

## 2016-2017 Catalog Addendum

### **School of Liberal Arts and Sciences**

Updates have been made to the Allied Health Science, BAS, Communication, BA, and Engineering Technology with Telecommunication Option, BAS degrees.

### **Admissions Information**

Updates have been made to the Credit Evaluation section.

# SCHOOL OF LIBERAL ARTS AND SCIENCES

Select one of the degrees:

- Allied Health Sciences, BAS (p.2)
- Communication, BA (p.4)
- Engineering Technology with Telecommunications Option BAS (p.5)

## Allied Health Sciences BAS

*Approval from Northwest Commission on Colleges and Universities was given on October 2016.*

### Mission Statement

The Bachelor of Applied Science (BAS) degree in Allied Health Sciences (HS) provides a baccalaureate pathway for students who have earned select two-year Associate of Applied Science (AAS) degrees. This new flexible and affordable 3+1 degree program is a partnership between Nevada State College and the College of Southern Nevada (CSN). Students complete an approved AAS degree and a Certificate of Health Science at CSN during their first three years; they then transfer to NSC for their senior year to earn the BAS-Allied Health Sciences. The coursework at NSC focuses on interpersonal and written communications, leadership, and the social and cultural contexts of health care.

### Admissions Requirement

The BAS-Allied Health Sciences major is open to students who complete one of the following AAS degrees at CSN: Diagnostic Medical Sonography, Health Information Technology, Ophthalmic Technology, Physical Therapist Assistant, or Radiation Technology.

### Learning Outcomes

Upon completion of the BAS-Allied Health Sciences degree, successful students will be able to:

- Demonstrate proficiency in a specific health science field (medical sonography, ophthalmology, health information technology, physical therapy assistant, or radiation therapy technology).
- Explain how to integrate leadership/management and interpersonal communication skills into the workplace.
- Identify socio-cultural and psychological factors that affect the successful delivery of health care.

• Explain why employability skills such as communications, teamwork, critical thinking, problem solving, and other "soft skills" are vitally important in the workplace.

• Complete Requirements for Health Science Certificate of Completion

Students will complete 32-34 credits beyond the AAS in order to meet the requirements for the Certificate of Completion in Health Science offered at the College of Southern Nevada.

- BIOL 189
- BIOL 223
- BIOL 224
- HIT 117B or HIT 118B

• Other courses as needed to fulfill core curriculum requirements; see an advisor to select courses.

### Curriculum

#### Completion of an AAS in an Eligible Field

Students must complete an AAS in one of the following fields:

- Diagnostic Medical Sonography
- Health Information Technology
- Ophthalmic Technology
- Physical Therapist Assistant
- Radiation Therapy Technology
- Surgical Technology

#### English (3-8 credits)

Refer to the English section of the Core Curriculum

#### Study and Technology Skills (0-2 credits)

Refer to the Study and Technology Skills section of the Core Curriculum

#### Mathematics (3 credits)

Refer to the Mathematics section of the Core Curriculum.

**Natural Sciences (8 credits)**

Refer to the Natural Sciences Core Curriculum page for information on how to fulfill this requirement.

Note: For students in the B.A.S. Allied Health Sciences program, BIOL 223 will also be accepted as a Natural Sciences Core lab course.

**Social Sciences (3 credits)**

Refer to the Social Sciences section of the Core Curriculum.

For BAS-Allied Health Sciences majors who completed CSN's Physical Therapist Assistant AAS program, PT 122 will also be accepted as a Social Science Core course.

**Fine Arts (3 credits)**

Refer the Fine Arts section of the Core Curriculum

**Humanities (6 credits)**

Refer to the Humanities section of the Core Curriculum

**Constitution (3-6 credits)**

Refer to the Constitution section of the Core Curriculum

**Cultural Diversity (3 credits)**

Refer to the Cultural Diversity section of the Core Curriculum

**Additional Health Science Courses (5 credits)**

*These courses are required as part of the CSN's Health Sciences Certificate of Completion program.*

BIOL 224	Human Anatomy & Physiology II	4.00
	HIT 117B	1.00

**Allied Health Sciences Core Curriculum (21 credits)****Required Courses (9 credits)**

ENG 407A	Fundamentals of Business Writing	3.00
PSY 450	Industrial & Organizational Psychology	3.00
PSY 470	Health Psychology	3.00

