

# **Nevada State University**

# **Academic Operations Policy**

Division of Academic Affairs

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## **Introduction**

This document contains policies and procedures related to academic operations at Nevada State University. The Division of Academic Affairs maintains and approves the chapters in this policy. Throughout the document, “NS,” “NSU,” “Nevada State,” and “the University” refer to Nevada State University.

# Chapter 1: Incomplete (I) and Not Recorded (NR) Grades

## 1.1 Incomplete Grades

### *1.1.1 Faculty Discretion*

The decision to issue an incomplete grade to a student who meets minimum requirements is at the discretion of the instructor. Meeting minimum requirements does not guarantee that an Incomplete will be assigned.

### *1.1.2 Minimum Requirements*

A student must meet the criteria established by the school that offers the course. Incomplete grades are for situations in which documented uncontrollable and unforeseen circumstances (such as a medical or family emergency) prevent a student from completing the course requirements before the end of the term.

The schools have set specific criteria for Incompletes.

#### **School of Liberal Arts, Sciences, & Business (LASB) and School of Education (SOE)**

The student must be passing the course with a grade of 70% or higher based on the coursework completed (not counting the remaining work).

#### **School of Nursing (SON)**

The student must be passing the course with a grade of 75% or higher based on work completed (not counting the remaining work) and must have completed enough of the course that they can finish the remaining coursework (such as a final paper or exam) before the beginning of the next term. A student with an Incomplete in a required nursing course cannot move forward in the BSN program until the Incomplete is resolved; in some cases, students may be unable to enroll for the next semester until the Incomplete is resolved. Students cannot retake a course if an Incomplete for that course remains on their record.

### *1.1.3 Ineligible Circumstances*

Failing to attend class, poor performance in a course, a failing grade, or other reasons that are not verified unforeseen and uncontrollable circumstances are not acceptable reasons for assigning an Incomplete.

### *1.1.4 Requesting an Incomplete*

Students must request an Incomplete by following the process of the school that offers the course.

#### **LASB and SON**

Students must email their instructor no later than the last class day of the term to request an Incomplete.

**SOE**

Students complete the SOE Incomplete Grade Request Form and submit it to their instructor before final grades for the term are due; final grade due dates are published in the academic calendar. The instructor and the student must agree on the timeline and activities needed to finish the course.

*1.1.5 Assigning an Incomplete***LASB and SON**

An instructor who approves a request for an Incomplete fills out the Request to Assign an Incomplete Grade form, found in the NS portal, by the date grades are due for the term. The instructor must list the student's remaining work for the course.

**SOE**

Instructors submit the SOE Incomplete Grade Request form to the administrative assistant (AA); the AA submits the campus Request to Assign an Incomplete Grade form, attaching a copy of the SOE form.

*1.1.6 Deadlines for Finishing Coursework*

The instructor or academic unit may set deadlines for the student to complete remaining work as long as the deadlines and expectations are sent by email to the student when the instructor assigns the Incomplete. The deadlines should also be included on the Request to Assign an Incomplete Grade form or SOE Incomplete Grade Request form. If no deadline is set by the instructor or unit, students have until the end of the next semester to complete the work. Incomplete grades are automatically changed to an F (or, in the School of Education, to the grade listed on the SOE Incomplete Grade Request form) if the student does not complete the coursework and the instructor does not submit a Grade Change Form by the last day of the next semester. Specific dates are published in the academic calendar. If the student does not meet a deadline set by the instructor or academic unit, the instructor may submit a Grade Change Form to assign the appropriate grade at that time, or may do nothing and allow the system to automatically assign an F.

In the School of Nursing, students must complete all work before the beginning of the next term so they can move to the next course sequence as scheduled.

*1.1.7 Extensions*

Students whose majors are housed within the School of Liberal Arts, Sciences, and Business or the School of Education may request to have an Incomplete extended for one semester. The extension must be approved by the instructor and dean. The instructor must submit the Incomplete Grade Extension Form before the Incomplete expires and converts to an F. The form is available from the Office of the Registrar.

### *1.1.8 Changing an Incomplete Grade*

The student must contact the instructor about completing the remaining coursework. If the student needs access to Canvas, the instructor will contact the Office of Information and Technology Services and request access for the student after the end of the course. Once the student submits the remaining work, the instructor is responsible for grading it, calculating the final grade, and submitting a Grade Change Form. If the instructor is unavailable or does not respond to emails about completing the course, the department chair or dean will develop a plan for the student to complete remaining work, for having the work graded and the final grade calculated, and for submitting the Grade Change Form. Another grader may evaluate the student's submitted work.

### *1.1.9 Medical Withdrawals after an Incomplete*

A student may petition for a medical withdrawal while they have an Incomplete in a course. If a medical withdrawal is approved, the Incomplete will convert to a W.

## **1.2 NR Grades**

The Office of the Registrar assigns an NR grade when an instructor does not submit a final grade. Faculty cannot assign a grade of NR; it is for Registrar use.

### *1.2.1 Correcting an NR Grade*

The Office of the Registrar will contact instructors about NR grades after final grades are posted each term. Faculty must submit the missing grade immediately by completing a Grade Change Form. If the instructor does not respond within 5 business days, the department chair or dean (or designee) will determine the student's final grade and submit a Grade Change Form.

## **1.3 Graduation**

Students cannot graduate with an Incomplete or NR grade on their record.

## **1.4 Related Information**

- Grade Change Form (in the NS portal)
- Assign an Incomplete Grade Form (in the NS portal)
- SOE Incomplete Grade Request Form (available from SOE instructor)
- Incomplete Grade Extension Form (available from the Office of the Registrar)
- [Academic catalog](#) Grades and Examinations & Final Grades sections
- [Academic calendar](#)
- [Medical Withdraw Policy](#)

### *1.4.1 Steps and Responsibilities*

Action	Responsible Person
<ul style="list-style-type: none"> <li>• Meet criteria established by the school that offers the course</li> </ul>	<ul style="list-style-type: none"> <li>• Student</li> </ul>

<ul style="list-style-type: none"> <li>Request Incomplete by school's process described above</li> </ul>	
<ul style="list-style-type: none"> <li>LASB &amp; SON: Complete &amp; submit Request to Assign an Incomplete Grade form</li> <li>SOE: Complete and submit SOE Incomplete Grade Request form</li> <li>All: List remaining work and deadline to complete it</li> </ul>	<ul style="list-style-type: none"> <li>Instructor</li> </ul>
<ul style="list-style-type: none"> <li>SOE: Submit Request to Assign an Incomplete Grade form and attach SOE Incomplete Grade Request form</li> </ul>	<ul style="list-style-type: none"> <li>Administrative assistant (SOE only)</li> </ul>
<ul style="list-style-type: none"> <li>Contact instructor about completing work</li> </ul>	<ul style="list-style-type: none"> <li>Student</li> </ul>
<ul style="list-style-type: none"> <li>Contact Office of Information and Technology Services to give student access to Canvas, if needed</li> </ul>	<ul style="list-style-type: none"> <li>Instructor</li> </ul>
<ul style="list-style-type: none"> <li>Create Canvas shell for student to complete work</li> </ul>	<ul style="list-style-type: none"> <li>ITS</li> </ul>
<ul style="list-style-type: none"> <li>Submit remaining work by deadline</li> </ul>	<ul style="list-style-type: none"> <li>Student</li> </ul>
<ul style="list-style-type: none"> <li>Grade work and calculate final grade</li> <li>Submit Grade Change Form</li> </ul>	<ul style="list-style-type: none"> <li>Instructor (or department chair/ dean, as needed)</li> </ul>
<ul style="list-style-type: none"> <li>Process Grade Change Form or run automated update at end of semester</li> </ul>	<ul style="list-style-type: none"> <li>Registrar's Office</li> </ul>
<ul style="list-style-type: none"> <li>Request Incomplete extension</li> </ul>	<ul style="list-style-type: none"> <li>Student (optional)</li> </ul>
<ul style="list-style-type: none"> <li>Approve extension</li> <li>Submit Incomplete Grade Extension Form</li> </ul>	<ul style="list-style-type: none"> <li>Instructor (optional)</li> </ul>
<ul style="list-style-type: none"> <li>Extend Incomplete</li> </ul>	<ul style="list-style-type: none"> <li>Registrar's Office</li> </ul>



## **Chapter 2: Adjunct Faculty Course Cancellation Payment**

### **2.1 Eligibility**

An adjunct faculty member is eligible for a cancellation payment if a course is cancelled within five business days of the first day of the term when the course was scheduled, if the course is cancelled for one of these reasons:

- Low enrollment;
- Reassigned to a full-time faculty member because one of their courses has been cancelled;
- Reassigned because NS initiates last-minute schedule changes (such as moving the day/time of a class to avoid conflicts with other courses or to get access to a specific classroom).

No cancellation payment is provided if a course is cancelled or moved at the request of the adjunct faculty member or due to changes in their availability (such as changes in their work schedule or a medical or family emergency). If an adjunct faculty member's courses are reassigned or because the instructor does not provide hiring paperwork, complete required trainings, or other required elements of the hiring and training process by the deadline, they are not eligible for a cancellation payment.

