 4.0 scale.
3. A student who does not meet the state college admission requirements established in subsections 1 through 3 may, under procedures established by the state college, be admitted through other criteria. The requirements for admission under this provision 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.

The number of students admitted under these criteria may not exceed 15 percent of the previous year's admissions.

4. Programs designated as limited entry require fulfillment of selective admissions criteria as contained in the college 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.
5. High school seniors may be permitted to enroll, prior to actual graduation, under the following conditions:
 - a.) High school students who are at least 15 years of age may enroll as non-degree students in a maximum of six undergraduate credits or equivalents per semester.

- b.) Provisional freshman admission is offered to qualified high school students who have completed the junior year with a minimum 2.0 grade point average reported on an official high school transcripts. Students must submit final official high school transcripts indicating award of diploma immediately upon graduation.

(B/R 10/07)

Section 29. State College - Admission to Advanced Standing

Admission with advanced undergraduate standing is granted to a student transferring from another accredited college or university provided that:

1. The applicant is in good standing and eligible to return to the educational institution last attended.
2. An official transcript is presented to the state college showing an overall grade point average of 2.0 or above on all acceptable or transferable credits, provided that if less than 12 acceptable transfer credits are involved, freshman entrance requirements shall also be satisfied.
3. When admitting a student, the institution may consider the student's standing at a previously attended institution, including, but not limited to, records of disciplinary action.

(B/R 12/10)

Section 30. State College Transfer Students

1. Individuals 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. Any student who does so is subject to cancellation from the state college.
2. An ineligible applicant who gains admission to the state college on the basis of incomplete or fraudulent credentials or misrepresentations in the written application shall have his or her:
 - a.) Admission and registration canceled without refund of any fees;
 - b.) Total credits rescinded that have been earned following such admission; and
 - c.) Future registration at the college prohibited.

(B/R 1/07)

Section 31. State College Registration

1. Registration or enrollment procedures shall be established by the state college.
2. Each student shall be responsible for enrolling on the dates and times specified in the class schedule for each semester or special session.
3. Students are responsible for the payment of fees for each course in which they enroll.
4. Students paying fees after the date and time set forth in the schedule of classes may be charged a late fee as prescribed by the institution.

5. A full-time student is defined as one who is enrolled in 12 or more semester credits or the equivalent work. If a portion of the credits required for full-time status is concurrently taken at another NSHE institution under an approved consortium agreement, the student shall be considered full-time.
 6. The registration or enrollment of a student who is ineligible to attend the state college is subject to immediate cancellation.
 7. A student may be administratively dropped for nonpayment of fees. A student administratively dropped on or before the last day of the term will receive no grade and will be subject to payment of tuition (if applicable) and enrollment fees.
- (B/R 1/07)

Section 32. State College Core Requirements

In addition to the NSHE Core requirements established pursuant to Title 4, Chapter 14, each university may define additional courses for inclusion in an institutional core curriculum. The establishment of such a core must be clearly defined in the course catalog.

(B/R 1/07)

Section 33. State College Drop/Withdrawal Policies

1. A student may drop or withdraw from a course up until 60 percent of the course instruction has occurred. The state college may establish exceptions for unforeseen events including, but not limited to:
 - a. Deployment of the student in the United States Armed Forces;
 - b. Death or incapacitation resulting from an illness or injury of the student or the student's spouse, child, parent, or legal guardian that prevents the student from returning to the school for the remainder of the semester;
 - c. Involuntary job transfer outside the service area of the institution as document by employer; or
 - d. Other exceptional circumstances beyond the control of the institution or the student.
2. In addition to the foregoing, the state college 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.

(B/R 9/12)

Section 34. State College Categories of Students

1. A regular student is one officially admitted to the college. 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 fifteen (15) semester credits or equivalent per semester, unless otherwise approved by a university official named by the President. The state college 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. A non-degree student is subject to the same academic regulations as a regular student.
3. Auditor: A student who wishes to enroll for no credit may register as an "auditor" with the approval of the department offering the course.
(B/R 1/07)

Section 35. State College Classification of Students

Undergraduate state college students shall be classified by the number of credit hours earned as follows:

<u>Classification</u>	<u>Credit Hours Earned</u>
Freshman or first year	29 or less
Sophomore or second year	30-59
Junior	60-89
Senior	90 or more

Section 36. State College Grades and Examinations

1. The state college 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 state college student may repeat any course taken at a university pursuant to the repeat policies established by the institution. The state college 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 the state college. Criteria for defining satisfactory academic progress must include, but are not limited to, grade point average and number of credit hours earned.