**Choose three of the following (9 credits):**

COM 315	Small Group Communication	3.00
COM 404	Principles of Persuasion	3.00
COM 412	Intercultural Communication	3.00
COM 434	Conflict Management and Negotiation	3.00
COM 464	Leadership: A Communication Perspective	3.00
PSC 461	Executive Leadership	3.00

**Pick one of the following:**

COU 300	Introduction to Human Services and Counseling	3.00
SOC 466	Sociology of Medicine	3.00
SOC 484	Sociology of Death and Dying	3.00

**Upper Division Electives**

Upper division electives as needed to fulfill residency requirement of 30 upper-division credits taken at NSC.

**Summary of credits for the Bachelor of Applied Science in Health Science**

AAS Degree	61-62
College Core Curriculum	33-40
Additional Health Science Courses	5
Major Core Requirements	21
Upper-Division Elective	At least 3 credits
<b>Total Credits</b>	<b>126</b>

## Communication B.A.

*Approval from Northwest Commission on Colleges and Universities was given on October 2016.*

### Mission Statement

The Bachelors of Arts in Communication degree program offers students a thorough overview of the major theories and sub-fields that make up the study of communication. It is designed to both: 1) guide students in the scholarly study of the evolution, role, and practice of communication in society; and 2) empower students to bolster their interpersonal, intercultural, and rhetorical communication competencies.

### Learning Outcomes

Students who work toward a B.A. in Communication will:

1. Develop a sophisticated understanding of the evolution, various types/contexts, and theories of human communication;
2. Become capable public presenters both individually and collaboratively;
3. Learn the value of and techniques for communicating successfully in the work world;
4. Become more critically vigilant media consumers;
5. Become adept interpersonal and intercultural communicators;
6. Learn to become effective team players and be frequent given opportunities to experience collaborative success.

### Curriculum

#### College Core Curriculum (31-44 credits)

#### English (3-8 credits)

Refer to the English section of the Core Curriculum

#### Study and Technology Skills (0-2 credits)

Refer to the Study and Technology Skills section of the Core Curriculum

#### Mathematics (3-5 credits)

Refer to the Mathematics section of the Core Curriculum

#### Natural Sciences (7-8 credits)

Refer to the Natural Sciences section of the Core Curriculum

#### Social Sciences (3 credits)

Refer to the Social Science of the Core Curriculum. *Students may not count COM 216 toward their Social Sciences core requirement.*

#### Fine Arts (3 credits)

Refer the Fine Arts section of the Core Curriculum

#### Humanities (6 credits)

Refer to the Humanities section of the Core Curriculum.

*Students may not count COM 101 towards their Humanities Core requirement.*

#### Constitution (3-6 credits)

Refer to the Constitution section of the Core Curriculum

#### Cultural Diversity (3 credits)

Refer to the Cultural Diversity section of the Core Curriculum

### Major Requirements

#### Introductory Courses (6 Credits)

COM 101	Oral Communication	3.00
COM 216	Survey of Communication Studies	3.00

#### COM Electives (12 credits)

*Students must complete 12 credits of COM electives.*

*Select from the following:*

COM 102	Introduction to Interpersonal Communication	3.00
COM 110	Power, Culture, and Society	3.00

COM 212	Introduction to Communication Research	3.00
COM 221	Social Media	3.00
COM 400	Human Communication Theory	3.00
COM 412	Intercultural Communication	3.00

**COM Electives (9 credits)**

Students must complete an additional 9 credits of COM electives. Any COM courses except COM 101 and COM 110 may be used as electives as long as the course is not already used to fulfill another degree requirement.

**Concentrations (12 credits)**

Students select one of the following concentrations:

- Public Relations
- Media Studies

**Public Relations Concentration (12 Credits)**

COM 261	Introduction to Public Relations	3.00
COM 375	Public Relations Writing	3.00
COM 463	Case Studies in Public Relations	3.00
COM 492	Public Relation Campaigns	3.00

**Media Studies Concentration (12 Credits)**

COM 380	Women in Media	3.00
COM 431	Visual Literacy	3.00
COM 485	Mass Media and Society	3.00
COM 488	Global Media Literacy	3.00

**Summary of credit requirements for the Bachelor of Arts in Communication**

College Core Curriculum	31-44
Major Requirements	39
Electives (credits as needed to get to 120: at least 21 credits must be upper division)	37-50
<b>Total Credits</b>	<b>120</b>