### **2.2 Procedures**

Courses may be cancelled or reassigned at the discretion of a department chair or dean. If the situation meets the eligibility criteria above, the adjunct instructor will receive a cancellation payment of \$150. The payment acknowledges that significant effort goes into preparing a course before the first day of class.

The dean has final authority to determine whether an adjunct faculty member qualifies for a cancellation payment and will verify the list of qualifying faculty, if any, who should receive a payment each term. Cancellation payments are paid out of the school's adjunct instructor budget.

## Chapter 3: Posthumous Degrees

Posthumous degrees extend sympathy and compassion to the families of students who pass away close to the completion of their degree and recognize the academic achievement of those students while maintaining the academic integrity of University programs.

### 3.1 Eligibility

A deceased student who was enrolled at NS at the time of their death may be awarded a posthumous degree provided these conditions are met:

1. The student was degree-seeking and had declared a major;
2. The student was in good academic and disciplinary standing;
3. The student completed 75% of degree requirements;
4. The student completed at least 15 upper-division credits at NS;
5. The dean of the school that houses the student's primary or first major recommends awarding a posthumous degree.

In some cases NS may wish to recognize the attendance and/or contributions of a deceased student who did not meet the conditions for a degree by awarding a posthumous certificate of attendance, participation, or completion of some core element of the student's program.

### 3.2 Procedures

A formal request may be made by a family member, faculty member, or another student. The request process varies depending on who submits the request:

- Family member or student: Submit to department chair or dean
- Faculty member: Submit to department chair or dean

If the request is not made by a family member, the family will only be informed if the request is approved. The process should be kept confidential until and unless approved at all levels.

1. The dean will review the student's academic record, confirm with the Registrar whether the criteria for a posthumous degree are met, and forward the request and a recommendation to the Provost.
2. If the Provost supports the request, the Provost will submit a recommendation to the President for approval.
3. If the president approves the request, the Provost will notify the Registrar to begin the process for posting the degree and for Commencement proceedings (if applicable).
4. The President will inform the immediate family of the decision and the University's wish to recognize their student with this honor. If the family wants to represent the student and receive the diploma at a commencement ceremony, this must be relayed to the Registrar for planning.

5. The degree is noted as posthumous on the commencement program. “Awarded posthumously” will be printed on the diploma or certificate. The transcript will also note that it is a posthumous degree. If the commencement program has been sent to print before approval of a posthumous degree, the name of the student will be printed on the following year’s program.
6. If the family chooses not to participate in Commencement, the award may still be read during the ceremony, unless explicitly requested otherwise by the family. The student’s diploma or certificate will be released or mailed to the person legally authorized to manage their affairs.
7. Any fees associated with the posthumous degree or certificate will be waived.

## **Chapter 4: Academic Recognition/Latin Honors**

[In review under GP2. [Existing policy available in policy library.](#)]

## **Chapter 5: Credit Hours**

[Revisions in review under GP2. [Existing policy available in policy library.](#)]

## **Chapter 6: Academic Standing**

[Revisions in review under GP2. [Existing policy available in policy library.](#)]

## **Chapter 7: Student Code of Conduct**

[Revisions in review under GP2. [Existing policy](#) in policy library.]

## **Chapter 8: Repeating and Retaking Courses**

[Policy awaiting general counsel review. No existing policy.]



## Chapter 9: Preferred Names

Students may identify by a name other than their legal name. To foster an inclusive campus environment, any current student may use a preferred name at NS. We strive to use preferred names whenever a legal name is not required.

### 9.1 Using Preferred Names

Students will be referred to by their preferred name whenever possible within the campus community. When it does not constrain NS's ability to comply with federal or state regulation or law or the ability to enter into a contract, a designated preferred name will be used in place of, or in addition to, the legal name in University-controlled systems and documents. This includes, but is not limited to:

- Class and attendance rosters;
- Grade rosters;
- Student services/success/support applications;
- Canvas;
- Student ID cards;
- Internal, NS-funded scholarships;
- Student email accounts.

### 9.2 Designating a Preferred Name

Students may use their Student Center account to designate a preferred name. To request use of their preferred name in a NS-controlled system that does not allow self-service name changes, students should contact the Office of the Registrar.

In some systems, the preferred name will appear immediately. Some systems require manual changes or have fixed synching schedules; there may be delays in displaying the preferred name in these systems.

Creating or changing a preferred name will update a student's NS email address; the previous email address will no longer exist. The student is responsible for updating any individuals, accounts, or organizations that use the old email address to ensure that their email messages are delivered.

### 9.3 Limits and Exceptions

While NS will use preferred names wherever possible, we will be unable to do so in some situations.

#### 9.3.1 External Systems

Legal names will be used in all University-related systems and documents that require a verified legal name or that must be matched to external systems or databases that use legal names. This includes, but is not limited to:

- Academic transcripts;
- Financial aid and Veterans Administration (VA) documentation;
- Student employment paperwork, including payroll and tax documents;
- Applications for in-state residency;
- Student account statements;
- Immigration documents;
- Standardized and/or proctored testing services;
- External scholarships.

### *9.3.2 Inappropriate Names*

The University reserves the right to refuse to implement:

- A preferred name that would lead to misrepresentation;
- A preferred name used for illegal purposes or to avoid a legal responsibility;
- Multiple preferred names simultaneously for the same individual;
- Preferred names that contain threats of violence or violations of copyright or other legal claims;
- Preferred names that include non-alphabetical (a-z) characters;
- A preferred name that NS deems inappropriate (vulgar, obscene, offensive, fictional, or that creates confusion with another person).

### ***Identifying Inappropriate Names and Appeals Process***

The Office of the Registrar will regularly identify newly submitted preferred names that are or may be inappropriate.

1. Flagged preferred names that clearly violate any condition above will be denied by the Registrar;
2. Preferred names that potentially violate those conditions, or where the Registrar is uncertain whether it violates them, will be reviewed by a three-person committee consisting of the President's Chief of Staff, the Director of Community Engagement and Diversity Initiatives, and the Director of Academic Advising. The Registrar will summarize the reasons each name is potentially inappropriate. The committee may consult with NS legal counsel or others with relevant expertise, as needed;
3. The committee will vote on each flagged name. A simple majority is required for approval;
4. If a preferred name is denied, the Office of the Registrar will remove the name and notify the student;
5. A student whose preferred name is denied may appeal by contacting the Registrar for the appropriate form;
6. Appeals will be reviewed by the Vice President of College and Community Engagement. Their decision is final and cannot be appealed.

## 9.4 Student Responsibilities

A student who designates a preferred name accepts any financial obligations at NS under either the legal or preferred name.

Students should always be prepared to reference their legal name and provide corresponding identification when legal identification or official information is necessary. A student ID card with a preferred name cannot be used as a form of identification in some situations where a student ID card is normally accepted, such as when completing employment paperwork. Students using a preferred name on their student ID card are encouraged to get a legal state ID card, driver's license, or passport for identity verification purposes.

The use of a preferred name may lead to more intensive scrutiny when seeking certain federal or state security clearances or background checks (such as applications for employment in law enforcement, education, or other positions that require background checks). Students are encouraged to disclose this information to the investigating authorities in advance to avoid unexpected discrepancies and delays in processing their job applications.

## 9.5 Related Information

- Appeal form available from the Office of the Registrar
- NSHE Diversity, Equity, and Inclusion Council [Preferred Name Option Resolution](#)

## Chapter 10: Military Leave for Students

NS recognizes that students actively serving in the Armed Forces, including the reserves or National Guard, may have military obligations that require them to miss classes, occasionally with little notice.

Military students will not be penalized for military service. Students will be given the opportunity to earn credit for missed assignments, assessments, or participation in the event of a short-term military absence. For extended military leaves, students may choose between several options.

### 10.1 Documentation

A student requesting course adjustments for a short-term military absence or extended military leave must provide the Academic Advising Center (AAC) with a copy of military orders outlining the dates of deployment and any travel days. If orders are not available, or the location of a deployment is classified by the Department of Defense, a verifiable letter on unit letterhead with information outlining the dates on which the student will be on active duty and travel days, signed by an appropriate officer, will be accepted.

In the case of medical treatment, documentation of a Veteran's Administration (VA) or other military duty-related medical appointment may be requested.

### 10.2 Notification of Short-term Military Absences

The student is responsible for notifying the AAC as well as the student's instructors of any absences that will occur due to military-ordered obligations as soon as the student becomes aware of them.

The student should inform all instructors of the scheduled leave, verbally or via email, as soon as the dates are known. When proper documentation is received, the AAC will formally notify the instructors via email that the student qualifies for a short-term military absence, as well as the dates that are approved for the absence.

#### *10.2.1 Required Adjustments for Absences up to 14 Days*

During regular semesters, instructors must make alternative arrangements, without any grade penalty, for students who miss class due to a military absence of no more than 14 consecutive days. During accelerated terms, a short-term military absence will be granted for no more than 15% of the total number of class meetings (or contact hour equivalent) for the courses in which the student is enrolled at the beginning of the absence. The AAC will calculate the allowable period and notify the student and instructors.

Upon their return, students must make up any missed work within 20 business days. If both the instructor and student agree, coursework may be completed before a military leave instead of afterward.

