

**NEVADA SYSTEM OF HIGHER EDUCATION
PROCEDURES AND GUIDELINES MANUAL**

CHAPTER 6

ACADEMIC PROCEDURES

Section 1.	Academic Year	2
Section 2.	Enrollment and Taxonomy Reporting Procedures	2
Section 3.	Identification of Students with Documented Disabilities	5
Section 4.	Race and Ethnicity Identification – Collection Purposes	5
Section 5.	Nevada High School Data Elements – Collection Purposes	6
Section 6.	Universal Identification (UID)/NSHE ID – Procedure for Updating Student Information	6
Section 7.	Universal Identification – Required Application Statement for Students and Employees	8
Section 8.	Condensed Format for Consideration of Existing Program Changes	8
Section 9.	Evaluation Criteria for Baccalaureate Degree Program Proposals at NSHE Community Colleges (formerly CM 03-01)	9
Section 10.	Review of New Study Abroad Student Programs	11
Section 11.	Basic Agreement for Inter-Institutional Cooperation in Sponsored Programs	12
Section 12.	Program & Organizational Unit Proposals	16
Section 13.	Student Military Mobilization/Activation for NSHE Institutions	19
Section 14.	Student Directory Information – Non-Disclosure Statement	23
Section 15.	Audits of Residency Determinations	25
Section 16.	Audits of Community College Admissions	25
Section 17.	Residency Determinations: Nonimmigrant Aliens – Visa Classifications	25
Section 18.	Common Course Numbering: General Guidelines	33
Section 19.	Common Course Numbering: Assignment of Prefix, Number and Title	34

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ACADEMIC PROCEDURES

Section 1. Academic Year

1. Campus academic calendars and proposed dates of commencements must be submitted to the Chancellor's Office no later than two years prior to the year in question.

Presidents are responsible for specifying the academic-year obligation for their academic-year faculty. The academic-year obligation defines the dates within which academic-year faculty should be available for assignment on-campus or off-campus. Presidents must submit to the Chancellor the academic-year obligation for their faculty no later than May 1st two years prior to the year in question. The Chancellor shall compile these data and make them available across the System.

2. For contractual and other appropriate purposes, the academic year is defined as the twelve-month period coinciding with the fiscal year from July 1 to June 30, inclusive. Such period contemplates observance of officially recognized national and state holidays and such other recesses of official on-campus and off-campus duty as may be established at any time by the Board of Regents.

(B/R 4/72, 3/98, 6/00; Added 6/05)

Section 2. Enrollment and Taxonomy Reporting Procedures

1. **Enrollment Reporting Timelines:** The enrollment counts for each institution will consist of a preliminary and final count of enrollment each semester. The preliminary count in the Fall and Spring semesters will be reported as of October 15 and March 15 respectively for the community colleges and as of the last day to drop/add at the universities and state college. The end-of-semester count for the fall semester must be taken on or before January 15 and reported to the Chancellor's Office no later than January 20. The end-of-semester count for the Spring semester must be taken on or before June 15 and reported to the Chancellor's Office no later than June 20. Enrollment counts will include unduplicated student headcount and student FTE for all state-supported courses.
2. **State-Supported Credit Hours:** Completions for resident students in NSHE courses are counted as state-supported student credit hours for the purpose of the funding formula for all academic credit courses that can be used to fulfill the requirements of a degree or certificate and where student fee revenue¹ is collected in support of the state operating budget.

¹ student fee revenue – registration fees & tuition are established by the Board of Regents. In order to meet the criteria for state support, institutions are required to charge Board approved tuition and fees per credit (Title 4, Ch. 17, Sec. 5). Special fees may be created to cover additional costs of instruction (lab fees, etc.). Fees can also be waived under special circumstances (see BOR policy Title 4, Chapter 17).

- Except at the universities, completed credit hours for resident students in credit-bearing² remedial/developmental courses³ and vocational training courses may also be counted as state-supported student credit hours as long as student fee revenue is collected in support of the state operating budget.
 - In cases where additional fees are required to cover special costs and are placed in a class fee account or a self-supporting budget, student credit hours may still be counted as long as the normal class revenues from resident students are collected in support of the state operating budget.
3. **Headcount:** Unduplicated headcount will be reported for all state-supported courses. The universities will also report a separate unduplicated headcount for professional schools (i.e. medical, law, and dental).
 4. **Summer Term:** Courses ending after June 10 and prior to the start date of the fall semester will be considered summer term courses. Summer term student credit hours are not state-supported, except for resident students completing nursing courses and science-based nursing prerequisites and major requirements (see additional information provided under Summer Nursing Enrollment).
 5. **Summer Nursing Enrollment:** Unduplicated headcount is reported to the Chancellor's Office for nursing and science-based prerequisite courses included in the state-supported budget. The following criteria will be followed in calculating and reporting these enrollments:
 - Institutions will report the enrollment of nursing students and pre-nursing students enrolled in undergraduate nursing courses, as well as science-based nursing prerequisites and major requirements⁴. Nursing courses included in enrollment counts must be requirements⁴ for an associate or baccalaureate degree. A record of educational intent or declaration of major must be auditable and stored within the student information system. Summer nursing FTE will be added to the subsequent fall semester for the purpose of the AAFTE calculation.
 - Resident student credit hours from undergraduate nursing courses and science-based nursing prerequisites/requirements will be included in the student credit hour totals for the purpose of the funding formula.
 - The official enrollment reporting date for Summer nursing enrollment will be an end-of-semester count occurring no later than August 31. Institutions must submit their enrollment to the System Office no later than September 15.
 6. **Enrollment Between Semesters:**
 - Enrollments in courses with an end date occurring after December 31 will be recorded in the following spring.
 - Enrollments in courses with a start date three weeks prior to the start date of the fall semester will be recorded in the following fall if the course is included on the fall semester transcript and credits are applied toward the fall semester load.

² credit-bearing (*def.*) Courses possessing at least one *unit of credit* (1 or more) signifying a quantification of student academic learning. One unit of credit typically represents fifteen hours of lecture or seat time (as defined by the Northwest Commission on Colleges and Universities).

³ remedial/development courses – English or math classes with course numbers less than 100.

⁴ science-based nursing prerequisites and major requirements refer to all courses belonging to the physical or biological sciences that are either prerequisites for entry into a nursing program or required courses within a nursing program (i.e. biology, chemistry, nutrition)

7. **FTE Calculations:** The following equations must be utilized when calculating state-supported FTE:
- Undergraduate level FTE - semester student credit hours generated in undergraduate level courses (course numbers 000 to 499) --regardless of student level -- divided by 15.
 - Master's level FTE - semester student credit hours in graduate-level courses (course numbers 500 and above) generated by non-doctoral students, divided by 12.
 - Doctoral level FTE - semester student credit hours in graduate-level courses (course numbers 500 and above) generated by doctoral students, divided by 9.

8. **Course Taxonomy Data:** On the official enrollment reporting date of each term, institutions will submit a file composed of individual student records, one record per student per course. Records should be created for all students enrolled in at least one credit-bearing course that qualifies as state-supported student credit hours. The total student credit hours reported in the file must equal the institution's official enrollment recorded for that term. System Administration is responsible for identifying all new course prefixes and applying initial coding.

The file must include the corresponding end of semester grade for each student record. A last date of attendance based on the last academically related activity for all "F" grades must be included. The last date of attendance shall be determined based on the guidelines established in the Federal Student Aid Return to Title IV regulations (34 Code of Federal Regulations 668.22).

Course enrollments included in the taxonomy file for validation with official headcount and FTE enrollment reports but subtracted from the student credit hour (SCH) calculations for the funding formula:

- a. Credit hours for courses with a grade of W, NR (not reported), or a blank grade;
 - b. Credit hours for courses taken by non-resident students. Non-resident students include Children of Alumni, Good Neighbor, WICHE/WUE and all other non-resident students (except research/teaching assistants and others granted temporary in-state status for tuition purposes); and
 - c. Credit hours for courses with F-grades are excluded when the last day of attendance is on or before the 60 percent date that is based on the guidelines established in the Federal Student Aid Return to Title IV regulations (34 Code of Federal Regulations 668.22).
9. **Institutional Documentation:** Institutions should develop a schedule and process for conducting periodic reviews of the courses included in student credit hours calculations and in the course taxonomy in order to ensure only appropriate courses are included in official state-supported student credit hours counts.
10. **Audit:** The end-of-term student credit hour enrollment and grades reported in the taxonomy files created pursuant to Subsection 9 will be audited each semester.
- a. System Administration will run an extract from each institution's live data to obtain a file for audit purposes on the end-of-semester count day established in Subsection 1. The extract file will be compared to the institutional taxonomy files for the purpose of this audit. Those institutions which use an end-of-semester count day other than that described in Subsection 1 shall notify System Administration at least one week prior to the selected date.