**Engineering Technology with Telecommunications Option B.A.S.**

**ADMISSIONS REQUIREMENT**

1. Completion of an AAS degree in Engineering Technology with Telecommunications Option from CSN.

**PROGRAM COMPLETION REQUIREMENT**

1.) As part of the BAS requirements, students must satisfactorily complete the following upper-division courses at CSN:

- CIT 363 Advanced Project & Earned Value Management
- ET 301 Customer Service Management
- ET 389 Advanced Electronics Troubleshooting
- ET 410 Business Telecommunications
- ET 420 Control Systems
- ET 430 Electrical Power Systems
- ET 494 Senior Project

2.) A minimum of 125 must be earned with a minimum of 30 credits completed at Nevada State College in upper division courses.

**Curriculum**

Completion of an AAS in Engineering Technology Degree with Telecommunications Option (At least 63 credits) prior to entering the program

**College Core Curriculum**

*(A number of categories may be fulfilled by AAS degree coursework. This will be confirmed by NSC Office of Admissions & Recruitment upon receipt of an official AAS transcript.)*

**English (3 credits)**

ENG 102	Composition II	3.00
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**Mathematics (5-6 credits)**

MATH 126	Pre-calculus Mathematics I	3.00
MATH 127	Pre-Calculus Mathematics II	3.00

*MATH 128 can also be used to satisfy the Core Mathematics requirement.*

**Natural Science (4 credits)**

Refer to the Natural Sciences section of the Core Curriculum

**Social Sciences (3 credits)**

Refer to the Social Sciences section of the Core Curriculum

**Fine Arts (3 credits)**

Refer to the Fine Arts section of the Core Curriculum

**Humanities (6 credits)**

Refer to the Humanities section of the Core Curriculum (select Upper Division courses)

**Constitution (3-6 credits)**

Refer to the Constitution section of the Core Curriculum

**Cultural Diversity (3 credits)**

Refer to the Cultural Diversity section of the Core Curriculum (select Upper Division course)

**Applied Science Engineering Technology with an option in Telecommunications Core Curriculum**

ACC 201	Financial Accounting	3.00
ENG 407A	Fundamentals of Business Writing	3.00
MGT 301	Principles of Management and Organizational Behavior	3.00
MGT 367	Human Resource Management	3.00
PHIL 311	Professional Ethics	3.00

As part of the BAS requirements, students must satisfactorily complete the following upper-division courses at CSN:

- CIT 363 Advanced Project & Earned Value Management
- ET 301 Customer Service Management
- ET 389 Advanced Electronics Troubleshooting
- ET 410 Business Telecommunications
- ET 420 Control Systems
- ET 430 Electrical Power Systems
- ET 494 Senior Project

**Communication**

Select one from the following:

COM 315	Small Group Communication	3.00
COM 434	Conflict Management and Negotiation	3.00

**Upper Division Elective**

Any Upper Divisor Course	6.00
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**Summary of credits requirements for Bachelor of Applied Science in Engineering Technology with Telecommunications Option**

AAS Degree	At least 63 credits
Core Curriculum	up to 25 credits
Applied Science Core Curriculum	18 credits
Electives (as needed to bring total credits to 125-126 and to fulfill upper division residency at Nevada State College)	
<b>Total Credits</b>	<b>125-126</b>

# ADMISSIONS INFORMATION

The following area(s) have been updated to the Credit Evaluation section:

- Non-Traditional Credit

The following area(s) have been added to the Credit Evaluation section:

- DANTES/DSST
- Military Education, Training, and Occupation Experiences
- Military Service

## Credit Evaluation

### Credit Evaluation Policies

Students entering Nevada State College may be awarded credit(s) for previous college or university course work, nationally administered examinations, and military service, according to policies established by the college and by the Nevada System of Higher Education.

