

PROCEDURES AND GUIDELINES MANUAL

- b. Teacher education courses included in enrollment counts must be requirements for an associate or baccalaureate degree (in the CIP 13 series). A record of educational intent or declaration of major must be auditable and stored within the student information system. Summer teacher preparation FTE will be added to the subsequent fall semester for the purpose of the AAFTE calculation.
- c. Resident student credit hours from undergraduate teacher preparation will be included in the student credit hour totals for the purpose of the funding formula.
- d. The official enrollment reporting date for summer teacher preparation enrollment will be an end-of-semester count occurring no later than August 31. Institutions must submit their enrollment to the Chancellor's Office no later than September 15.

7.

- a. Enrollments in fall courses with an end date occurring after December 31 will be recorded in the following spring.
- b. Enrollments in fall 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.
- c. Enrollments in spring courses ending after June 10 and prior to the start date of the fall semester will be considered late term spring courses.

8.

The following equations must be utilized when calculating state-supported FTE:

- a. Undergraduate level FTE - semester student credit hours generated in undergraduate level courses (course numbers 000 to 499) --

The Nevada System of Higher Education collects information on gender identity and sexual orientation as required by NRS 239B for aggregated reporting purposes. In addition, pronouns are collected to better serve our students and employees. These lists are not inclusive of all identities yet will allow for increased demographic data for NSHE and the State of Nevada. According to NRS 233.010, sex, gender identity, gender expression and sexual orientation are protected classes in the State of Nevada.

(Added 3/22; A. 9/22)

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
- Middle Eastern or North African
- 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. Admission and employment applications may include definitions for each racial category as defined by the U.S. Department of Education. The Middle Eastern or North African category is included to meet the requirements of NRS 239B. This does not preclude an institution from collecting additional information.

(Added 3/08; A. 12/08, 11/23)

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;

- a. An institution may update a student's birth date with at least one of the following documents:
 - i. Valid s

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)

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)

A. Board policy provides for “selected niche baccalaureate degrees” at community colleges.

The proposal development and review process for the offering of potential baccalaureate degrees, excluding a Bachelor of Applied Science degree, at NSHE LjEMC

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Community colleges interested in implementing new four

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.

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)

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 s (o9bl)2.6 (i)2.6 (c (-)-5.9

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

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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.

Each participating institution agrees to designate administrative, financial, and programmatic points of contact for each subaward (c)-2 (on)10.6 amgrut.

3. Sub

3. 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/PGA/fdp/PGA_063626 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.

4. 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 the08 671.4 2g.6 natr shall(e)12.6e entreatnihall.

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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, 6/17)

Board policy dictates the creation of degrees, majors, programs, or organizational units 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

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.

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").

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

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

– the award given to graduates based on educational level. .6 7h2 0 8-6 (t)u93.5 (s)-2 (t)-6.6 (he

– a recognition of the mastery of a skill awarded for the demonstration of a specific competency and may be in the form of a badge, digital badge or a notation on the student's transcript. Examples of skills or the mastery of knowledge appropriate for a micro-credential include, but are not limited to, Microsoft Excel, Microsoft Word or similar.

– 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.

–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.

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

– a term used to describe the equivalent of a major within an associate degree or bachelor of appli02 o02 /TT2 1 Tf-0.0BDC -t bac.7 e-d(o)1a /P AMC-t bd 2 Tc 0.007 Tw 1.109 08twd

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 com
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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 courses⁷, 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).⁸ 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

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.
4. If certain courses required in a student’s curriculum are no longer taught at the time of re-

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 la48 Tw Tf2[pos-)e (ex)-2 (c)-2 ndm (t)4.2 un (i)2.6 (t)-6.6 (upe)10.6 (r)-6 (s)-2 ((en pos-upeational pos-ud(a)10.5 ci

| Foreign Government Officials | | |
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| 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 | | |

| 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. |
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Ineligible

| Vocational and Language Students | | |
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| 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). |
| 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 u71.9 (i)6.1 |

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|-----|------------|--|
| 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 | |

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

Q-2

Ineligible

| 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 | | |
| TWO V | Ineligible | Passenger of ship, airplane, or other vessel entering US port. |
| TWO V | 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). |
| 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)

Board policy (Title 4, Chapter 14) provides for the oversight of the NSHE Common Course Numbering system by the Articulation Coordinating Committee. Common course numbering identifies equivalent NSHE courses and labels them with the same course prefix, number, title, and credits.

1. 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.
2. If an institution develops a course that is already common course numbered, its content must be 80 percent common to the existing course.
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. 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.
5. 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.

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Cross-listed Course – 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).

Numbering, Prefix, and Title

As provided in Board Policy (Title 4, Chapter 14), the Office of the Chancellor shall maintain an

3. 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

NSHE institutions offering concurrent and dual enrollment programs shall adhere to the faculty requirements of the Northwest Commission on Colleges and Universities (NWCCU), including for high school instructors of concurrent enrollment courses. Consistent with NWCCU policy, high school instructors teaching concurrent enrollment courses shall meet the institution's required minimum qualifications for instructors teaching college-level courses.
(Added 7/23)