- b. Two exception reports will be produced based on this audit:
 - i. Differences in student credit hours (SCH) by course-level and CIP; and
 - ii. Differences in grades (including but not limited to W, blank or not reported grades, I, IP, and F grades with the last date of attendance).
 - c. Exception reports will be provided to the President and Chancellor and will require an institutional response to explain differences that exceed five percent of SCH reported in an institution's taxonomy file.
- (Added 6/05; A. 8/05, 3/06, 4/11, 10/12, 11/12, 9/13, 9/15, 9/16)

Section 3. Identification of Students with Documented Disabilities

For the purposes of state funding, each student enrolled at an NSHE institution with a documented disability must be identified in the institutional integrated data system. Periodically, institutions will be required to report to the Vice Chancellor for Finance and Administration aggregate figures on the number of disabled students enrolled for the purposes of receiving state funds. An NSHE institution may maintain alternative counts of disabled students for institutional uses.

(Added 1/08)

Section 4. Race and Ethnicity Identification – Collection Purposes

1. Each NSHE institution shall collect student and employee race and ethnicity information in compliance with federal reporting requirements of the U.S. Department of Education. Institutions must use a two-question format to collect race and ethnicity data on all written and online applications for admission and employment as follows:

Question 1: Are you Hispanic or Latino? (A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race.) Yes No

Question 2: Please select the racial category or categories with which you most closely identify by placing an "x" in the appropriate box. Check as many as apply.

- American Indian or Alaska Native
- Asian
- Black or African American
- Native Hawaiian or Other Pacific Islander
- White

2. This format is required to meet the U.S. Department of Education requirements for collection of all student and employee race and ethnicity information and is effective Fall 2009. Admission and employment applications may include definitions for each racial category as defined by the U.S. Department of Education. This does not preclude an institution from collecting additional information.
(Added 3/08; A. 12/08)

Section 5. Nevada High School Data Elements – Collection Purposes

1. Each NSHE institution shall collect the following data elements at the time of application for any student who attended a Nevada high school within five years of applying to an NSHE institution in compliance with the Board policy for uniform data collection necessary for establishing and maintaining the NSHE Data Warehouse (Title 4, Chapter 21):
 - a. High school student identification number;
 - b. High school last attended;
 - c. High school completion date in a month and year format (mm/dd/yyyy) when applicable;
 - d. High school completion type as defined by Chapter 389 of the *Nevada Administrative Code* to include type of certificate or diploma, including the General Educational Development test, when applicable; and
 - e. County of high school last attended.
2. The collection of data defined in subsection 1 does not preclude an institution from collecting additional information related to the Nevada high school attended.
(Added 12/08; A. 9/15)

Section 6. Universal Identification (UID)/NSHE ID – Procedure for Updating Student Information

1. The universal identification (UID), also known as the NSHE ID, is a set of data that will be synchronized across all NSHE institutions and will include the following data, as available:
 - a. Birthdate;
 - b. Birthplace (city, state, and country);
 - c. Social security number (SSN) or individual taxpayer identification number (ITIN);
 - d. Name (primary, preferred, diploma, human resources);
 - e. Address (home, mailing, billing, diploma, local, and address maintained by the international student office);
 - f. Phone (mobile, home, fax);
 - g. FERPA directory release;
 - h. Gender;
 - i. Race/Ethnicity; and
 - j. Place and date of death and death certificate number.

2. Except as otherwise provided in this subsection, all requests to change student data related to the UID must be accompanied by the NSHE Personal Identification Data change form. Documentation may be submitted in person, by mail or fax, or electronically. Documentation submitted by mail, fax, or electronically must be accompanied by a copy of a government issued photo ID.

Requests to add a student's social security number (SSN) or individual taxpayer identification number (ITIN) to a previously blank field may be submitted in person, by mail or fax, or electronically without the required NSHE Personal Identification Data change form if the student submits a completed and signed IRS W9 Form (Request for Taxpayer Identification Number and Certification).

3. Any change of student data related to the UID must be appropriately documented by the institution initiating the change. All such documentation must be stored by the initiating institution.
 - a. An institution may update a student's birth date with at least one of the following documents:
 - i. State or government issued photo ID;
 - ii. Birth certificate;
 - iii. Valid Passport; or
 - iv. Institutional Student Information Record (ISIR) data load (from the FAFSA).
 - b. An institution may update a student's social security number with each of the following documents:
 - i. Social security card; and
 - ii. Government issued photo identification.
 - c. An institution may update a student's name with at least one of the following documents:
 - i. Marriage license;
 - ii. Divorce decree;
 - iii. Court order;
 - iv. Valid Nevada driver's license or identification card;
 - v. Military identification card;
 - vi. Valid passport; or
 - vii. Birth certificate
 - d. An institution may update the date and place of death according to institutional business practices if the death certificate is not available. The death certificate number will be updated with a certified death certificate.
 - e. An institution may update a student's gender information with at least one of the following:
 - i. Valid driver's license or state issued identification card;
 - ii. Federal government issued identification card; or

- iii. Institutional Student Information Record (ISIR) data load (from the FAFSA).
4. Applications received for a student with a definite match to a record at another institution(s) that contain UID data different from that already on record will follow the same procedures as in subsection 2. Until the required documentation is received by the new institution the student record will continue to display the existing UID data. The application will be processed and the student will receive a checklist item in self service for the required documentation.
5. Electronic (scanned) documents used in verifying student data changes will be retained permanently at the initiating institution and will be available to any NSHE institution at which the student enrolls.
6. For current employees, the Human Resources Management System (HRMS) is the system of record for both their employee and student records.
7. The Chancellor's Office will oversee and maintain UID fields for the purpose of determining which data fields may be synchronized across the System.
(Added 12/09; A. 6/10, 9/10, 3/14)

Section 7. Universal Identification – Required Application Statement for Students and Employees

The following statement must appear on all student application forms and employee personal data forms:

You are applying to an institution that is a member of the Nevada System of Higher Education (NSHE) and will be issued one identification number to be used at all NSHE institutions. Limited personal information is shared among NSHE institutions in accordance with NSHE policies governing the security and privacy of student and employee information.

(Added 12/09)

Section 8. Condensed Format for Consideration of Existing Program Changes

The format for consideration of 1) changes in existing academic programs such as changes in degree titles, administrative structure, or major objectives; 2) reorganization of existing departments, schools or colleges; or 3) the creation of a new organization from existing units shall be as follows:

1. Title of proposed program or organizational unit;
2. Date of initiation;
3. Complete description and objectives of program or organizational unit (include justification for new organization or rationale for change in existing program);
4. Relationship to other programs or units within the institution and the system;

5. Resource analysis; and
6. Indicate the estimated annual financial impact. (Include operating costs, personnel, equipment, library requirements, other; and source of funds.)
(B/R 5/92; Added 6/05; A. 8/07)

Section 9. Evaluation Criteria for Baccalaureate Degree Program Proposals at NSHE Community Colleges (formerly CM 03-01)

The NSHE *Master Plan for Higher Education in Nevada* provides for “selected niche baccalaureate degrees” at community colleges. For purposes of this policy, such degrees can be defined as baccalaureate degrees that meet one or more of the following criteria:

- Promote the goals of the *Master Plan for Higher Education in Nevada*;
- Address a unique educational need of an identifiable population; and
- Enhance access to populations which otherwise would not be served due to geographic isolation or other barriers.

The proposal development and review process for the offering of potential baccalaureate degrees at NSHE community colleges is governed by Board of Regents’ policy found in Title 4, Chapter 14, of the Board of Regents *Handbook*.

To determine which baccalaureate programs will best meet the needs of the students and the state, proposed programs will be evaluated based on standard criteria as stated in this Chancellor’s Memorandum.

Community colleges interested in implementing new four-year degree programs must provide information on the feasibility of the program by submitting a written program proposal with supporting data and evidence that responds to the following topics or questions.

Since it is not the intention of the NSHE for community colleges to abandon their community college mission, each proposal must address this issue in both a cultural and organizational context.