### Previous College Or University Work

Students who are transferring baccalaureate level course work from regionally accredited institutions of higher education may be granted credit for work completed that is equivalent to courses offered at Nevada State College, or that can fulfill core and/or major requirements, or as general electives. The amount of credit awarded will depend upon the following:

1. **Regionally Accredited Institutions:** Credits accepted in transfer must have been earned at an institution accredited by one of the regional accrediting associations listed below and recognized by the Council for Higher Education Accreditation (CHEA) or, they must have been earned at an institution that is a candidate for regional accreditation or, sponsored by a regionally accredited institution.

a. *Regional Accrediting Agencies:*

- i. Middle States Association of Colleges and Schools (MSA), Middle States Commission on Higher Education
- ii. New England Association of Schools and Colleges, Commission on Institution of Higher Education (NEASC-CIHE)
- iii. North Central Association of Colleges and Schools (NCA), The Higher Learning Commission
- iiii. Northwest Commission on Colleges and Universities (NWCCU)
- iiiii. Southern Association of Colleges and Schools, Commission on Colleges (SAC-CC)
- iiiiii. Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (WASC-JC)
- iiiii. Western Association of Schools and Colleges, Senior College and University Commission (WASC)

2. **Nationally Accredited Institutions:** Credits from nationally accredited institutions are generally not accepted for transfer at NSC. However, credits earned from specialized institutions offering associate, bachelor, or advanced degrees that are accredited, candidates for accreditation, or are sponsored by institutions that are accredited by one of the following national accrediting associations listed below and recognized by the Council of

Higher Education Accreditation (CHEA) will be evaluated on an individual, course-by-course basis if requested by the student by means of petition.

a. *National Accrediting Agencies:*

- i. Association for Biblical Higher Education Commission on Accreditation (ABHECA)
- ii. Association of Advanced Rabbinical and Talmudic Schools Accreditation Commission (AARTSAC)
- iii. Accrediting Council for Independent Colleges and Schools (ACICS)
- iiii. Commission on Accrediting of the Association of Theological Schools (CAATS)
- iiiii. Distance Education Accrediting Commission (DEAC)
- iiiiii. Transnational Association of Christian Colleges and Schools Accreditation Commission (TACCSAC)

b. Credit may be granted for courses that are comparable to those offered by NSC, provided that the courses are relevant to the student's major or program. There is an approval process that will include, but is not limited to, the Dean of the School and the Registrar, in order to grant credit from these specialized institutions.

3. Duplicate credit or excess credit is not counted towards completion of a Nevada State College degree.
4. The award of transfer credits at the point of admission is not a guarantee that all transferable course work will be applicable to every degree program. However, course work that is deemed transferable at the point of admission will, at a minimum, be eligible for general elective credit.

### Non-traditional Credit

Non-traditional credit includes, but is not limited to credit by exam and military service. The maximum number of non-traditional credits that may be applied toward a NSC degree may not exceed one half of the minimum number of credits required for that degree. An official copy of grades or test scores must be sent to the Office of Admissions and Recruitment directly from the school, testing service, or reporting agency.

Veterans and students in active military duty in the United States Armed Forces who are receiving educational benefits, must, in addition to other post-secondary academic transcripts, submit all military transcripts for evaluation when applying for admission.

Contact Information for Non-traditional credit inquiries:  
Erin Hall, Transfer Coordinator, Office of Admissions and Recruitment, 702-992-2130 or admissions@nsc.edu.



## College Board Advanced Placement Examination (AP)

Unless otherwise noted, minimum subject examination scores must be 3, to earn elective or specific course equivalent credits. Test description and content are reviewed by the department offering the course(s) to determine the number of credits awarded as well as course equivalency.

Those students who successfully complete CBAPE examinations in French, German, Latin, or Spanish will satisfy the foreign language requirements.

### SUBJECT SCORE

Examination	Score	Course Equivalence, credit
<b>ART</b>		
Art History Test	3-5	ART 260, 3 credits
Studio Art: 3-D Design	3-5	Elective, 3 credits
Studio Art: 2-D Design	3-5	ART 107, 3 credits
Studio Art: Drawing	3-5	ART 101, 3 credits
<b>BIOLOGY</b>		
Biology Test	5	BIOL 196, 4 credits <i>no lab</i>
<b>CHEMISTRY</b>		
Chemistry Science Test	4-5	CHEM 121 & CHEM 122, 8 credit <i>no lab</i>
<b>COMPUTER SCIENCE</b>		
Computer Science A Test	4-5	CS 135, 3 credits
Computer Science AB Test	4-5	CS 135 & CS 202, 7 credits
<b>ECONOMICS</b>		
Macroeconomics Test	4-5	ECON 103, 3 credits
Microeconomics Test	4-5	ECON 102, 3 credits
<b>ENGLISH</b>		
Composition & Literature Test	4-5	ENG 101, 3 credits
Language & Composition Test	4-5	ENG 101, 3 credits