If all students have the right to drop a test, quiz, or assignment grade, coursework missed during a short-term military absence will not constitute the dropped grade unless the student chooses this option.

Reasonable alternative arrangements for coursework may include, but are not limited to:

- Rescheduled or alternative assignments, exams, and quizzes;
- Alternative dates or times for presentations;
- Opportunities to make up missed participation points;
- Moving the student to an independent study section of the course;
- Offering online alternatives for in-person content.

### *10.2.2 Limits and Exclusions*

A student who qualifies for a short-term military absence may instead request an extended military leave. This may be preferable during accelerated sessions and/or when the length of absence make it unreasonable for the student to make up missed work and successfully complete one or more courses.

### **Absences of 15+ Days**

Students whose short-term military absence will last 15 consecutive days or longer are not guaranteed alternative arrangements in the course. Faculty are not required to provide alternative arrangements for work missed beyond 14 consecutive days. If the structure of the course permits, an instructor may voluntarily work with a service member beyond this required period. However, some courses are designed such that success in the course – for the individual student or for teams of students – is compromised by longer absences. In such cases, the student should request an extended military leave.

### **Safety Concerns**

Some courses include class meetings covering important safety information and procedures; examples include science laboratory classes in which students use sensitive or potentially dangerous materials or equipment. In such courses, faculty should take reasonable measures to make alternative arrangements for students on a short-term military absence. However, if a make-up session would cause an undue burden, faculty are not compelled to provide the alternative arrangement. The student should request an extended military leave.

### **Academic Performance**

Students must be making satisfactory academic progress and have a passing grade in the specific course for which alternative arrangements are requested at the time the absence would begin.

## **10.3 Extended Military Leave**

When military-related obligations require a student to miss 30 or more days, or an absence falls under one of the categories listed in 10.02.02, the student should request to withdraw from

courses through an extended military leave. The student may request to withdraw only from some courses or to withdraw completely for the term. Their transcript will note all such withdrawals as due to military leave.

As soon as a student receives military orders that extend 30 days or longer, the student should fill out an Extended Military Leave Form and submit it to the AAC. The student must follow procedures described here to qualify for an extended military leave. If a student withdraws through other means, such as withdrawing through their Student Center account, they may not be eligible for refunds and other arrangements described here.

Students may retroactively request an extended military leave. Retroactive requests should be submitted in a timely manner, preferably within one calendar year of the last day of activity duty; however, timeliness will be evaluated on a case-by-case basis.

#### *10.3.1 Tuition Refunds*

If a student requests extended military leave before the deadline to withdraw from classes for the term, the student will receive a full refund of tuition and fees. If a request is received after the last day to withdraw from classes for the term, the student has the following options for each course:

1. A full refund of tuition and fees, with no credit awarded for the work completed in the course;
2. A grade of Incomplete in the course (if approved by the instructor), with the right to complete remaining coursework without penalty;
3. Receive a grade in the course, if the instructor believes enough work has been completed to warrant assigning a final letter grade.

#### *10.3.2 Financial Aid and Military Benefits*

Students receiving aid must meet with a financial aid advisor to discuss the implications for their awards. The Office of Financial Aid will review the student's eligibility for financial aid received before the date of withdrawal and inform the student about the status of awards and actions needed to defer loan repayments based on military obligations.

#### *10.3.3 Housing and Meal Plan Refunds*

Students will receive prorated refunds based on the percentage of the term completed, beginning with the first day of class and ending with the last day of the term.

#### *10.3.4 Other NS Property*

Students must return any NS property (such as computers, keys, course equipment) before their departure. A family member or other designated party may accomplish this on the student's behalf.

### *10.3.5 University Accounts*

All accounts must be paid in full before the extended military leave begins.

## **10.4 Re-enrolling after Extended Military Leave**

To resume studies, a student must notify the University by submitting the Intent to Re-Enroll after Extended Military Leave Form to the AAC within three calendar years of the last date of active military duty. If the form is submitted within this timeframe, the student is entitled to re-enroll in the same academic program or major with the same enrollment status, number of credits, catalog year rights, and academic standing as when their leave began, without paying re-admission fees. The student will be granted re-enrollment in the immediately following term or, if the student chooses, starting the next fall semester. At the student's request, the Division of Student Affairs will make reasonable efforts to assist the student in acquiring on-campus housing for the term when re-enrollment begins.

If a student does not submit a notice of intent within three calendar years of the end of the approved extended military leave, the student will be classified as a new student and will not be entitled to the rights described in this section.

### *10.4.1 Tuition and Fees*

During the student's first year of re-enrollment in the same program, they will be charged tuition and fees at the level they would have been charged during the academic year the student left NS, unless veterans' education benefits cover the full cost of tuition and fees for the year the student re-enrolls.

### *10.4.2 Re-enrollment Limits and Exclusions*

1. Re-enrollment in degree programs where courses are offered on a rigid schedule may require a student to wait until the beginning of the term when the student's remaining classes are offered again.
2. If a notice of intent to re-enroll and/or any supporting documentation, including financial aid applications, are submitted without sufficient time to process them in time to enroll in the upcoming term, the student's re-enrollment may be delayed to the subsequent term.
3. If the academic program determines that the student is not prepared to resume the program at the point they left off, program directors, deans, and faculty must make reasonable efforts to enable the student to resume and complete the program, at no extra cost to the student. Reasonable efforts include, but are not limited to, providing a refresher course or allowing a student to retake a pretest or placement exam. Reasonable efforts may not place an undue burden on the program or University. If reasonable efforts are unsuccessful or the program determines there are no reasonable efforts that it can take, the program is not required to re-enroll the student at the same point the student left off.

4. If the program to which the student was originally admitted is no longer offered, the student must be admitted to the program that is most similar, unless the student requests admission to a different program. The student must meet all requirements for admission to the alternate program; additional prerequisites may be required.
5. Periodic revisions to degree requirements are made due to advances in knowledge, changes in occupational qualifications, or the expectations of accrediting agencies. If revisions occur while a student is on extended military leave and following the student's original degree requirements would place an undue burden on the University, the student may be required to adhere to reasonable degree requirements in a more recent catalog.
6. The cumulative length of the student's extended military leave and all previous military-related leave from NS cannot exceed five years, including only the time the student spent actually performing military service.
7. All NS policies that affect re-enrollment eligibility, including those related to past-due accounts, registration holds, and disciplinary actions, apply to students re-enrolling after military leave.
8. NS is not required to provide the rights to re-enrollment stated above to students who receive a dishonorable or bad-conduct discharge from any branch of the military, who are dismissed via court-martial or Order of the President, or who are dropped from military rolls due to a criminal conviction or unauthorized absence.

### **10.5 Exceptions**

Circumstances or requests that cannot be addressed by this chapter will be forwarded to the appropriate dean and/or the Division of Student Affairs for a decision.

### **10.6 Record Security and Retention**

Military orders contain sensitive information. Copies of all documentation related to military duty will be stored by the Office of the Registrar according to campus confidentiality and privacy procedures. NS will follow a "FY + 3 years" retention schedule. Documentation will be kept for three years past the student's graduation or last term of attendance. After that time, all documents will be deleted or securely destroyed.

### **10.7 Related Information**

- Extended Military Leave Request Form
- Notification of Intent to Re-Enroll after Extended Military Leave
- Higher Education Opportunity Act (HEOA) of 2008 [as codified in 34 CFR 668.18](#)
- [NSHE Handbook Title 4, Chapter 16, Section 7](#): Student Military Mobilization/Activation



- [NSHE P&G Manual](#)
- [Presidential Executive Order 13607](#), Establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses, and Other Family Members (April 27, 2012)

## Chapter 11: Enrollment Cancellation for Nonattendance

NS is committed to serving its students and maintaining accurate enrollment records. When students remain in courses they never attend, they incur unnecessary debt; their GPAs also suffer when failing grades are assigned for nonattendance. Administratively dropping students who never begin participating in a course provides a better alternative.

In addition, NS is required to determine whether a student participated in a course in order to correctly report enrollment to state and federal agencies and to administer federal financial aid, VA benefits, and other aid programs.

### 11.1 Measuring Academic Engagement

Instructors will record academic engagement in all courses during the first two weeks of terms lasting at least 12 weeks. Courses in shorter terms have adjusted timelines for reporting, which are announced by the Office of the Registrar. To fulfill federal requirements, activities which are used to track academic engagement must be “academically related” and must fall into one of the categories included in the federal definition of academic engagement.

### 11.2 Reporting Academic Engagement

By 3:00 p.m. Pacific Time (PST) on the second Friday of the term (or due dates distributed by the Registrar), instructors will indicate on the attendance roster in their Faculty Center whether each student has academically engaged in their course.

#### 11.2.1 Adjusted Timelines for Accelerated Terms

The Office of the Registrar will provide adjusted timelines for accelerated terms. Timelines are sent to the schools on the Friday prior to the beginning of the term; academic units are responsible for distributing them to instructors.