Criteria for Proposals

NEED AND DEMAND

1. Describe the new program proposal and discuss its structure and content.
2. Is the program in an area of critical concern, and is there a significant shortage of similar programs?
3. Workforce needs:
 - a. Is there proven student demand for the program?
 - b. Is there similar employer demand for the program?
 - c. Does the projected demand exceed supply for the foreseeable future?
4. Append a feasibility evaluation of the program proposal, to include its relationship to current student and employer demand. This evaluation should be done by someone from outside the institution who is a member of the field being proposed.

INSTITUTIONAL READINESS

5. Are there qualified faculty members currently on staff? List faculty names, degrees, and areas of specialization. If other faculty need to be hired, include your plan for doing so.
6. Discuss how you will address faculty salary and workload policies.
7. Describe existing facilities and equipment, and provide a detailed plan, if applicable, on how you will complete necessary renovations of facilities and equipment enhancements to support the program.
8. Describe how you will continue to foster a cultural and organizational environment that ensures adherence to the community college mission.
9. Will new services be required to support students in a four-year degree program (new assessment procedures, career advisement and placement services, testing, etc.)?
 - a. Provide a plan that addresses how student services will be revised or enhanced to support this proposed four-year program.
 - b. Provide the plan/policy on eligibility and awarding of financial aid.
 - c. Discuss how student recruitment will be handled.
10. Specifically, how will general education requirements be addressed?

BUDGET REQUIREMENTS AND IMPACTS

11. Will additional state funding be required to implement the program? Include a five-year projected budget, reflecting anticipated enrollments, staffing needs, revenues, and expenditures.
12. Is the cost to the state less than other available options?
13. Is the cost to the student less than other available options?

OTHER RESOURCE ISSUES

14. Is there a similar existing program at a nearby institution which has unused capacity?
15. Can a cooperative program between the institution and a nearby four-year institution be offered more efficiently? If not, explain.
16. Are there duplicate programs offered by other institutions through distance education?
17. How will library acquisitions and information resources be expanded and enhanced to accommodate the four-year degree program? Please provide the proposed budget for all enhancements.

IMPACT

18. What impact will this new program have on other programs at the institution?
19. What impact will this program have on the faculty, facilities, or other students?
20. Will this program have an adverse impact on other institutions?
21. Describe the impact of the accreditation process (the specialized program accreditation, if applicable, and institutional accreditation). Please provide a proposed budget for these processes.
22. Address other internal impacts that you anticipate of introducing a four-year program at a two-year institution.

COMPLIANCE

23. Does the program comply with current statutory requirements of the institution?

24. Would the increase in program length require any change to current institutional requirements?
25. Would any changes to admission requirements be needed?

IMPLEMENTATION

26. Is there an existing associate degree base for the degree?
27. Will policy require that admission into the baccalaureate track be dependent upon first earning the associate degree? Please provide the policy.
28. Will the new program be eligible for a specialized program accreditation (i.e., ABET or NCATE)?
29. Will it need to be accredited either to interface with other programs within the NSHE or for graduates to have optimal employment opportunities?
30. What is the plan for preparing and submitting a Substantive Change Proposal to the Commission on Colleges of the Northwest Association of Schools and Colleges?
31. What is the timeline for implementing the program?
32. Is the implementation schedule dependent upon receiving additional funding, hiring new faculty, remodeling facilities, or acquiring equipment? If so, are there alternative plans if some or all of that funding is not forthcoming?

(Added 6/05; A. 8/07)

Section 10. Review of New Study Abroad Student Programs

Formal Study Abroad programs, International Programs, affiliations or consortiums which involve students or faculty in another country for educational purposes in which academic credit is granted, shall be submitted to the NSHE Academic Affairs Council for a recommendation to the Chancellor for approval. (Faculty or student exchanges which involve a limited number of people for a period of less than one semester and international arrangements for the purposes of research are excluded from this policy.)

The format for consideration of such programs shall be as follows:

1. Title of proposed program, affiliation, or consortium;
2. Brief description of campus administration and oversight of the program, including rationale for conducting the program abroad;
3. Brief description of program and its faculty, including whether the program is to be developed by the campus or initiated through cooperative arrangements with other institutions;
4. Curriculum, including number of academic credits to be awarded, and their applicability to a degree in Nevada. Indicate if any courses are not part of a previously established program, or if it is anticipated the program will lead to a separate degree in the future;
5. Student selection criteria (GPA, language proficiency, specific majors);
6. Description of provisions for student health insurance coverage;
7. Effect on home campus: Faculty/staff replacements required;

8. Projected annual enrollment;
9. Facilities and equipment available for research and teaching at the study abroad location;
10. Resource Analysis: Indicate the estimated annual financial impact of the program to the campus.

Definitions:

- Affiliation: Two institutions of higher education working cooperatively to provide educational experiences for students and/or faculty. This term should indicate a formal agreement between the two institutions, which includes a basic outline of the goals of the cooperative arrangement.
- Consortium: Three or more institutions working cooperatively on one or more educational programs.
- Exchange: Student exchanges generally offer opportunities to study at a foreign institution without paying non-resident fees. This agreement allows two institutions to provide a specific number or an equal number of students the opportunity to study abroad at reduced costs. Some countries do not maintain hard currency. Therefore, exchange agreements would require a complete waiver of fees at both participating institutions.
- Faculty Exchange: Faculty from participating institutions can arrange to teach at the affiliated campus for a specific period of time. Arrangements for salary compensation vary widely.
- International Program: A formal agreement between two or more institutions to provide an organized educational opportunity for students and/or faculty to study abroad. Programs must include a supervised academic curriculum, which fulfills the requirements for course work at the credit-granting institution.

(B/R 6/91, 6/95; Added 6/05; A. 8/07)

Section 11. Basic Agreement for Inter-Institutional Cooperation in Sponsored Programs

The basic agreement, by and between the participating institutions of the Nevada System of Higher Education (NSHE), is entered into for the purposes of facilitating inter-institutional cooperation in the funding and performance of sponsored programs.

- 1) NSHE institutions, in support of their individual missions, regularly enter into sponsored agreements (grants and contracts) with agencies of both the public and private sectors for projects of research, teaching, and public service.

- 2) An institution of NSHE will on occasion find it necessary and/or desirable to solicit the services and efforts of one or more other NSHE institutions in the performance of the work required under a particular agreement.
- 3) It is the responsibility of the institution which holds the prime agreement to maintain the highest possible standards of programmatic and fiscal accountability and to administer all subagreements in a timely, efficient, and equitable manner.
- 4) It is the responsibility of the institutions receiving subagreements to conform to certain provisions required by the prime agreement and provide full oversight, accountability and responsibility for the programmatic effort and funding under the subaward.

The parties of this basic agreement do mutually agree to the following:

SUBSECTION 1. DEFINITIONS

- 1) "Proposal" shall mean a formal, written request for funding to a sponsoring agency that has been reviewed by all participating institutions, approved by authorizing officials of the participating institutions, and submitted for agency review.
- 2) "Recipient" shall mean the institution (not an individual, department, or other organizational unit) that receives and administers the prime agreement.
- 3) "Subrecipient" shall mean the institution that receives a subaward from the recipient.
- 4) "Subaward" shall mean the proposed work and funding that is provided to the subrecipient by the recipient as approved under the recipient's prime agreement.
- 5) "Authorizing Official" shall mean an official authorized on behalf of the institution to approve the submission of proposals and accept any resulting sponsored project grants or contracts. NSHE policy designates institutional Presidents or their designees as Authorizing Officials for most sponsored projects.
- 6) "Negotiation" shall mean verbal or written communication between two or more parties concerning any proposed or pending agreement. Provisions agreed upon by the negotiating parties shall not become binding until approval of authorizing officials representing the participating institutions is secured.
- 7) "Prime agreement" shall mean the prime award grant or contract document.
- 8) "Prime sponsor" shall mean the sponsoring agency of the prime agreement.
- 9) "Subagreement" shall mean the written subaward agreement between the recipient and the subrecipient.
- 10) "Standard Form Agreement (SFA)" shall mean the Standard Form Agreement template developed by the Federal Demonstration Partnership (FDP) to which NSHE belongs. The template shall be the principal instrument for all federal and federal pass-through subagreements between NSHE institutions. In general, Standard Form Contracts include all federal contracts, State of Nevada Inter-local contracts, subawards that use federally approved templates, and the NSHE SFA.

SUBSECTION 2: ADMINISTRATIVE COORDINATION

Each participating institution agrees to designate administrative, financial, and programmatic points of contact for each subaward.