*A maximum of six credits may be awarded for AP exams in English*

### ENVIRONMENTAL SCIENCE

Environmental Science Test	4-5	ENV 101, 3 credits
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*No credit granted for scores of 3.*

### FOREIGN LANGUAGE

Spanish Language Test	4-5	SPAN 111 & SPAN 112, 8 credits
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French Language Test	4-5	FREN 111 & FREN 112, 8 credits
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*No credit granted for Spanish, French, or German scores of 3.*

### HISTORY

American History Test	3	HIST 101, 3 credits
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	4-5	HIST 101 & HIST 102, 6 credits
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*If three credits are granted, HIST 101 does not satisfy the Core Curriculum requirement for Constitution alone, but must be taken with HIST 102 or PSC 100. If six credits are granted, HIST 101 and HIST 102 do not satisfy the Core Curriculum requirement for Constitution alone, but must be taken with PSC 100.*

European History Test	3-5	HIST 106, 3 credits
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Human Geography Test	3-5	GEOG 106, 3 credits
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U.S. History Test	3	HIST 101, 3 credits
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	4-5	HIST 101 & HIST 102, 6 credits
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*If three credits are granted, HIST 101 does not satisfy the Core Curriculum requirement for Constitution alone, but must be taken with HIST 102 or PSC 100. If six credits are granted, HIST 101 and HIST 102 do not satisfy the Core Curriculum requirement for Constitution alone, but must be taken with PSC 100.*

World History Test	3-5	Elective, 3 credits
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**MATHEMATICS**

Calculus AB Test	3-5	MATH 181, 4 credits
Calculus BC Test	3-5	MATH 181 & MATH 182, 8 credits
Statistics Test	3-5	PSY 210, 3 credits

**MUSIC**

Music Theory Test	3-5	Elective, 3 credits
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**PHYSICS**

Physics Test	4-5	PHYS 151 & PHYS 152, 8 credits <i>no lab</i>
Physics B Physics Algebra & Trig Based Test	3-5	PHYS 100, 3 credits
Physics C Electricity & Magnetism Physics Calculus Based Test	3-5	PHYS 152, 4 credits

**POLITICAL SCIENCE**

US Government Test	3-5	PSC 101, 4 credits
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*Does not satisfy Core Curriculum requirement for Constitution alone, must be taken with PSC 100 and/or HIST 102.*

Government & Politics Comparative Test	3-5	PSC 211, 3 credits
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*Does not satisfy US or NV Constitution requirement*

**PSYCHOLOGY**

Psychology Test	3-5	PSY 101, 3 credits
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**College-Level Examination (CLEP)**

Credits may be awarded for each examination with scores that meet the minimum score requirement recommended by the American Council on Education (ACE). Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the exam meets college or degree requirements.

*On July 1, 2010, CLEP replaced the following exams:*

- *English Composition is replaced by College Composition Modular*
- *Freshmen College Composition is replaced by College Composition Modular*

- *English Composition with Essay is replaced by College Composition*

**SUBJECT EXAMINATION**

Examination	Score	Course Equivalence, Credit
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**BIOLOGY**

General Biology	50+	Elective, 3 credits
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**BUSINESS**

Information Systems & Computing Applications	50+	IS 101, 3 credits
Introductory Business Law	50+	Elective, 3 credits
Principles of Accounting	50+	ACC 201 & ACC 202, 6 credits
Principles of Management	50+	MGT 301, 3 credits
Principles of Marketing	50+	MKT 210, 3 credits

**CHEMISTRY**

General Chemistry	50+	CHEM 110, 3 credits <i>no lab</i>
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**ECONOMICS**

Principles of Microeconomics	50+	ECON 102, 3 credits
Principles of Macroeconomics	50+	ECON 103, 3 credits

**EDUCATION**

Introduction to Educational Psychology	50+	Elective, 3 credits
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**ENGLISH**

American Literature	50+	ENG 241, 3 credits
Analyzing & Interpreting Literature	50+	Elective, 3 credits
College Composition	50-63	ENG 101, 3 credits
	64+	ENG 101 & ENG 102, 6 credits