### 11.3 Administrative Drop Process

The Registrar’s Office will administratively drop students reported as not academically engaged in a course. Whenever possible, administrative drops will occur by 5:00 pm PST on the second Friday of the term (or due date indicated for short terms). Delays may occur if all faculty have not submitted their attendance rosters or if other unforeseen issues arise (for example, software outages). When delays occur, the Registrar’s Office will prioritize completing administrative drops as quickly as possible.

Administratively dropped students are removed from the course roster and from the course Canvas shell; the course will not appear on the student’s transcript. The Office of the Registrar reports the student’s updated enrollment status to the National Student Clearinghouse.

The Cashier's Office reverses charges for a course if a student is administratively dropped for nonattendance. The Office of Financial Aid makes any necessary adjustments to a student's award package based on the enrollment change; the VA Certifying Official updates enrollment certifications as necessary.

#### *11.3.1 Petitions for Reinstatement*

Students may submit a petition to the Office of the Registrar for reinstatement into a course if they were administratively dropped for nonattendance. Reinstatement requires instructor approval. NS does not guarantee reinstatement.

#### *11.3.2 Petition for Late Drop Due to Nonattendance*

If a student has not academically engaged in their course and was not administratively dropped, the student may petition the Office of the Registrar for a late drop from the course.

### **11.4 Related Information**

- [Federal Student Aid Handbook](#) (2018-19), Volume 3, Chapter 1
- Department of Education, [Return of Title IV Funds](#) (Enclosure to Dear Colleague Action Letter [GEN-11-14](#)), July 20, 2011
- Federal Register, "[Distance Education and Innovation](#)," 34 CFR Parts 600, 602, and 668; September 2, 2020
- Maynard Cooper Gale, "[U.S. Department of Education Issue New Distance Education and Related Regulations](#)," September 4, 2020

## Chapter 12: Required Immunizations

NS requires proof of the required immunizations listed in this section for three groups of students: 1) new first-time and transfer students whose entry term at NS is Fall 2025 or later, 2) discontinued students returning after a gap of two or more consecutive semesters, and 3) any students, regardless of academic standing, status, or starting term, who are approved to live in campus residential housing. These groups must provide proof that they have received the following immunizations by the beginning of the Fall 2025 term.

1. Two doses of the measles, mumps, and rubella (MMR) vaccine. The first dose must be on or after the student's first birthday;
2. One dose of the tetanus/diphtheria (Td or TDAP) vaccine, taken in the last 10 years;
3. Incoming first-year students who are under 23 years old must provide proof of immunization for meningococcus. The meningococcal vaccine must have been administered when the student was 16 years of age or older.
  - a. The meningococcal vaccine must target serogroups A, C, W, and Y; examples include Menactra or Menveo (MenACYW-135).
  - b. Vaccines that target serogroup B, such as Bexero or Trumemba (MENG B) and HIB Meningitis vaccines, do not fulfill the meningococcus immunization requirement.
  - c. If a student is not sure whether their meningococcal vaccine fulfills this requirement, they should contact the Office of the Registrar for more information.

Students should contact their medical provider or a Southern Nevada Health District [Vaccination Clinic](#) to schedule any needed immunizations.

### 12.1 Changes to Required Immunizations

Students are required to show proof of immunization against any other disease specified by the State Board of Health, unless the student qualifies for an exemption. Information about immunization requirements will be distributed to students as they are mandated.

Required immunizations are subject to change according to federal and state law. If additional immunization requirements are imposed by law after a student has enrolled at NS, the student must provide updated documentation in a timely manner indicating they have met the new immunization requirements. The University may set deadlines for presenting updated documentation; students who do not meet these deadlines will not be allowed to register or enroll for the following term.

### 12.2 Acceptable Proof of Immunization

The following are accepted by NS as proof of immunization:

- A childhood immunization card signed by a physician or nurse, which includes the vaccinating facility name and address;
- High school or college records that document immunizations;

- Military, state, or county records that document immunizations;
- A lab report that indicates immunity (e.g., titer test for measles, mumps, and rubella);
- Health department records that document immunizations.

### 12.3 Submitting Immunization Records

Students must submit proof of immunization by following the instructions at <https://nevadastate.edu/immunizations/>.

The Office of the Registrar will retain immunization documentation for all matriculated students (those who have enrolled and begun attendance) and will retain the records for three fiscal years after the fiscal year of graduation or for three fiscal years after the year of the student's last term of active enrollment.

### 12.4 Failure to Provide Proof of Immunization

Students who do not submit all required immunization documentation will not be allowed to register or enroll in classes at NS. Students approved to live in campus residential housing will not be issued a key until required immunization documentation is received.

If the health authority determines that there is a case of a communicable disease against which immunity is required for admission, and a student who has not submitted proof of immunity to that disease is attending Nevada State, the president shall require that:

1. The student be immunized; or
2. The student be excluded from NS until allowed to return by the health authority.

### 12.5 Exemptions

A student will not be required to provide proof of immunization if they have received approval for one of these exemptions:

1. *Religious*: The student (or, if the student is a minor, the student's parent or guardian) submits a written statement indicating that the student's religious beliefs prohibit immunization;
2. *Medical*: The student (or, if the student is a minor, the student's parent or guardian) submits a statement written by a licensed physician who has examined and/or treated the student, stating that the student has a medical condition that prevents them from being immunized;
3. *Online*: The student is enrolled only in online/distance education programs and does not attend any class sessions on campus.

Exemption forms should be submitted by following the instructions at <https://nevadastate.edu/immunizations/>. Exemption forms will be kept on file for three fiscal

years after the fiscal year of graduation or for three fiscal years after the year of the student's last term of active enrollment.

In the case of a public health outbreak, non-immunized students will not be admitted onto campus (including residential housing associated with the University), regardless of exemption status. Such removals do not warrant a refund of tuition, fees, or expenses related to housing.

### **12.6 Additional Required Immunizations for Specific Programs**

Students enrolled in health care or teacher education programs are required to provide documentation of immunization and health screenings (such as a tuberculosis test) as established by state licensing agencies or clinical or fieldwork placement sites.

Academic programs or campus-sponsored activities may require additional immunizations if students may be at increased risk of exposure (for example, during study abroad programs).

Students should contact the specific program supervisor for information on additional required immunizations or screenings.

### **12.7 Additional Recommended Immunizations**

Based on American College Health Association guidelines, NS also recommends that students be immunized against the following:

- Influenza (flu);
- Pertussis (whooping cough);
- Varicella (chickenpox);
- Hepatitis A;
- Hepatitis B;
- Human papillomavirus (HPV);
- COVID-19.

Students should contact a medical care provider or a Southern Nevada Health District [Vaccination Clinic](#) to discuss appropriate immunization schedules and any medical conditions that might prevent them from receiving a particular immunization.

### **12.8 Related Information**

- [NS Immunization page](#)
- [Medical or Religion Exemption Request](#)
- American College Health Association (ACHA) [Immunization Recommendations for College Students, May 2024](#)
- Nevada Administrative Code [441A.755](#)
- Southern Nevada Health District [Vaccination Clinics](#)

## Chapter 13: Incarcerated Students

NS is required by federal regulations to collect data and report on the number of incarcerated students enrolled at the University.

### 13.1 Responsibility to Disclose Status

All NS students are required to disclose their incarceration at the time they receive notice of acceptance to the University or if they become incarcerated while enrolled at NS. The disclosure should be made in writing, via letter or email, to the Office of the Registrar. The notification should include the following information:

- The institution in which the student is incarcerated;
- Date incarceration began;
- Expected release date.

#### 13.1.1 Status Updates

Incarcerated students must notify NS if any of the required information changes.

Formerly incarcerated students must notify the University upon their release. Such students may then contact the Office of Financial Aid for reconsideration of eligibility for financial aid.

### 13.2 Limitations on Admission and Enrollment

Incarcerated students may not make up more than 25% of all admitted or enrolled students. If enrollment reaches 20% of all students, the Office of the Registrar will notify the Provost. The Provost may impose restrictions on additional admission or enrollment of incarcerated students to ensure compliance with federal restrictions.

In addition, NS may, at its discretion, limit enrollment by incarcerated students in any individual course or program where their incarceration prevents them from meeting course or program learning objectives.

### 13.3 Federal Financial Aid Eligibility

Incarcerated students are not eligible to receive Federal Direct Student Loans. Incarcerated students who meet the program eligibility requirements may be awarded Federal Work-Study (FWS) and the Federal Supplemental Educational Opportunity Grant (FSEOG). Students incarcerated in a federal or state penal institution are not eligible for Federal Pell Grants; those incarcerated in local facilities or in a juvenile justice facility may be eligible.

The cost of attendance budget categories for incarcerated students are limited to tuition and fees along with books and supplies.

To maintain eligibility to participate in Title IV, HEA programs, NS will calculate the percentage of incarcerated students each year and ensure it does not exceed 25% of total student headcount.

### **13.4 Related Information and History**

- [Cost of Attendance: 2019-2020 Federal Student Aid Handbook, vol 3, ch. 2, p. 3-46](#)
- Federal Pell Grant Eligibility: [GEN-14-21](#)
- Institutional Eligibility: [34 CFR 600.7](#)



## Chapter 14: Student Location and Licensure Notification

In compliance with Federal Regulation 34 CFR 600.9 - State Authorization, NS will “make a determination, in accordance with the institution’s policies or procedures, regarding the state in which a student is located, which must be applied consistently to all students.” To ensure that students are informed about licensure requirements in their location, NS will notify students who intend to enroll in programs leading to licensure if their program does not meet the licensure requirements in their location or if it has not been determined if their program meets licensure requirements in the state of the student’s location (Federal Regulations 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c)).