SUBSECTION 3: PRE-AWARD COORDINATION

- 1) **Proposal Preparation:** Institutions submitting proposals for external sponsorship which include proposed work with one or more other NSHE institutions agree to include the proposed subrecipient's statement of work and budget as separate items in the proposal. Prior to submitting the proposal, the submitting institution shall obtain approval of the subrecipient's proposal and budgets from the subrecipient Sponsored Programs/Grants Office or other appropriate official.
- 2) **Facilities & Administrative Costs (F&A) (formerly Indirect Cost):** The submitting institution agrees to include F&A costs in the proposed subagreement budget at the subrecipient's federally approved audited rate otherwise negotiated. The submitting institution will apply the appropriate F&A rate to the first \$25,000 of each subagreement if the rate is based on modified total direct costs.
- 3) **Subawards Resulting from Existing Projects or Informal Contracts with Funding Agencies:** Not all sponsored projects are the result of formal proposals and occasionally unanticipated requirements necessitate subcontracting from ongoing projects. The recipient institutions agree to work closely with Principal Investigators and appropriate contacts at the subrecipient institutions to negotiate mutually beneficial agreements for these types of awards and situations.
- 4) **Consulting Arrangements:** All potential consulting arrangements with individual NSHE employees must be in accordance with NSHE personnel policies and procedures. NSHE employees of one institution may not be appointed or paid as independent contractors at another NSHE institution. Payments to these employees must be subawarded to the employee's respective institution and paid as salary. Subawarded salaries shall include applicable fringe benefits and F&A costs.

SUBSECTION 4: APPROVAL AND ADMINISTRATION OF SUBAGREEMENTS

- 1) **Preaward Costs:** The majority of federal grants and cooperative agreements allow reimbursement of project related costs incurred up to 90 days prior to the effective date of the award. Prime recipients may approve such costs. Subrecipients anticipating a need for preaward costs shall coordinate with the prime recipient to avoid financial risk.
- 2) **NSHE Standard Form Agreement (SFA):** The agreement template is included in Appendix A. The template is periodically modified, but current versions of all templates can be found at <http://sites.nationalacademies.org>.

The FDP SFA cover page contains basic information regarding the subaward and its wording may not be modified. Information relating to project performance, invoicing, and other requirements is to be included in the following standard form SFA attachments:

Attachment 1 - Certifications and Assurances.

These include Certification Regarding Lobbying; Debarment, Suspension, and other Responsibility Matters; and OMB Circular A-133 Assurance.

Attachment 2 - Prime Agreement & Other Special Provisions.

All flow-through provisions from the prime agreement are included or referenced in the attachment, as well as any special provisions that are required or have been negotiated. Versions of Attachment 2 specific to FDP member agencies may be downloaded from the site referenced above. For NSHE subawards, the following certification shall be added to all versions of Attachment 2.

This agreement is entered into and administered in accordance with the provisions of NSHE *Procedures and Guidelines Manual*, Chapter 6, Section 12: "Basic Agreement for Inter-Institutional Cooperation in Sponsored Programs." Both parties agree to the terms and conditions of this policy document agreed to by all NSHE institutions.

Attachment 3A - Prime Recipient Contacts.

Attachment 3B - Subrecipient Contacts.

Attachment 4 - Reporting Requirements.

Attachment 5 - Statement of Work & Budget (if applicable).

The Basic Agreement sets forth the general and special provisions that apply to all subagreements, the SFA shall include the essential elements of information which apply to the specific subagreement. The most current SFA template can be accessed on the FDP Subaward Agreement Forms web site (<http://sites.nationalacademies.org>) and is included as Appendix A and becomes a part of the Basic Agreement. Subsequent to the approval of the Basic Agreement by the Chancellor, the SFA shall henceforth be considered as a Standard Form Contract.

Modifications and amendments to the NSHE SFA shall use the Modification Template from the FDP Subagreement Forms web site.

- 3) Processing and Approval of SFAs: Approval of the SFA shall be authorized at institutional level by the institutions' Presidents or their designee. For transactions of an administrative nature, not requiring formal agreement by both parties, the recipient may sign the document and enter "Signature of subrecipient not required" in the subrecipient's signature block.

SFA agreements, modifications, and related documents will be considered signed when a xerographically or electronically reproduced copy bearing the signature of one party's authorized official is transmitted to the other party. Such signatures shall be treated in all respects as having the same effect as an original signature.

Electronic transmission of SFA documents is the preferred method, and the PDF format is the preferred media for these documents. Scanning of documents should be done in a manner that minimizes file size. To expedite the processing of documents, the recipient should sign the documents prior to sending them to the subrecipient.

- 4) Contractual Relationships: The NSHE institutions which are parties to this agreement shall act as independent contractors. No party shall act as agent for or partner of another for any purpose whatsoever in the absence of prior contractual agreements. The recipient institution has total responsibility for successful performance of a prime agreement, and unless otherwise stipulated in the SFA, shall be the only party to deal directly with the prime sponsor. The recipient institution acts as a sponsoring agency to the subrecipient institution. It shall be understood by the subrecipient that standard references in any general and special provisions to prior approval by the prime sponsor include submission and preliminary approval by the recipient institution. Exceptions to this relationship shall be stipulated in Attachment 2 of the SFA.

SUBSECTION 5: BASIC AGREEMENT GENERAL CONSIDERATIONS

THE PARTIES TO THIS BASIC AGREEMENT agree to develop and negotiate in good faith subagreements that incorporate terms and conditions conforming to the intent of the following general considerations. Any of the following considerations not addressed or superseded by terms and conditions of the prime agreement and passed through to the subagreement shall be automatically incorporated into the subagreement as basic general provisions.

- 1) Rights in Publication: Unless otherwise restricted by the terms of the prime agreement, no agreement shall be entered into between NSHE institutions that restricts or forbids free publication of the results or research or other scholarly activity.
- 2) Intellectual Property Rights: Unless otherwise restricted by the terms of the prime agreement, ownership of intellectual property shall remain with the originating institution in accordance with the intellectual property provisions of the *Board of Regents Handbook*. If originated jointly, the parties agree to negotiate in good faith to establish their respective rights.
- 3) Publicity: Unless otherwise restricted by the terms of the prime agreement, any party desiring to issue any form of publicity in connection with its efforts on a mutual project shall inform the other party before any publicity release and give full consideration to the role and contributions of the other party.
- 4) Title to Permanent Equipment: Unless otherwise restricted by the terms of the prime agreement, title to equipment funded and purchased under a subagreement shall be vested in the subrecipient upon acquisition.
- 5) Termination: Unless otherwise stipulated by the terms of the prime agreement, or specifically stipulated in the subagreement, either party to a subagreement shall have the right to terminate the agreement upon at least 30 days written notice to the other party. All work accomplished through the date of termination shall be delivered to the recipient, and all allowable project reimbursed to the subrecipient.

(Added 6/05; A. 8/07, 9/12)

Section 12. Program & Organizational Unit Proposals

GUIDELINES

Board policy dictates the creation of degrees, majors, programs, departments, or structural organizations must be approved by the Board of Regents. Flexibility is given to the institutions to implement minor changes without Board approval. In cases where there is an absence of

significant programmatic change, minimal impact to other NSHE institutions and clear adherence to approved institutional mission, institutions may seek approval through the Academic Affairs Council. Furthermore, Board policy establishes an accountability system whereby institutions are directed to provide periodic follow-up information on budget estimates and enrollment projections provided through the program proposal process.

Items Requiring Academic Affairs Council Approval Only

1. Primary field of study within an associate of arts and associate of science (AA and AS) if the primary field of study is designed for transfer;
2. Certificates of at least 30 credit hours except for post baccalaureate certificates;
3. Certificates of at least 9 and less than 30 credit hours that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations (all other certificates of less than 30 credit hours, including post baccalaureate certificates, do not require AAC approval);
4. Study abroad programs;
5. Name change to a degree, major or primary field of study that is cosmetic in nature and does not result in a change in curriculum; and
6. Name change to an organizational unit that is cosmetic in nature.
7. Reactivation of a previously approved degree, major or primary field of study that was placed on hold (or deactivated) by the institution for less than five years since the effective date of the deactivation. The institution must provide appropriate written notice to the Board indicating the reactivation of the program. A deactivated program will be considered formally eliminated five years after the effective date of the deactivation.