College Composition Modular	50+	ENG 101, 3 credits
*English Composition	50-63	ENG 101, 3 credits
	64+	ENG 101 & ENG 102, 6 credits
**Freshman College Composition <i>including essay</i>	50-63	ENG 101, 3 credits
	64+	ENG 101 & ENG 102, 6 credits
English Literature	50+	ENG 235, 3 credits
<b>ENVIRONMENTAL SCIENCE</b>		
Environmental Science	50+	Elective, 3 credits <i>no lab</i>
<b>FOREIGN LANGUAGES</b>		
College French	50-58	FREN 111 & FREN 112, 6 credits
	59+	FREN 111, FREN 112, FREN 211, & FREN 212, 12 credits
College German	50-58	Elective, 6 credits
	59+	Elective, 12 credits
College Spanish	50-58	SPAN 111 & SPAN 112, 6 credits
	59+	SPAN 111, SPAN 112, SPAN 211, & SPAN 212, 12 credits
<b>HISTORY</b>		
US History I: Early Colonization to 1877	50+	HIST 101, 3 credits
US History II: 1865 to the Present	50+	HIST 102, 3 credits

Western Civilization I: Ancient Near East to 1648	50+	HIST 105, 3 credits
Western Civilization II: 1648 to the Present	50+	HIST 106, 3 credits

**HUMAN DEVELOPMENT & FAMILY STUDIES**

Human Growth & Development	50+	PSY 201, 3 credits
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**MATHEMATICS**

Calculus	50+	MATH 182, 4 credits
College Algebra	50+	Elective, 3 credits
College Algebra-Trigonometry	50+	MATH 128, 5 credits
Trigonometry	50+	Elective, 2 credits

**POLITICAL SCIENCE**

US Government	50+	Elective, 3 credits <i>does not fulfill NV Constitution</i>
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**PSYCHOLOGY**

Introduction Psychology	50+	PSY 101, 3 credits
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**SOCIOLOGY**

Introduction Sociology	50+	SOC 101, 3 credits
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**GENERAL EXAMINATION**

Examination	Score	Course Equivalence, Credit
English Composition <i>including essay</i>	500-639	ENG 101, 3 credits
	640+	ENG 101 & ENG 102, 6 credits
Humanities	500+	Elective, 3 credit
College Mathematics	500+	MATH 120, 3 credits
Natural Science	500+	Elective, 3 credits

Social Science & History      500+      Elective, 3 credits

### **DANTES Subject Standardized Tests (DANTES/DSST)**

Credits may be awarded for each examination with scores that meet the minimum score requirement recommended by the American Council on Education (ACE). Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the exam meets college or degree requirements.

### **Military Education, Training, and Occupation Experiences**

Baccalaureate level courses/training taken by students in the military may be awarded credits based on the American Council on Education (ACE) recommendation. Schools and/or academic departments determine the equivalent course level, the number of credits to award, and whether the exam meets college or degree requirements.

### **Military Service**

Veterans who have served a minimum of 12 months on active duty in the United States Armed Forces and were honorably discharged, may, upon request, be granted a maximum of 4 general elective credits. A copy of the Report of Separation (DD 214) must be submitted to the Office of Admissions and Recruitment when applying for admission.

### **Nevada System of Higher Education Transfer Rights and Responsibilities for Students and Institution**

Transfer credit for courses taken at other NSHE Institution is governed by policies established in the Board of Regents Handbook, Title 4, Chapter 14, Sections 15, 16, and 17. When transferring course work from other NSHE institutions:

1. The completion of the associate of arts, associate of science, and associate of business degree at a community college automatically fulfills the lower-division general education requirements at any other NSHE institution (Title 4, Ch. 14, Section 15.1.a).
2. Baccalaureate level courses included as part of the associate of arts, associate of science, or associate of business degree will transfer to any other NSHE institution at a minimum as general elective credit (Title 4, Ch. 14, Section 15.1.d).
3. Completion of the associate of arts, associate of science, or the associate of business degree does not guarantee satisfaction of all State College or university lower-division requirements except for

the lower-division general education requirements (Title 4, Ch. 14, Section 15.1.e).

4. All undergraduate courses in the NSHE must be common-course numbered with equivalent courses offered throughout the System. An NSHE transfer guide or common course numbering master file shall be maintained by the Office of the Chancellor and published on the Web (Title 4, Ch. 14, Section 16.1 and 16.2).