### 14.1 Determining and Changing a Student’s Home Address

All prospective students must submit their location as part of their application to NS. The student’s location is recorded in the University’s student information system (PeopleSoft). Students must notify NS if they change their location by logging into PeopleSoft and updating their record.

### 14.2 Licensure Determinations

For each academic program that leads to licensure, NS maintains an updated record of each state’s licensing board, their contact information, and one of these three determinations:

1. **Meets.** NS has reviewed the educational licensing requirements for the state and has confirmed that the University’s program requirements satisfy the minimum requirements for licensure. This licensure may be temporary, and students may need to complete additional tasks to achieve full licensure.
2. **Does not meet.** NS has reviewed the educational licensing requirements for the state and has confirmed that the University’s program requirements do not satisfy the minimum requirements for licensure.
3. **Has not been determined.** NS has not yet reviewed the educational licensing requirements for the state or cannot determine if the University’s program requirements satisfy the minimum requirements for licensure.

### 14.3 Notifications

NS will provide notifications for programs leading to professional license or certification as required by 34 CFR 668.43(a)(5)(v) and 34 CFR 668.43(c), regardless of the modality of the program.

1. **Prospective students:** If NS determines that it does not meet state educational requirements for licensure or if the status has not been determined for the state listed as the prospective student’s location, the University will inform the student via email before they enroll in the program.

2. **Enrolled students:** If NS determines it does not meet the state educational requirements for licensure in the state of the enrolled student's location or if the status has not been determined for the state listed as the student's location, a notice to that effect will be provided to the enrolled student within 14 calendar days of the University making that determination.

The Office of Institutional Effectiveness will regularly furnishing reports on updates to students' locations to flag changes in state and to ensure students have not relocated to states where NS does not meet requirements or has not been determined to meet requirements, or is otherwise exempt. Department program administrators appointed by the dean are responsible for sending the notification to students.

#### **14.4 Related Information and History**

- [Federal Regulation 34 CFR § 600.9 - State Authorization](#)
- [Federal Regulation 34 CFR 668.43 – Institutional Information](#)

## Chapter 15: Undecided Students (Undergraduates)

The undecided designation allows eligible undergraduates who are unsure about their preferred major to enroll at NS, take Core Curriculum courses, and explore academic options while retaining their status as degree-seeking students.

### 15.1 Limits

Undergraduate students are encouraged to declare a major as early as possible to increase their likelihood of earning a degree in a timely fashion. Undecided students must declare a major by the time they complete 30 credits. An enrollment hold will be placed on the accounts of students who have more than 30 credits and have not chosen a major; students must meet with an academic advisor and either declare a major or convert to non-degree-seeking status to have the hold lifted.

Students with an undecided major are eligible for financial aid during the time they are permitted to enroll as degree-seeking students. Only classes that fulfill a Core Curriculum requirement will be eligible for financial aid. Undecided students should meet with an advisor to discuss their planned coursework, how the classes may apply to specific major requirements, and the financial aid implications.

Transfer students admitted to NS with 31 or more accumulated credits cannot declare an undecided major.

Undecided students cannot declare an academic minor.

Students who are potentially interested in a major in the natural or physical sciences, health sciences (including nursing), business, education, speech pathology, or math should be aware that these programs have rigid course sequences, including specific requirements for some Core Curriculum coursework, that require several terms to complete. Failure to begin the required course series early in a student's degree may substantially delay their degree progress and graduation.

### 15.2 Exploratory Career Advising

This support provides crucial guidance and support to help students explore their options and make informed decisions for their future. Requiring undecided students to meet with a career advisor during their first year provides them with resources and tools to make more confident choices on majors and careers.

1. Students who do not have a major declared by the first day of classes in their first semester at NS have a registration hold placed on their account informing them that they must meet with a career advisor in the Career Services Center to have the hold removed.

2. Students who entered and remain undecided will receive another registration hold on their account during their second semester requiring them to meet with a career advisor to have the hold removed.

### **15.3 Related Information**

- [Change or Add a Major, Program, or Degree Form](#)
- [Satisfactory Academic Progress Policy](#) (Financial Aid Office)

## **Chapter 16: Compassionate Withdraw or Drop**

NS recognizes that students may experience unexpected or unforeseen circumstances outside of their control that significantly impact their ability to be successful while attending the University.

In the interest of compassion, student success, and persistence, a student may be administratively dropped or withdrawn from courses if extenuating or exigent circumstances exist and the student is unable to request, through the existing process, a medical or late withdraw petition.

### **16.1 Eligibility**

An administrative compassionate drop or withdrawal is granted when NS determines that a student's health, safety, and academic success have been compromised due to extenuating or exigent circumstances, and the student is incapacitated or otherwise unable to follow existing processes to withdraw.

### **16.2 Documentation**

Thorough and credible documentation is ideal in determining the context and impact of extenuating or exigent circumstances. However, a preponderance of evidence is the evidentiary standard for determining if the event or circumstances occurred and the student's academic ability has been compromised: that it is more likely than not that the event occurred, and more likely than not the circumstances compromised the student's ability to be successful in the affected term.

While documentation and validation are key in determining eligibility, the primary reviewer will act with compassion when communicating with the student, their family members, or any other person assisting in the process.

In some cases traditional forms of documentation may not be readily available, and requesting such documents may lack tact or benevolence. If the primary reviewer is able to verify events based on news reports, media releases, widespread social media acknowledgement, or verbal conversations with witnesses or people with first-hand knowledge of the events, and the primary reviewer believes the information meets the preponderance of evidence standard, no additional documentation, other than a written statement from the primary reviewer, will be requested or required to process the withdrawal. The primary reviewer's statement should be detailed, thorough, and clear.

### **16.3 Authorization to Request a Compassionate Withdraw**

If a student is incapacitated or otherwise unable to follow existing processes in place to withdraw, and no power of attorney or similar document exists giving another person authority to request such an action, a spouse, dependent, or parent may request that NS withdraw the student for compassionate reasons.

### **16.4 Financial Impacts**

All efforts will be made to minimize financial impacts related to any outstanding tuition and fees or financial aid that must be returned as a result of the withdrawal.

### **16.5 Request Process**

1. The Director of Academic Advising (or designee), as the primary reviewer, receives information that may lead them to believe a student is eligible for a compassionate withdrawal.
2. The primary reviewer (or designee) conducts a fact-finding effort and confers with appropriate institutional officials, family members, or others with knowledge of the situation as necessary to ascertain the circumstances.
3. The primary reviewer determines if the student is incapacitated or otherwise unable to request a withdrawal through existing processes.
4. If the student is incapacitated or unable to communicate, the primary reviewer contacts the next of kin to provide potential options for a compassionate withdrawal or drop.
5. If a withdrawal or drop is requested by the appropriate person, the primary reviewer attempts to get as much supporting documentation as necessary to meet the preponderance of evidence standard.
6. Once enough information or supporting documentation is received to meet the preponderance of evidence standard, the primary reviewer completes the Request for Medical Withdrawal Form or a Petition for Exception to Policy (for requests that the student be dropped with no grades).
7. The primary reviewer sends approved petitions with documentation to the Office of the Registrar for processing.

### **16.6 Right to Amend**

A student has the right to request that NS reverse the drop or withdrawal and reinstate the original grades earned in their course(s) if a compassionate withdrawal or drop was requested by a person other than the student.

### **16.7 Related Information**

- Request for Medical Withdrawal Form
- Petition for Exception to Policy Form

## Chapter 17: Medical Withdraws

A full or partial medical withdrawal is granted when NS determines that a student's health, safety, and academic success have been compromised by a mental or physical health condition.

### 17.1 Financial Aid Considerations

The U.S. Department of Education (ED) sets criteria for a leave of absence to apply to financial aid and cautions that many institutions will not qualify. A medical withdrawal from NS does not meet the criteria specified in 34 CFR 668.22(d). Therefore, a medical withdrawal granted by NS does not apply to financial aid and does not relieve a student of obligations related to course attendance or satisfactory academic progress, nor is the student considered enrolled for the purposes of deferring payment on federal student loans.

If a student requesting a medical withdrawal receives financial aid, they should contact the Office of Financial Aid to determine the possible impact on their financial aid status (including loan repayment status and obligations, return of aid already disbursed, effects on future eligibility).

### 17.2 Request Process

1. Students seeking a medical withdrawal because of significant illness or injury must complete a Request for Medical Withdrawal Form and provide supporting documentation from a medical or mental health provider. Preferred documentation consists of a letter from the student's attending healthcare provider with the following:
  - a. Date of onset of illness;
  - b. Dates the student was under care for the condition;
  - c. Brief explanation of why or how the illness impacted the student's ability to be successful.

NS recognizes that some students do not have continuous access to healthcare. Other supporting documentation may be submitted to verify the student's claim. Additional documentation may be requested at the discretion of the petition reviewer.