Items Requiring Board of Regents Approval

The following items must be approved by the Academic Affairs Councils prior to being presented to the Board for approval:

1. Degree, major or primary field of study for baccalaureate, master's, and doctoral level programs (BA, BS, MA, MS, Ph.D, and named degrees);
2. Emphases, major or primary field of study within the bachelor of applied science (BAS);
3. Primary field of study within an associates of arts and associate of science (AA and AS) if the primary field of study is developed for employment in a particular field or is not intended for transfer to a four-year institution;
4. Primary field of study within an associate of applied science (AAS);
5. Emphases, concentration, or options that are converted into a major;
6. Department, school, or college;
7. Organization unit, center, or institute;
8. Name change to a degree, major or primary field of study accompanied by a significant change in curriculum;
9. Name change to a department, school, or college that is the result of a significant reorganization of existing units, consolidation, or change in mission;
10. Name change to an organizational unit, center, or institute that is the result of a significant reorganization of existing units, consolidation, or change in mission;
11. Deletion of any degree, major, primary field of study, department, school or college, center, institute or other structural organization; and

12. Deactivation of a previously approved degree, major or primary field of study that an institution wishes to place on hold.

Items Not Requiring Academic Affairs or Board Approval

1. Emphases, concentrations and/or options within a degree (except for the emphases within a BAS that require Board approval); and
2. Post baccalaureate certificates of any duration.

Inventory of Approved Degrees and Certificates

The Vice Chancellor for Academic and Student Affairs shall maintain an inventory of all degrees and certificates approved by the Academic Affairs Council or the Board of Regents, including certificates that provide preparation necessary to take state, national and/or industry recognized certification or licensing examinations.

DEFINITIONS

Center – an organizational unit focusing primarily on research and scholarly activity where services are typically unrelated to internal administrative operations (for the purposes of new unit proposals this definition is the same as “institute”).

Certificate – an award granted certifying that certain training or educational requirements have been achieved.

College – collection of departments, can include schools, that grant degrees in particular fields (may also be known as a division).

Degree – the award given to graduates based on educational level. The basic levels include associate’s degree, bachelor’s degree, master’s degree, and doctorate. (AA, AS, AAS, BA, BS, BAS, MA, MS, Ph.D).

Department – division of a school or college focused in a particular academic area - reports to a unit other than another department, usually a college.

Diploma Requirements – diplomas can only recognize Board approved degrees and majors. This means that emphases/concentration/options that have not been approved by the Board cannot appear on a diploma. Transcripts, however, may include emphases/concentration/options.

Discipline – a distinct area of study, branch of instruction, or academic field.

Emphasis, Concentration, Option – a specific area or branch of study within a student’s major. For example: a student majoring in Animal Science may choose to pursue an emphasis (i.e. option or concentration) in Equine Sciences or Rangeland Livestock Production.

Institute – an organizational unit focusing primarily on research and scholarly activity where services are typically unrelated to internal administrative operations (this definition is the same as “center” and is intended only to be used for the purposes of new organizational unit proposals, primarily to distinguish between internal administrative “institutes” or “centers” occurring at the community college versus research oriented units occurring at the universities).

Major – the primary field of study within a degree characterizing the body of knowledge gained within a discipline.

Named Degree – the integration of a major title into a degree title. For example, a Master of Science in Nursing (MSN) is a named degree. Academic Affairs Council agreed in December 2004 that named degrees are only permitted in cases where accreditation, professional, or national recognition require it.

New Program Follow-up –Board policy establishes an accountability system whereby institutions are directed to provide periodic follow-up information on cost estimates and enrollment projections provided in the program proposal process (Title 4, Chapter 14, Section 5). Reports must be submitted following the third and fifth year of a program's existence.

Organizational Unit – a department, school, college, division, center, or institute

Primary Field of Study – a term used to describe the equivalent of a major within an associate degree or bachelor of applied science degree

School – generally associated with professional degrees, can be within colleges, depends upon discipline and national context, generally similar to a department but larger and usually has multiple areas representing different academic programs

Study Abroad – formal affiliation or consortium involving students or faculty in another country for educational purposes in which academic credit is granted. Faculty or student exchanges which involve a limited number of people for a period of less than one semester and international arrangements for the purposes of research are excluded from this definition.

Transfer Degrees – the primary basis for admission to upper-division study with full junior status of transfer students for the community colleges to state college or the universities in Nevada are the associate of arts, associate of science, and the associate of business degrees. When the primary field of study in these degrees is dedicated to transfer-related studies, Board approval is not required. In the rare instance when the primary field of study is not transfer-related, Board approval is required.

(Added 6/05; A. 3/06, 8/07, 4/09, 12/10, 9/11, 3/13, 9/14, 12/15)

Section 13. 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. These procedures are established in accordance with Board policy (Title 4, Chapter 16), whereby the Chancellor shall develop procedures concerning the awarding of academic credit and grades, enrollment, scholarships, loans, and other appropriate matters intended to minimize the disruption of studies for a student and the student's spouse and dependents resulting from a call to active duty.

In order to qualify under the provisions of these policies, a student must present official military orders indicating his/her mobilization or activation to the Registrar, Dean of Students, Vice President for Student Life, or other appropriate university/college official. The student will be informed of the procedures to be followed. If, due to time constraints between the time of notification and the time of actual mobilization or activation, the student cannot present his/her orders as required, the parents, guardians, or spouse of the student may do so.

I. Awarding of Academic Credit/Grades

- A. Mobilization or activation during a regular semester or during summer sessions will result in the complete withdrawal of the student from the college or university without penalty and without a punitive grade. Course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis.
- B. Mobilization or activation within the last four weeks of the end of a regular semester (three to six class days for a summer session), will result in the student:
 - 1. Choosing to withdraw from all courses in which the student is officially enrolled. In this case, course fees that have been paid will be refunded 100 percent exclusive of student insurance fees and other non-refundable fees. Room and board payments will be refunded on a pro-rated basis;
 - 2. Requesting, with the concurrence of the faculty of the affected courses in which the student is officially enrolled, to take an incomplete grade in some or all of these courses. Students are cautioned that prolonged absence may affect their ability to complete the coursework required for removal of incomplete grades. The student may choose to withdraw from some courses and request the grade of incomplete (with the course faculty's concurrence), in other courses. This option will result in a refund of that portion of course fees paid for those courses in which the student chooses to withdraw (other non-course fees will not be refunded).⁵ Room and board payments will be refunded on a pro-rated basis;
 - 3. Requesting, with the concurrence of the faculty of the affected courses in which the student is officially enrolled, to receive a final grade in some or all of the student's courses based upon the student's work in the course up to the date of mobilization or activation.⁶ With the concurrence of course faculty, the student may request incomplete grades in some courses, choose to withdraw from some courses, and request final grades based on coursework completed in some courses. This option will result in a refund of that portion of course fees paid for those courses the student chooses to withdraw from (other non-course fees are not refunded).⁷ Room and board payments will be refunded on a pro-rated basis; or

⁵ The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive an incomplete (with concurrence of the faculty member).

⁶ In some courses where the grade is based entirely upon a final exam or final project (e.g. law courses), this option would not be available.

⁷ The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive an incomplete or a final grade (with the concurrence of the faculty member).

4. Requesting, with concurrence of the faculty of the affected courses in which the student is officially enrolled, to take an early final examination in some courses in order that the faculty can determine a final course grade for the student. With the concurrence of course faculty, the student may request to receive a final grade based upon course work prior to the date of mobilization or activation in some courses⁸, request incomplete grades in some courses, choose to withdraw from some courses, and request early final exams in some courses. This option will result in a refund of that portion of course fees paid for those courses in which the student chooses to withdraw from (other non-course fees are not refunded).⁹ Room and board payments will be refunded on a pro-rated basis.

II. Time Limit for Removing Incomplete Grades

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

III. Student Re-enrollment

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

1. For students re-enrolling under circumstances as described above, every reasonable attempt should be made to give preferential enrollment into high demand courses necessary for them to continue their studies with as little interruption as possible. This is particularly necessary for students who are enrolled in curricula that require sequenced courses of study. Limited Entry Program administrators and faculty will strive to accommodate the needs of students on mobilization or activation within the criteria established through accreditation.
2. Time spent on mobilized or active duty should not be counted in determining the institution catalogs under which the student may meet curricular or degree requirements. That is, where an institution allows the student to choose the catalog in effect upon first entering the institution, as long as the student's attendance was continuous, or any subsequent catalog for a given period, the time while on active duty will not be counted. A person who, upon being offered separation from active duty, re-enlists or otherwise voluntarily extends active duty, retains the right of catalog choice only for the period of initial involuntary mobilization or involuntary active duty.
3. The time spent by graduate students on mobilized or active duty will be suspended from the "time-to-completion" requirements of the respective graduate programs.

⁸ In some courses where the grade is based entirely upon a final exam or final project (e.g. law courses), this option would not be available.