5. Each institution shall determine the acceptability of general elective transfer courses, and departmental, college, or other requirements or equivalents shall be forwarded to the appropriate department or college for course evaluation. If general elective credit from a non-NSHE institution is granted by one NSHE institution, then all NSHE institutions shall accept the credit unless the facts on which the original decision was based have changed. Appropriate consultation with the faculty is encouraged throughout the evaluation process (Title 4, Ch. 14, Section 17.3).

In Title 4, Chapter 14, Section 15.12, the Board of Regents mandated that there be a NSHE website outlining the transfer process and protections given to baccalaureate degree-seeking students. The following presents the policies and procedures that govern student transfers between NSHE institutions. It is intended to inform students of their rights and responsibilities and affirm institutional responsibilities. Students and institutional representatives should follow these policies when making transfer-related decisions.

### **Student Rights**

Students have the right to:

1. Receive automatic fulfillment of lower-division general education requirements at the universities, state college, and community colleges that offer select baccalaureate degrees upon completion of an Associate of Arts, Associate of Science, or an Associate of Business degree from a NSHE community college.
2. Access information from the community colleges, state college, and universities about their transfer admission requirements, including documents required for admission, housing, and information about the institution's costs, financial aid, and student services.
3. Access information about the transfer of specific courses, credit hours, grades, and degree requirements. This includes information about transferring courses with grades below a "C," courses students may have repeated, and credit previously granted by examination.
4. Access and receive admission and transfer-related decisions in writing (electronic or paper) specifically:
  - a. Acceptance by the community colleges (limited access programs only), state college, and the universities.
  - b. Evaluation of courses and credits accepted for transfer credit and their courses equivalencies, if applicable.

- c. Outline of transfer courses and requirements which the transferred courses or credits will satisfy for the degree or program sought.
  - d. Analysis of the number of semester credits required to complete a degree in the chosen major program of study.
  - e. The NSHE institution's appeals process for transfer-related decisions.
5. Appeal any NSHE institution's transfer-related decision. The appeal process will be developed and maintained by each NSHE institution and published on the institutions' website.
6. Elect to graduate under the course catalog graduation requirements under any of the following options, provided that the course catalog at the time of graduation is not more than ten years old:
- a. The course catalog of the year of enrollment in a baccalaureate level course/program at a NSHE community college (valid transfer contract may be required.)
  - b. The course catalog of the year of transfer into a baccalaureate level program at the universities, state college, or community colleges that offer select baccalaureate degrees.
  - c. The course catalog of the year of graduation from a NSHE institution.

**Warning:** Changing majors may change the course catalog and graduation requirements, which may increase the time to degree completion.

**Notice:** Students have all the above rights and any others as summarized in the Summary of Board of Regents Transfer Policies. The summary can be accessed at the NSHE website at <http://system.nevada.edu>. Paper copies of this document are available upon request of the institution's admission office.

### Student Responsibilities

Students have the responsibility to:

1. Understand the transfer policies and procedures of the institution they are considering for transfer. Students should seek information from the institution they are transferring to regarding: core curriculum, prerequisites, major program requirements, degree requirements, admissions, financial aid, scholarships, housing, deadlines, restrictions, and other transfer-related criteria.
2. Complete all materials required for application and submit the application on or before the published deadlines.
3. Research how courses are applicable to degree and major requirements.
4. Understand that if they change their major, not all courses taken will necessarily apply to their new major.
5. Plan ahead and realize that appointments with advisors are necessary.

6. Understand that after a break in their enrollment, status as an admitted student may be affected.

### NSHE Institution Responsibilities

NSHE institutions will:

1. Make transfer-related policies and procedures available on their websites.
2. Make answers to frequently asked questions about transfer issues accessible for students and provide opportunities for appropriate follow-up appointments to students.
3. Provide information on the approximate costs of attending the institution, including tuition, books and supplies, housing, and other related fees.
4. Relay admission and transfer-related decisions to students in writing (electronic or paper); including information about the student's appeal rights.
5. Establish and make available upon request internal appeals processes to review transfer-related issues and decisions.
6. Engage in continuous, authentic dialogue among NSHE institutions about transfer-related issues with the purpose of solving the challenges before they negatively impact students.