2. The student must submit the Request for Medical Withdrawal Form and supporting documentation to the Director of Academic Advising (or designee) and indicate if they are requesting a full or partial medical withdrawal.
3. The Director of Advising will confer with appropriate campus medical or mental health professionals as necessary in order to make a decision regarding the student's request.
4. In unusual or complex situations, the Director (or designee) may coordinate with the Division of Student Affairs to convene a committee of representatives from campus counseling services, the CARE Team, and other campus units as appropriate.

5. Students who are approved for a medical withdrawal will receive 'W' grades in the affected courses on their official transcripts. 'W' grades do not affect GPA or academic standing calculations.
6. Any adjustment to tuition, including possible refunds, will be made according to NS policy and state and federal law. Petitions for tuition/fee reimbursement will follow existing NS policies and procedures.
7. Students granted a full medical withdrawal have a hold placed on their account by the Academic Advising Center. The student must complete an academic advising appointment before re-enrolling at the University.
8. Students granted a medical withdrawal will be given a copy of this chapter and, if their condition allows, will be asked to formally acknowledge receiving it.
9. Students granted a medical withdrawal will receive a letter outlining expectations to be met for the student to successfully return to NS. Expectations include providing appropriate medical documentation and attending an academic advising appointment. The letter will state that NS expects the leave to be long enough to allow the student to address the issues that required the withdrawal. A student who takes a medical withdrawal because of serious illness or injury made need at least one full term away from the University to enhance their likelihood of success when they return.
10. The Director of Advising (or designee) sends approved petitions to the Registrar's Office for processing.

#### *17.2.1 Retroactive Requests (Previous Terms)*

A student may experience medical challenges during a semester, but may not be aware of the option to request a medical withdrawal or may be unable to request one promptly due to complications related to the illness or injury.

A student can retroactively petition for a late partial or full medical withdrawal up to one academic year after the last day of the term for which the student requests the withdrawal. The student must follow the steps described above.

An extension will be granted if the student has not enrolled at NS since the term the student wishes to retroactively receive a medical withdrawal from. The student must submit a petition for an extension.



## 17.3 Returning to NS

### *17.3.1 After a Partial Medical Withdrawal*

It is NS's intention to support students in a successful return to the University community. Partial medical withdrawals require the student to meet with the Director of Academic Advising (or designee) before their return and re-enrollment at NS. Students must meet registration and payment due dates published in the academic calendar.

### *17.3.2 After a Full Medical Withdrawal*

To return to NS after a full medical withdrawal, a student must complete these steps:

1. Notify the Director of Academic Advising in writing, via email, of the intent to return and the term when the student wishes to enroll. The Director will schedule an advising appointment with the student.
2. If required by the Director (or designee), submit documentation from the attending healthcare provider attesting to the student's ability to resume studies with a reasonable likelihood of success. Documentation will be held in strict confidence; it will be stored in the student's medical or mental health treatment record and will not become part of their academic record. At the Director's request, the student will authorize the Director to receive any additional information necessary to help the student prepare for successful re-enrollment. The Director may consult with the Dean of Students, the Student CARE Team, or other appropriate resources regarding the student's re-enrollment plan.
3. Students must submit documentation and complete the mandatory advising appointment by the following dates:
  - August 1 for the fall semester;
  - January 1 for the spring semester;
  - May 1 for the summer term.
4. If the Director has concerns about the likelihood of the student's success, they will communicate this to the student.
5. Once the student has submitted necessary documentation and attended the mandatory advising appointment, the Academic Advising Center will release the hold on the student's account.

## 17.4 Related Information

- Request for Medical Withdrawal Form
- Tuition/Fee Reimbursement Policy
- Financial Aid Handbook, Volume 5, Chapter 1  
<https://ifap.ed.gov/fsahandbook/1718FSAHbkVol5.html>

## Chapter 18: Mandatory Advising (Undergraduates)

### 18.1 Pre-enrollment

Upon initial enrollment at NS, first-time or transfer degree-seeking undergraduate students are required to meet with an academic advisor before matriculation.

#### *18.1.1 First-Year Students*

Incoming students admitted as a first-year student are required to attend New Student Orientation (NSO) before enrolling in courses. After attending NSO and registering for courses, a hold is placed on the student's account restricting them from adding courses to their schedule. The student is able to drop courses. If the student wants to change their schedule, they may complete the First-Year Schedule Change Petition and submit it to the Academic Advising Center.

#### *18.1.2 Transfer Students*

Incoming students admitted as transfer students are required to attend NSO and to meet individually with an academic advisor before enrolling in courses. Once the student attends NSO and meets with an advisor, the hold is removed and the student is free to register for courses without advising restrictions.

#### *18.1.3 Readmitted Students*

Re-admitted students who previously attended NS are required to meet with an academic advisor before enrolling in courses. Once the student meets with an advisor, the hold is removed and the student is free to register for courses without advising restrictions.

### 18.2 Continuing Degree-seeking Students

Continuing degree-seeking students are required to meet with an academic advisor each semester until they complete 90 credits.

This requirement may be extended through graduation at the discretion of the Director of Academic Advising. Any changes to mandatory advising will be communicated to affected students and campus stakeholders.

### 18.3 Exceptions

1. Pre-Education and pre-Speech Pathology majors are required to meet with an academic advisor until they are admitted to the program, regardless of the number of credits completed.
2. Once admitted to a program within the School of Education or School of Nursing, students must follow the advising policy established by the school.
3. RN-to-BSN majors are advised by the RN-to-BSN Coordinator based on policies established by the School of Nursing.
4. Post-baccalaureate and graduate students in Education programs are advised by School of Education staff based on policies established by the School of Education.
5. Non-degree-seeking students are not required to meet with an academic advisor.

## **18.4 Advising Holds**

Each October 1<sup>st</sup> and March 1<sup>st</sup>, the Academic Advising Center places advising holds on student accounts. This hold remains on a student's account, preventing registration, until the student meets with their academic advisor. This prevents changes to the current term and enrollment in future terms. The hold can be lifted based on any method established by the Academic Advising Center, including, but not limited to, one-on-one appointments, group appointments, advising workshops/modules, and, in rare circumstances, email advising.

### *18.4.1 Graduation Holds*

Students will meet with an academic advisor for an application check before submitting an application for graduation. This application check will confirm degree audit accuracy and, based on the scheduling information available, predict the student's graduation term. If, in the advisor's opinion, the graduation timeline is not practical or realistic, the student will be made aware of this issue. The student will then be allowed to submit the completed application.

## **18.5 Related Information**

- First-year Schedule Change Petition:  
[https://nevadasc.co1.qualtrics.com/jfe/form/SV\\_0qhrFqiDnavvDyS](https://nevadasc.co1.qualtrics.com/jfe/form/SV_0qhrFqiDnavvDyS)
- NSHE Title 4, Chapter 14, Section 22 – Academic Advising and Counseling

## **Chapter 19: Academic Renewal (Undergraduates)**

Under certain circumstances, undergraduate students may petition the Office of the Registrar for academic renewal. Eligible students may have a maximum of two consecutive semesters of coursework disregarded. This does not affect Satisfactory Academic Progress (SAP) calculations for financial aid eligibility.

### **19.1 Eligibility**

Eligibility for academic renewal is subject to these conditions:

1. The student's overall or cumulative GPA is below 2.0;
2. The student has completed all necessary credits and all major, Core Curriculum, and NS graduation requirements;
3. At the time the petition is filed, at least five calendar years have passed since the student completed the most recent coursework to be disregarded.

### **19.2 Requirements**

Students must file a petition with the Office of the Registrar to apply for academic renewal. The petition must specify the semester or term to be disregarded. If more than one semester or term is to be disregarded, they must be consecutive. If summer work is included in the disregarded coursework, a six-week summer term counts as one-half semester.

If the student meets the conditions above, their permanent academic record will be marked to indicate that no work taken during the disregarded semester, even if satisfactory, may apply toward graduation requirements. All coursework remains on the student's academic record, ensuring a true and accurate academic history.

Academic renewal can only be applied before graduation with a student's first undergraduate degree. After a student graduates, academic renewal cannot be applied retroactively.

## **Chapter 20: Graduate Student Enrollment Requirements**

### **20.1 Enrolling in Classes**

Graduate students may register for classes only after being fully admitted to the University according to the guidelines of their program. A student who attends classes but does not officially register for the classes will not receive credit for them.

Graduate students returning from disqualification and those on academic warning must get approval from an advisor or the program director before registering for classes.

Students who do not begin attending a course at the start of the term may be administratively dropped. If a student does not complete and provide documentation of prerequisites, they may be administratively dropped from a course.

### **20.2 Continuous Enrollment**

Graduate students must be enrolled in either: 1) three graduate-level credits per semester or 2) the minimum number of credits agreed to by the graduate program and the student before the beginning of the term. A student who does not maintain continuous enrollment may be disqualified from the program and their academic record closed.

The Office of the Registrar will notify graduate programs of students who are in danger of breaking continuous enrollment before the beginning of each term; programs will notify students before the beginning of the semester. The discontinuation notice will be issued at least 10 business days before the beginning of the semester and will inform the student that failure to register for the minimum number of credits violates the continuous enrollment requirement and will result in their disqualification. If the student does not register for the minimum number of required credits by the add/drop date for the semester, the student is disqualified from graduate studies at NS.