⁹ The amount that will not be refunded will be determined by the number of credit hours for which the student chooses to receive an incomplete or a final grade (with the concurrence of the faculty member).

4. If certain courses required in a student's curriculum are no longer taught at the time of re-enrollment, the institution shall make reasonable accommodations with substitute courses, independent study or other appropriate options.
5. In instances of substantial curriculum change during the period of mobilization or activation, the student's academic dean or department chair may work with the student and prescribe a special curriculum, not necessarily following any given catalog, which will assure proper preparation of the student for his/her respective profession.
6. If a student's curriculum no longer exists at the time of re-enrollment, the institution shall reasonably assist the student in changing to a new curriculum or transferring to an institution where the desired curriculum is available.

IV. Scholarships

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

V. Books

Since course textbooks change regularly, students who are mobilized or activated are strongly urged to sell those course textbooks they do not intend to keep for their personal collection at the time they leave the college or university. Colleges and universities should facilitate the purchase of these textbooks by the campus bookstore vendors.

VI. Student Grants and Loans

- A. If students who have received grants or loans for attending a college or university are mobilized or activated before the end of the semester, any course fees and other fees refunds, as well as room and board refunds, may have to be returned to the granting agency or applied toward retirement of the loan. Students should consult with the Financial Aid Officer of the college or university they are attending in order to obtain clarification and/or further information on this matter.
- B. If students on grants/loans are mobilized or activated early in the academic term, before they receive their grant/loan checks, they should be aware that when received, their grant/loan check may have to be returned to the grantor or lender and, therefore, may not be applied to their college/university debts. Hence, students so affected may find that they owe some debts to the college or university (e.g., room and board expenses) when they return from active service and may be required to satisfy these debts before being allowed to re-enroll. Students should consult the Financial Aid Office of the college or university for clarification.

VII. Spouses and Dependents of Mobilized or Activated Students

Insurance Coverage

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

Housing

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

Enrolled Dependents

Institutions should inaugurate policies to assist negatively impacted students who are the dependents of spouses, parents, and guardians who are mobilized or activated.
(Added 11/06; A. 8/07)

Section 14. Student Directory Information – Non-Disclosure Statement

The following statement must appear in boldface type in a box on the form used by students for requesting non-disclosure of student directory information:

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

(1) The right to inspect and review the student's education records within 45 days of the day the institution receives a request for access.

A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The institution official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the institution official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

(2) The right to request the amendment of the student's education records that the student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

A student who wishes to ask the institution to amend a record should write the institution official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If the institution decides not to amend the record as requested, the institution will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

(3) The right to provide written consent before the institution discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

The institution discloses education records without a student's prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the institution in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the institution has contracted as its agent to provide a service instead of using institutional employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Regents; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the institution.

Upon request, the institution also discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The Nevada System of Higher Education has designated the following information as directory information:

- a. Name;
- b. Participation in officially recognized activities and sports;
- c. Address;
- d. Telephone number;
- e. Weight and height of members of athletic teams;
- f. E-mail address;
- g. Degrees, honors, and awards received;
- h. Major field of study;
- i. College;
- j. Dates of attendance;
- k. Date of graduation;
- l. Undergraduate or graduate status;
- m. Most recent educational agency or institution attended; and
- n. Enrollment status (full-time or part-time).

Students have the right to refuse to let NSHE designate this information as directory information and have until the end of the first six weeks of the fall or spring semester to submit a request for non-disclosure of the above items. A request for non-disclosure submitted at one NSHE institution will apply to all NSHE institutions.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by the institution to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education

(Added 6/09)

Section 15. Audits of Residency Determinations

Institutions shall determine procedures to ensure that residency determinations are accurate on the basis of information reported on the application for admission pursuant to Board policy. If documentation is not required for each student during the admission process, every fall and spring the institution shall conduct random audits by selecting at least 10 percent of the matriculated applicant population and collecting the appropriate documentation from each student confirming residency status as originally reported on the student's application for admission.

(Added 6/10; A. 1/15)

Section 16. Audits of Community College Admissions

Institutions shall determine procedures to ensure that high school graduation documentation is accurate on the basis of information reported on the application for admission pursuant to Board policy. If documentation is not required for each student during the admission process, every fall and spring the institution shall conduct random audits by selecting at least 10 percent of the matriculated applicant population and collecting the appropriate documentation from each student confirming graduation status as originally reported on the student's application for admission.

(Added 6/12; A. 1/15)

Section 17. Residency Determinations: Nonimmigrant Aliens – Visa Classifications

Under Title 4, Chapter 15, of the *Handbook*, an alien who has become a Nevada resident by establishing bona fide residence in Nevada and who is a nonimmigrant alien admitted to the U.S. with a visa classification under which the holder is eligible to establish domicile in the U.S. may be classified or reclassified as a resident student for tuition purposes if supported by clear and convincing evidence.

The chart below sets forth the visa classifications under which the holder is eligible to establish domicile in the U.S. pursuant to federal law, including but not limited to INA Section 101(a)(15) and 8 CFR 214.2 through 8 CFR 214.15. A student holding an eligible visa must still meet the requirements under subsection 9 of Title 4, Chapter 15, Section 4 to be deemed or reclassified as a resident student for tuition purposes. All nonimmigrant visas must be verified via visa stamp in the applicant's passport or on an I-94 Card. It is not possible to include every nuance of the immigration process in this section. For the domicile eligibility status of any other alien classification, visa, or documentation not covered by this section, contact the System Office for guidance.

Visa Type	Eligibility Status for Consideration for Reclassification	Description
Foreign Government Officials		
A-1	Eligible	Ambassador, public minister, career, diplomatic or consular officer who has been accredited by a foreign government recognized de jure by the United States and who is accepted by the President or by the Secretary of State, and the members of the alien's immediate family.
A-2	Eligible	Other foreign government officials or employees who have been accredited by a foreign government recognized de jure by the United States, who are accepted by the Secretary of State, and members of their immediate family.
A-3	Eligible	Attendants, servants, or personal employees of A-1 and A-2, and members of their immediate family.
Visitors		
B-1 B-2	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning and who is visiting the United States temporarily for business or temporarily for pleasure.
Aliens in Transit		
C-1 C-1D C-2 C-3 C-4	Ineligible	An alien in immediate and continuous transit through the United States, or an alien who qualifies as a person entitled to pass in transit to and from the United Nations Headquarters District and foreign countries.
Crewmen		
D-1 D-2	Ineligible	An alien crewman serving in good faith as such in a capacity required for normal operation and service on board a vessel, or aircraft, who intends to enter temporarily and solely in pursuit of the alien's calling as a crewman and to depart from the United States with the vessel or aircraft on which the alien arrived or some other vessel or aircraft.
Treaty Traders and Treaty Investors		
E-1 E-2	Eligible	An alien entitled to enter the United States under and in pursuance of the provisions of a treaty of commerce and navigation between the United States and the foreign state of which the alien is a national, and the spouse and children of any such alien if accompanying or following the alien.
E-3	Eligible	An alien entitled to enter the United States solely to perform services in a specialty occupation in the United States if the alien is a national of the Commonwealth of Australia.
Academic Students		
F-1	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning, who is a bona fide student qualified to pursue a full course of study and who seeks to enter the United States temporarily and solely for the purpose of pursuing such a course of study at an established college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program in the United States.
F-2	Ineligible	The alien spouse and minor children of any F-1 alien.