(B/R 1/07)

Section 37. State College Requirements for Graduation

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. The catalog selected for the purpose of state college 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 state college official.
5. 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. 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.

(B/R 1/07)

Section 38. NSHE Grading Policy

The following grading policies apply to all NSHE campuses, in addition to further specific requirements, which may appear elsewhere in this Chapter.

Campuses will be restricted to the use of the following grades:

GRADES		GRADE POINT VALUE
A	Superior	4.0
A-		3.7
B+		3.3
B	Above Average	3.0
B-		2.7
C+		2.3
C	Average	2.0
C-		1.7
D+		1.3
D	Below Average	1.0
D-		0.7
F	Failure	0.00
H	Honors (for Medical School only)	n/a
HP	High Pass (for Medical School only)	n/a
P	Pass	n/a
S	Satisfactory (undergraduate courses: C or above graduate courses: B or above)	n/a
U	Unsatisfactory (undergraduate courses: D or below graduate courses: C or below)	n/a
I	Incomplete	n/a
X	Continuing course (research projects or courses extending beyond one semester such as a dissertation)	
AD	Audit	n/a
W	Withdrawal	n/a
NR	Not Reported- Assigned by registrar	
	Pending faculty submission of final grade	n/a
R	Replaced – individual course grade replaced under academic forgiveness (will not calculate into GPA)	n/a
AR	Academic Renewal - all course grades within a term removed according to institutional academic renewal policy (will not calculate into GPA)	n/a

1. The "plus" and "minus" is a part of the grading scale of each institution. It is up to the individual faculty member to exercise this option.
2. An E grade shall be a part of the grading scale for each institution. It is up to the individual faculty member to exercise this option. Institutions may utilize FN grade to denote an F grade for non-attendance. An F grade will appear on the student's transcript.
3. Campuses may retain institutional practices related to forgiveness or academic renewal policies in which, under certain circumstances, students may repeat failed courses or disregard course work.

4. All withdrawals indicate that the student did not complete the course. Each institution determines the timeline for assigning the W.
5. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member. Students may not appeal the format an instructor chooses.
6. Courses that a student is currently enrolled in but have not completed will be denoted “in progress” or IP pending completion of the course or end of the term in the student information system.

(B/R 12/11)

Section 39. NSHE Bachelor’s Degree Requirements

1. The standard number of credits required for receipt of a baccalaureate degree from an NSHE institution shall be 120. Credit requirements for each degree, including a four-year plan of study, shall be published in the institution’s catalog.
2. Institutions with a compelling reason for exceeding the 120-credit standard in a particular academic major may request an exception to the provisions of this section from the Chancellor.
3. Exceptions to the 120-credit degree standard may be approved if evidence submitted to the Chancellor supports the necessity of more credits under at least one of the following circumstances:
 - a. The program is appropriately defined as a five-year baccalaureate program;
 - b. Professional accreditation requirements stipulate a higher number of credits or require course work that cannot be realistically completed within 120 credits; or
 - c. A program is governed by certification or licensure requirements that result in the necessity for credits in excess of 120 over four years.
4. Institutions will report periodically to the Board of Regents the number of credits required by their academic programs and the rationale for continuing exceptions to the 120-credit standard.

(B/R 6/11)

Section 40. NSHE Associate’s Degree Requirements

1. The standard number of credits required for receipt of an associate degree from an NSHE institution shall be 60. Credit requirements for each degree, including a two-year plan of study, shall be published in the institution’s catalog.
2. Institutions with a compelling reason for exceeding the 60-credit standard in a particular field of study may request an exception to the provisions of this section from the Chancellor.
3. Exceptions to the 60-credit degree standard may be approved if evidence submitted to the Chancellor supports the necessity of more credits under at least one of the following circumstances:

- a. The program is appropriately defined as a three-year program;
 - b. Professional accreditation requirements stipulate a higher number of credits or require course work that cannot be realistically completed within 60 credits; or
 - c. A program is governed by certification or licensure requirements that result in the necessity for credits in excess of 60 over two years.
4. Institutions will report periodically to the Board of Regents the number of credits required by their academic programs and the rationale for continuing exceptions to the 60-credit standard.

(B/R 6/11)