If a student is unable to enroll in the minimum number of credits, the student should apply for a leave of absence through their graduate program. The leave of absence form is submitted to the program director. If approved, it is routed to the dean for approval and then to the Registrar's Office for processing.

If a student does not submit a leave of absence form or return to the graduate program after the leave of absence has expired, they will be disqualified from the program and their academic record will be closed.

A student may request reinstatement. The reinstatement decision is at the discretion of the graduate program.

### *20.2.1 Catalog Rights*

Graduate students who maintain continuous enrollment at NS may graduate based on the requirements of either (1) the catalog year they entered NS or (2) the catalog year they graduate.

An approved leave of absence is not considered an interruption in continuous enrollment, providing it does not exceed two consecutive semesters.

Disqualified students lose previously established catalog rights.

## **20.3 Academic Standards**

1. Program requirements cannot be satisfied with a grade below C-. Individual programs may set stricter grade requirements.
2. Satisfactory/Unsatisfactory (S/U) grades are used only in designated courses identified in the graduate catalog. Other graduate courses may not be taken with S/U grading.
3. Two-thirds of the minimum credits required for the degree program must be earned in courses offered by NS. The remaining credits may be approved transfer credits from other regionally-accredited institutions. Individual programs with discipline-specific accreditations will review transfer credits to ensure they meet accreditation requirements.
  - a. Individual programs may limit how old transfer credits may be at the time of admission and/or may require proficiency exams or other demonstrations of proficiency to accept transfer credits.
  - b. Individual programs with discipline-specific accreditations may require that transfer credits were earned under current accreditation standards.

## **20.4 Minimum GPA**

Students should refer to the minimum grade and cumulative GPA requirements published by their graduate program. Latin honors (cum laude, magna cum laude, summa cum laude) are not awarded to graduate students.

## **20.5 Credit Loads**

Full-time enrollment for graduate students is nine semester credits; half-time enrollment is at least five credits. Graduate students cannot enroll in more than 15 credits in a single term without the approval of the program director (or designee).

## **20.6 Course Numbering**

Courses numbered 500 and above are graduate-level courses. Eligible senior undergraduates may enroll in courses numbered 500-599 with permission of the program director (or designee). Courses numbered 600 and above are for graduate students only.

## **20.7 Undergraduate Courses as Prerequisites**

Undergraduate courses taken as prerequisite requirements for admission to a graduate program cannot be included in the minimum number of units required for a graduate program.

### **20.8 Previous Graduate Coursework**

Students may count up to 12 transfer graduate semester credits toward a graduate degree at NS. The credits must be from a regionally accredited university, approved by the program director to count toward the degree, and no more than six years old when the student graduates. Students must have earned a B- or above in transfer courses. Undergraduate courses cannot satisfy graduate program requirements.

### **20.9 Residency**

Two-thirds of the minimum credits required for the student's program must be earned in at NS, and the last two terms in the program must be completed in residence at the University. Specific programs may have additional requirements.

### **20.10 Course Substitutions**

Substitutions will be reviewed and approved by the program director (or designee) on a case-by-case basis.

### **20.11 Thesis Grading**

Students who complete a thesis may enroll in a thesis course that spans multiple terms. The course may be assigned a grade of In Progress (IP) until the thesis is completed and a final grade is assigned.

If a student enrolls in a thesis course and is passing but does not complete the thesis, a grade of Thesis Incomplete (INC) will be assigned for the final term of the course. This grade is assigned only to graduate students enrolled in a multiple-term thesis course.

### **20.12 Dual Degrees/Programs at NS**

Students who finish a graduate degree at NS may be awarded another graduate degree when they finish the requirements for the second degree. Students cannot pursue multiple graduate degrees simultaneously unless approved by the directors of both programs.

The department housing the second program/degree will evaluate graduate credits and identify which coursework/credits can be applied to the second degree. Students may apply up to 12 credits from one graduate degree or program to a second graduate degree.

### **20.13 Time to Complete Degree**

A student has a maximum of six calendar years to complete a graduate program at NS, beginning with the semester the student is admitted. The time-to-completion calendar restarts for students who are readmitted due to reinstatement.

Students who do not complete their degree within six years will be dropped from the program and must reapply, with evaluation of all graduate credits taken to date, and must pay the application fee. The program director will work with the Office of the Registrar to notify students they have been dropped from the program due to time-to-completion issues.

Students who are using NS resources during the six-year period, including faculty consultation, laboratories, library resources, or scheduling and completing final exams, must register for a minimum of three graduate credits per semester or the minimum number agreed to by the graduate program and the student prior to the beginning of the term.

## **20.14 Graduation**

To graduate, students must apply for graduation by the date listed in the academic calendar. Graduation is not automatic upon completing requirements. Students must apply for graduation and complete the items described in this section. Assistance is available from the student's faculty advisor and the Office of the Registrar.

### *20.14.1 Applying for Graduation*

Applying for graduation entitles students to an official evaluation of their progress toward meeting degree requirements. Students applying by the deadline may participate in the commencement ceremony. Walking at Commencement is not proof that a student has completed degree requirements. The application for graduation is available from the Office of the Registrar. Failure to apply by the deadline for the term when a student wishes to graduate may delay their graduation.

### *20.14.2 Commencement*

Commencement is held each spring. Students who completed degree requirements the previous summer or fall terms are eligible to participate in the ceremony along with those who will complete their work in the spring or following summer term. Names of graduates who apply for graduation by the deadline will be included in the commencement program unless a student files a Withhold Directory Information (FERPA) form with the Registrar.

## **20.15 Program Accreditation**

Graduate programs may pursue discipline- or industry-relevant accreditations, as appropriate. Students must comply with policies and meet requirements of accrediting agencies for their program.



## **Chapter 21: Grade Appeals**

[Revisions in review under GP2. [Existing policy](#) in policy library.]

## Chapter 22: Student Complaints

### 22.1 Basis for Complaints

A student may file a complaint based on an alleged claim of:

1. *Failure to follow established NS policies and regulations*: The violation of policies and/or regulations must have had a direct and adverse impact on the student's academic record.
2. *Clerical error*: An error made by a NS employee in reviewing, estimating, evaluating, or posting the student's record.
3. *Prejudicial treatment*: Faculty or staff applied a different standard to the student than to other students in the same situation, and the differential treatment led to a direct, adverse impact on the student's record.
4. *Deceptive trade practices or fraud*: Acts including, but not limited to,
  - a. Intentionally and materially providing false statements and/or representations regarding educational services offered (such as recruiting and marketing information, tuition, fees, admissions requirements);
  - b. Adopting a name or trademark that falsely represents the quality, scope, nature, size, or integrity of NS or its educational services;
  - c. Representing to students that they may transfer credits to any institution of higher education;
  - d. Intentionally and materially providing false representations, whether in advertising and promotional materials or any other manner, of the size, location, facilities, or equipment of the University; the number or educational qualifications of faculty; the extent or nature of any approvals received from state agencies; or the extent or nature of accreditations received from external agencies;
  - e. Providing prospective students with materially misleading testimonials, endorsements, or other information that deceives prospective students or the public regarding current practices of the University.
5. *Failure to meet NSHE requirements for distance education courses*: NS fails to meet one or more of the following requirements for distance education courses listed in the NSHE Handbook Title 4, Chapter 14, Section 25.2:
  - a. Abiding by standards and requirements of SARA policies and standards, as maintained by the National Council for State Authorization Reciprocity Agreements (NC-SARA);
  - b. If a distance education course is a professional or technical course in a field that customarily leads to professional licensure, NS must inform enrolled students whether the course meets standards required for licensure in Nevada;
  - c. If a distance education course is a professional or technical course in a field that customarily leads to professional licensure, NS must inform enrolled students living outside of Nevada that they must consult the applicable licensure entity in their state of residence to determine whether the course meets licensure standards;
  - d. Each distance education course must provide an opportunity for timely interaction between the student and the instructor (or an instructional team member) and

reasonable ways for students to contact the instructor and NS regarding their progress, questions, or concerns;

- e. Refunds of tuition or fees related to distance education courses must be administered according to NS's refund policy, with the following exceptions:
  - i. Students living in states that do not participate in SARA may be administratively dropped if their state of residence requires prior authorization for distance education courses offered in the state and NS does not receive such authorization. NS must notify the student of the administrative drop as soon as possible, and no later than five business days after the start of the term, and must provide a full (100%) refund.
  - ii. Non-Nevada residents living in states that do participate in SARA may be administratively dropped if NS exceeds limits under SARA and does not receive authorization to continue operation in the state. When administratively dropping students, NS must drop students based on their seniority in a program, with students with the least amount of time in a program dropped first. NS must notify any administratively dropped students and provide a full (100%) refund.

It is the responsibility of the student filing the complaint to demonstrate by a preponderance of the evidence that established policies or procedures have not been followed; without such evidence, the presumption is that procedures have been followed fairly.