Visa Type	Eligibility Status for Consideration for Reclassification	Description
F-3	Ineligible	Academic students who are Canadian or Mexican citizens, who commute across the border to study full-time or part-time in the United States.
Foreign Government Officials to International Organizations		
G-1	Eligible	A designated principal resident representative of a foreign government recognized de jure by the United States, which foreign government is a member of an international organization under the International Organizations Immunities Act (59 Stat. 669) 22 U.S.C. 288, note, accredited resident members of the staff of such representatives, and members of the individual's or their immediate family.
G-2	Eligible	Other accredited representatives of such a foreign government to such international organizations, and the members of their immediate family.
G-3	Eligible	An alien able to qualify under G-1 or G-2 above except for the fact that the government of which such alien is an accredited representative is not recognized de jure by the United States, or that the government of which the alien is an accredited representative is not a member of such international organization, and the members of the alien's immediate family.
G-4	Eligible	Officers, or employees of such international organizations, and the members of their immediate family.
G-5	Eligible	Attendants, servants, and personal employees of any such representative, officer, or employee, and the members of the immediate families of such attendants, servants, and personal employees.
Temporary Workers		
H-1B	Eligible	An alien who is coming temporarily to the United States to perform services in a specialty occupation or other qualifying occupation.
H-1C	Eligible	Nurses going to work for up to three years in health professional shortage areas.
H-2A	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is coming temporarily to the United States to perform agricultural labor or services.
H-2B	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is coming temporarily to the United States to perform other temporary service or labor.
H-3	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is coming temporarily to the United States as a trainee.
H-4	Eligible	The alien spouse or minor child of an H-1B or H-1C visa holder.
H-4	Ineligible	Spouse or child of H-2A, H-2B, or H-3 alien.
Foreign Media Representatives		
I	Eligible	An alien who is a bona fide representative of foreign press, radio, film, or other foreign information media, who seeks to enter the United States solely to engage in such vocation. The spouse and children of such a representative if accompanying or following to join the alien.
Exchange Visitors		

Visa Type	Eligibility Status for Consideration for Reclassification	Description
J-1	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is a bona fide student, scholar, trainee, teacher, professor, research assistant, specialist, or leader in a field of specialized knowledge or skill, or other person of similar description, who is coming temporarily to the United States as a participant in an approved program for the purpose of teaching, instructing or lecturing, studying, observing, conducting research, consulting, demonstrating special skills, or receiving training.
J-2	Ineligible	The spouse or minor child of any such alien if accompanying the alien or following to join the alien.
Fiancé(e) or Spouse of U.S. Citizen		
K-1	Eligible	The fiancée or fiancé of a citizen of the United States and who seeks to enter the United States solely to conclude a valid marriage with the petitioner within ninety (90) days after admission.
K-2	Eligible	The minor child of a K-1 visa holder who is accompanying, or following to join, the alien.
K-3	Eligible	An alien spouse of a citizen who is the beneficiary of a petition to accord immigrant status and seeks to enter the United States to await the approval of such petition.
K-4	Eligible	The minor child of a K-3 visa holder who is accompanying, or following to join, the alien.
Intracompany Transferee		
L-1A L-1B	Eligible	Subject to section 214(c)(2), an alien who, within 3 years preceding the time of the alien's application for admission into the United States, has been employed continuously for one year by a firm or corporation or other legal entity or an affiliate or subsidiary thereof and who seeks to enter the United States temporarily in order to continue to render the alien's services to the same employer or a subsidiary or affiliate thereof in a capacity that is managerial, executive, or involves specialized knowledge.
L-2	Eligible	The alien spouse and minor children of L-1A or L-1B if accompanying the alien or following to join the alien.
Vocational and Language Students		
M-1	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who seeks to enter the United States temporarily and solely for the purpose of pursuing a full course of study at an established vocational or other recognized nonacademic institution.
M-2	Ineligible	An alien spouse or minor child of an M-1 visa holder accompanying or following to join the alien.
M-3	Ineligible	An alien who is a national of Canada or Mexico, who maintains actual residence and place of abode in the country of nationality, who is described in M-1 above except that the alien's course of study may be full- or part-time, and who commutes to the United States institution or place of study from Canada or Mexico.
Certain Parents and Children of Special Immigrants		
N-8	Eligible	An alien parent of certain officers and employees of international organizations (G visa holders) who have been accorded special immigrant status under INA Section 101(a)(27)(I) or (L).

Visa Type	Eligibility Status for Consideration for Reclassification	Description
N-9	Eligible	An alien child of certain officers and employees of international organizations (G visa holders) who have been accorded special immigrant status under section 101(a)(27)(I) or (L).
North Atlantic Treaty Organization (NATO)		
NATO 1	Eligible	Principal Permanent Representative of Member State to NATO and resident members of official staff or immediate family.
NATO 2	Eligible	Other representatives of member State; Dependents of Member of a Force entering in accordance with the provisions of NATO Status-of-Forces agreement; Members of such a Force if issued visas.
NATO 3	Eligible	Official clerical staff accompanying Representative of Member State to NATO or immediate family.
NATO 4	Eligible	Official of NATO other than those qualified as NATO-1 and immediate family.
NATO 5	Eligible	Expert other than NATO officials qualified under NATO-4, employed on behalf of NATO and immediate family.
NATO 6	Eligible	Member of civilian component who is either accompanying a Force entering in accordance with the provisions of the NATO Status-of-Forces agreement or attached to an Allied headquarters under the protocol of the Status of International Military headquarters set up pursuant to the North Atlantic Treaty; and their dependents. These persons are eligible for special immigrant status that allows them to adjust to permanent resident. This implied dual intent provides eligibility for domicile review.
NATO 7	Eligible	Servant or personal employee of NATO-1, NATO-2, NATO-3, NATO-4, NATO-5, NATO-6, or immediate family.
Workers with Extraordinary Abilities		
O-1	Eligible	An alien with extraordinary ability in the sciences, arts, education, business, or athletics which has been demonstrated by sustained national or international acclaim who seeks to enter the United States to continue work in the area of extraordinary ability.
O-2	Ineligible	An alien who seeks to enter the United States temporarily and solely for the purpose of accompanying and assisting in the artistic or athletic performances by an O-1 visa holder.
O-3	Eligible	The alien spouse or child of an O-1 visa holder accompanying or following to join the alien.
O-3	Ineligible	The alien spouse or child of an O-2 visa holder accompanying or following to join the alien.
Athletes and Entertainers		
P-1	Eligible	An alien who seeks to enter the United States to perform as an internationally recognized athlete or a member of an entertainment group or athletic team that is internationally recognized as being outstanding in the discipline for a sustained and substantial period of time. These persons may be eligible to adjust to permanent resident. This implied dual intent provides eligibility for domicile review.
P-2	Eligible	An alien who seeks to enter the United States temporarily and solely for the purpose of performing as such an artist or entertainer or with such a group under a reciprocal exchange program. These persons may be eligible to adjust to permanent resident. This implied dual intent provides eligibility for domicile review.

Visa Type	Eligibility Status for Consideration for Reclassification	Description
P-3	Eligible	An alien who seeks to enter the United States temporarily and solely to perform, teach, or coach as such as artist or entertainer or with such a group under a commercial program that is culturally unique. These persons may be eligible to adjust to permanent resident. This implied dual intent provides eligibility for domicile review.
P-4	Eligible	The alien spouse or child of a P-1, P-2, or P-3 visa holder who is accompanying or following to join the alien. These persons may be eligible to adjust to permanent resident. This implied dual intent provides eligibility for domicile review.
International Cultural Exchange Visitors		
Q-1	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is coming temporarily (for a period not to exceed 15 months) to the United States as a participant in an international cultural exchange program approved by the Secretary of Homeland Security for the purpose of providing practical training, employment, and the sharing of the history, culture, and traditions of the country of the alien's nationality and who will be employed under the same wages and working conditions as domestic workers.
Q-2	Ineligible	An alien having a residence in a foreign country which the alien has no intention of abandoning who is an alien citizen of the United Kingdom or the Republic of Ireland, 21 to 35 years of age, unemployed for not less than 12 months, and having a residence for not less than 18 months in Northern Ireland, or the counties of Louth, Monaghan, Cavan, Leitrim, Sligo, and Donegal within the Republic of Ireland, which the alien has no intention of abandoning who is coming temporarily (for a period not to exceed 24 months) to the United States as a participant in a cultural and training program approved by the Secretary of State and the Secretary of Homeland Security under section 2(a) of the Irish Peace Process Cultural and Training Program Act of 1998 for the purpose of providing practical training, employment, and the experience of coexistence and conflict resolution in a diverse society.
Q-3	Ineligible	The alien spouse or minor child of a Q-1 or Q-2 visa holder who is accompanying or following to join the alien.
Religious Workers		
R-1	Eligible	An alien who for the two years immediately preceding the time of application for admission, has been a member of a religious denomination having a bona fide nonprofit, religious organization in the United States.
R-2	Eligible	The alien spouse or child of the R-1 alien if accompanying or following to join the alien.

Visa Type	Eligibility Status for Consideration for Reclassification	Description
Witness or Informant		
S-5	Eligible	Person in possession of critical reliable information concerning a criminal organization or enterprise who is willing to supply or has supplied such information to federal or state law enforcement authorities or court and whose presence in the United States the Attorney General determines is essential to the success of an authorized criminal investigation or prosecution.
S-6	Eligible	Persons who both the Secretary of State and the Attorney General jointly determine: a. is in possession of critical reliable information concerning a terrorist organization, enterprise or operation; b. is willing or has supplied such information to federal law enforcement authorities or federal court; c. will be or has been placed in danger as a result of providing such information; and d. is eligible to receive an award under 22 U.S.C. §2708(a).
S-7	Eligible	Qualified Family Member of S-5 or S-6: Spouse, married and unmarried sons and daughters, and parents of witnesses and informants
Victims of a Severe Form of Trafficking in Persons		
T-1	Eligible	An alien who is or has been a victim of a severe form of trafficking in persons.
T-2	Eligible	An alien spouse of a T-1 visa holder.
T-3	Eligible	Child of a T- 1 visa holder
T-4	Eligible	Parent of a T-1 visa holder (if the child is under 21 years of age)
T-5	Eligible	Unmarried sibling of a T-1 visa holder under the age of 18
North American Free Trade Agreement (NAFTA)		
TN-1	Ineligible	A Canadian or Mexican alien who seeks temporary entry into the United States to work in a TN-designated occupation. The alien must satisfy the inspecting immigration officer that the proposed stay is temporary.
TD	Ineligible	The alien spouse or minor child of a TN visa holder who seeks to enter to accompany or follow to join the alien.
Transit Without Visa		
TWOV	Ineligible	Passenger of ship, airplane, or other vessel entering US port.
TWOV	Ineligible	Crew of ship, airplane, or other vessel entering US port.
Victims of Certain Crimes		
U-1	Eligible	An alien who has suffered substantial physical or mental abuse as a result of having been a victim of criminal activity; or possesses information about criminal activity, or has been/could be helpful to law enforcement officials.
U-2	Eligible	The alien spouse of the U-1 visa holder accompanying or following to join the alien.
U-3	Eligible	Child of a U-1 visa holder
U-4	Eligible	Parent of a U-1 visa holder who is under 21 years of age
U-5	Eligible	Unmarried sibling of a U-1 visa holder under the age of 18
Visa Waiver Program		
VWP	Ineligible	Due to reciprocity agreements, the United States allows citizens from some countries to enter the country for business or pleasure without a visa. (e.g. Canada, Sweden, and others).

Visa Type	Eligibility Status for Consideration for Reclassification	Description
Certain Second Preference Beneficiaries (Dept. of State: The New K and V Visas)		
V-1	Eligible	Spouse of a Legal Permanent Resident (LPR) who is the principal beneficiary of a family-based petition (Form I-130) which was filed prior to December 21, 2000, and has been pending for at least three years.
V-2	Eligible	Child of an LPR who is the principal beneficiary of a family-based visa petition (Form I-130) that was filed prior to December 21, 2000, and has been pending for at least three years.
V-3	Eligible	The derivative child of a V-1 or V-2.

(Added 3/14, A. 12/14)

Section 18. Common Course Numbering: General Guidelines

1. Except as otherwise provided, common course numbering identifies equivalent NSHE courses and labels them with the same course prefix, number, title, and credits. Common courses are defined as those that have the same course prefix and number and have comparable content with essentially common expectations regarding student performance upon completion of the course. In limited circumstances, common courses may have a variable number of credits assigned, including but not limited to internships and labs.
2. A transferring student will not be required to retake a successfully completed common course unless a higher standard for performance in the course is a published degree requirement.
3. Common course numbers will not require faculty to change or standardize their course to be equivalent with another institution's beyond the requirement for 80 percent content nor will it impact course delivery methods.
4. If an institution develops a course that is already common course numbered, its content must be 80 percent common to the existing course.
5. All undergraduate courses must be common course numbered or receive a unique course number. Courses that are not assigned a common course number will be considered "unique" courses. If a course is unique, the institution offering the course assigns the course prefix, number, title, credits, and description.
6. All courses must have a generic course description that will be part of the review in determining whether or not a course is common or unique. Institutions may develop a course description that varies from the generic description, but the description must not differ significantly in substance from the generic description.
7. All prefixes should be between two and four letters. The department name and prefix need not be the same (e.g. the department of Philosophical and Regional Studies [PRS] may offer courses with prefixes such as HIST, ECON, PHIL, etc.). To ensure the prefixes utilized throughout NSHE are appropriate, any new prefixes must be reviewed and approved by System Administration, Department of Academic and Student Affairs prior to an institution utilizing the prefix or initiating the common course numbering notification process under Section 19 of this chapter.
8. Common courses shall be appropriately numbered as upper or lower division and will be assigned a common course prefix, number, title, and credits.
9. A cross-listed course is a course offered under more than one departmental heading, typically with a different prefix and the same course number (e.g. PSC 255 and WMST 255 – The American Women's Movement). For purposes of the common course numbering system, the title, credits, and content for a cross-listed course must be the same as the original course in the common course numbering system. If an institution approves a cross-listed course, the institution must retain the original course in its catalog.

(Added 12/16)

Section 19. Common Course Numbering: Assignment of Prefix, Number and Title

1. In order for a course to be assigned a common or unique course number, all institutions that offer the discipline in which the proposed course resides must agree that at least 80 percent of the content of the proposed course is common. Every institution must be contacted via email to review the content of the proposed course. The syllabus or similar course document in which the course content can be evaluated must be attached to the notification email. To facilitate a response within the deadlines outlined under subsection 4 of this section, the notification email should not be sent out if the 10-day response window falls within the break period between terms.
2. The applicable common course numbering form developed by the Department of Academic and Student Affairs must be completed for all additions, changes and deletions of undergraduate courses. In addition, the applicable form must be completed for any changes to existing course prefixes, numbers, titles or credits.
 - a. Every institution must be contacted to review the course. The point of contact for course review must be the academic administrator over the discipline or the registrar or institutional designee if there is no academic administrator. In circulating the form for review, it will be determined if the course is common or unique, and a title and number will be agreed upon for inclusion on the form.
 - b. The course information provided by the originating institution for review must include a copy of the syllabus or course outline and a course description.
 - c. The originating institution will submit the completed form, the course syllabus or course outline, and a copy of the notification email along with all responses to System Administration, Department of Academic and Student Affairs.
 - d. If a common course prefix, number, title, or credits cannot be agreed upon, the course will be reviewed by the appropriate System-Wide Discipline Committee. If the System-Wide Discipline Committee does not reach agreement, the course will be referred for review to the Common Course Numbering Committee. If agreement is not reached through the Common Course Numbering Committee, the matter will be referred to the Academic Affairs Council for resolution.
3. The Department of Academic and Student Affairs shall:
 - a. Develop and maintain a common course numbering form for additions, changes and deletions.
 - b. Maintain a common course numbering master file that will include all NSHE undergraduate courses, both common and unique.
 - c. Review common course numbering form submissions to determine if all criteria have been met.
 - i. If all criteria have not been met, the contact person for the originating institution must be notified within 14 business days.

- ii. If all criteria have been met, the contact person listed on the form for each institution must be notified within 14 business days and the common course numbering file must be updated. If the contact person is not the registrar, the Department will also notify the registrar at the institution and any other designee for whom the institution has requested notification.

4. Institutions shall:

- a. Establish procedures reviewing new courses; proposed changes to courses, course number, prefix, or credits; and proposed deletion of courses, and for participation in the common course numbering system-wide review process.
- b. Respond within 10 business days to a notification received from another institution regarding proposed additions, changes or deletions to common course numbering. If a response is not received from an institution within 10 business days of submitting a request, it will be assumed that the response is affirmative. The 10 business day response window is not applicable during break periods between terms (May 15 through August 15 and December 15 through January 20). If the 10 business day response window falls after May 15 or December 15, the response time will be extended until 10 business days after August 15 or January 20, as applicable.
- c. Not include any additions or changes to undergraduate course prefixes, numbers, titles, and/or credits in class schedules or catalogs until written approval is received from the NSHE Department of Academic and Student Affairs.

5. System-Wide Common Course Numbering Committee and Discipline Committees

Each institution must appoint one representative to the Common Course Numbering Committee to oversee the common course numbering system. The Vice Chancellor for Academic Affairs is a member of, and serves as chair of, the Committee.

As required, System-Wide Discipline Committees will be established that include institutional representatives of the disciplines. The System-Wide Discipline Committees must review the course offerings within their respective disciplines system-wide periodically or at least once every 10 years to determine common versus unique courses and make the appropriate changes to ensure that students are able to readily transfer from one institution to another. In addition to any scheduled review, an institution may request a System-Wide Discipline Committee at any time.

The NSHE Department of Academic and Student Affairs shall provide staff assistance to the Common Course Numbering Committee and the System-Wide Discipline Committees.

(Added 12/16)