### *22.1.1 Exemptions*

The following matters are not handled as complaints under this chapter:

1. Comments, complaints, or requests for appeal related to financial aid, which should be directed to [finaid@nevadastate.edu](mailto:finaid@nevadastate.edu);
2. Grade appeals, except that illegal or improper conduct of a faculty member may be the subject of a complaint, separate from a grade appeal decision. Grade appeals are handled according to the Chapter 21: Grade Appeals;
3. Curriculum matters, including requests for waivers or substitutions of Core Curriculum or major course requirements. Curriculum matters are handled through the petitions process; contact the Petitions Office for more information;
4. Residency and graduation requirements, which are governed by campus policies included in the NS catalog; questions should be directed to the Registrar's Office;
5. Registration complaints and appeals, which should be directed to the Registrar's Office;
6. Complaints involving sexual harassment or Title IX violations, which should be directed to the campus Title IX coordinator and HR director. Allegations of sexual harassment by students are handled according to [NSHE Handbook Title 4, Chapter 8, Section 13](#);
7. Complaints related to employment at NS, which should be directed to Human Resources;
8. Financial and payment issues, including assessment of tuition and fees, handling of past-due balances, and refunds. These should be directed to the Cashier's Office;
9. Appeals of disciplinary actions, which are handled as described in the Student Code of Conduct;

10. Complaints or appeals that are addressed by existing policies in the individual schools;
11. Complaints that are not subject to possible resolution in a student grievance context (for example, a student complaint where the requested relief violates state or federal law).

## **22.2 Complaint Process**

### *22.02.01 Informal Complaints*

Before filing a formal complaint, a student must attempt to resolve the issue informally by addressing the complaint to the faculty or staff member most directly responsible for the alleged action and/or decision that resulted in the complaint, or to their direct supervisor.

### *22.2.2 Formal Complaints*

If a complaint cannot be resolved informally, the student may file a formal complaint. Formal complaints must be submitted electronically in writing; verbal complaints expressed to faculty or staff are not considered formal complaints.

With the exception of complaints related to allegations of deceptive trade practices/fraud or failure to meet NSHE requirements for distance education courses, the student must file a formal complaint no more than 15 business days after the alleged incident or circumstances first occurred. Complaints of deceptive trade practices/fraud or failure to meet NSHE distance education requirements must be filed no later than one calendar year after the student's last active term of enrollment.

Formal complaints are submitted using the Student Complaint Form. A student may withdraw a formal complaint at any time.

NS has a strict policy of zero tolerance of actual or implied violence. If at any time the student submitting a complaint engages in harassment or intimidation of anyone involved in the review process, the student's behavior will immediately become a disciplinary matter and will be referred to the conduct officer and/or campus security.

### *22.2.3 Reviewing Formal Complaints*

Formal complaints are routed to the Dean of Students. The Dean of Students reviews submissions and verifies that:

1. A basis appears to exist for a complaint;
2. The complaint is eligible for consideration and does not fall into any of the exempt categories listed above.

If both requirements are satisfied, the Dean of Students will route the complaint to the appropriate unit director or supervisor for the respondent identified in the complaint. If a complaint is related to one of the schools, the Dean of Students will also notify the dean of the school.

If the submission does not meet the requirements for filing a complaint, the Dean of Students will inform the student and the case will be dismissed.

Except under extraordinary circumstances, the director has 10 business days to review a complaint, contact the complainant and respondent for any additional necessary information, and conduct an investigation as the director deems necessary. The director will prepare and send a formal written response within 15 business days of receiving the complaint. The response will include a summary of the complaint, the director's decision, a rationale, and the remedy, if any.

If extraordinary circumstances prevent the director from completing the investigation within 10 business days, the director will notify the Dean of Students and develop a revised timeline, which the Dean of Students will approve and communicate to the complainant and respondent. Extraordinary circumstances may include, but are not limited to, the unavailability of faculty or staff essential to the investigation.

### **22.3 Appeals**

The complainant or respondent may appeal the decision. Appeals must be filed within 10 business days of receiving the director's decision. They must email a letter to the Dean of Students indicating why they disagree with the decision and provide a justification for the appeal. The burden of proof for establishing a basis for overturning the original decision lies with the person filing the appeal.

#### **22.3.1 University Complaint Appeal Committee**

The Dean of Students will appoint a University Complaint Appeal Committee consisting of three members. Two members will be full-time, permanent NS employees with positions at or above the level of the respondent (for example, if a complaint is filed against a unit director, the committee members must hold positions at the director or level or higher). The third member will be an enrolled student appointed by the Nevada State Student Alliance (NSSA). The Dean of Students will appoint one of the NS employees as the Chair. Any member who has a conflict of interest in the case, or who may have a personal bias, must ask to be dismissed.

#### **22.3.2 Appeal Meeting**

The Committee will schedule a meeting to occur within 15 business days of receiving the appeal. The Dean of Students will inform the complainant and respondent, via email, of the date and the portions of the meeting they are allowed to attend. The complainant and respondent are encouraged to attend to answer any questions from the Committee.

After hearing any relevant testimony, the Committee will dismiss everyone who is not on the Committee and will deliberate in private. The Committee will reach a final decision by majority vote. The chair will send a decision letter to the Dean of Students no more than five business days after the meeting. The Dean of Students will forward the appeal decision, by email, to the complainant and respondent.

With the exception of complaints related to deceptive trade practices/fraud or failure to meet NSHE requirements for distance education, the appeals decision reached by the University Complaint Appeal Committee is final and cannot be appealed.

Complainants may appeal the Appeal Committee's decision related to allegations of deceptive trade practices/fraud or failure to meet NSHE distance education requirements by submitting the SARA Complaint Resolution Form to the NSHE Vice Chancellor for Academic and Student Affairs (NSHE Handbook Title 4, Chapter 14, Section 25.6).

#### **22.4 Records Retention**

NS follows the "FY + 3 years" retention period in the NSHE P&G Manual, Chapter 16. A copy of the complaint and decision will be kept for three years past the fiscal year in which the student graduates or the fiscal year of their last term of attendance at NS.

#### **22.5 Related Information**

- [Student Complaint Form](#)
- [SARA Complaint Resolution Form](#)
- [National Council for State Authorization Reciprocity Agreements](#) (NC-SARA)
- [NSHE Handbook Title 4, Chapter 14, Sections 23-25](#)

## **Chapter 23: Existing Academic Program Review**

[Revisions in review under GP2. [Existing policy](#) in policy library.]

## Chapter 24: Low-yield Program Review

### 24.1 Overview

NSHE requires low-yield programs to be “reviewed in consultation with the Faculty Senate within three years of the program reaching [low-yield] thresholds to determine whether there are sufficient factors to support the program’s continuation or merger with other programs.” NS has three years to take action after a program has been designated as low yield. The action can include (but is not limited to) discontinuation, merger, or exemption from low-yield status.

The President will provide a report to the Chancellor on low-yield programs within three years of the program qualifying as low yield.

### 24.2 Review Procedures

The Office of Institutional Effectiveness (OIE) will produce a report each June with the most recent graduation rates and numbers for each program and the graduation rates and numbers for the previous two years. Graduation data will include graduates from the previous summer. Concentrations within a major are included in the program’s graduation data.

If a program has not graduated at least 20 students over the last three years, the program will be flagged for review. OIE will send this report to the President, the Provost, and the Faculty Senate Chair.

The Provost, in consultation with the Faculty Senate Chair, will appoint a committee to review each flagged program. The committee will have no more than 5 members and must include a Faculty Senate representative and at least one tenured or tenure-track faculty member from the affected program, if one exists. The committee will evaluate the program, using OIE data, and produce a report. This report will:

- Evaluate the program’s role in serving the University’s mission;
- Determine if the program is meeting a demonstrated workforce or service need for the state or region, including projected future needs;
- Review graduation data and predict future numbers;
- Determine if the program supports an underrepresented community or group;
- Review the program’s potential for receiving external grants;
- Include information about the program’s budget.

The committee may recommend an exemption to low-yield status based on any of the criteria above. In addition, Board of Regents policy allows NS to generate specific exemption criteria. Our institutional exemption criteria include:

- The program provides an essential service to other units or programs;
- The program suffered from high budget cuts, causing a drastic reduction in resources or faculty;



- The program suffered due to the absence of full-time faculty or PhD-qualified faculty for an extended period;
- The program is not operating at a financial loss (the funds generated are greater than or equal to the program's cost).

The conclusion of the report will include the committee's recommendation. The recommendation can include (but is not limited to): an exemption to low-yield status, merging the program with another program, or eliminating the program.

The report will be emailed to the dean and the Faculty Senate Chair. The dean will review the report, include their recommendation, and send the report to the provost. NS may exempt a program from low-yield status if it is one of several programs provided by an academic unit or can be justified for other reasons deemed adequate by the provost and consistent with BOR criteria. This decision will be made annually by the provost after reviewing the report.

After the provost reviews the report and dean's recommendation, a final report will be sent to the president. The president will evaluate the recommendations and incorporate them into the report to the Board of Regents.

## Chapter 25: Baccalaureate Degree Requirements

### 25.1 Choice of Catalog

According to the Nevada Revised Statutes, “a student at a university or state college within the System completes the full course of study for a diploma of graduation if, in accordance with the policy of the Board of Regents, the student satisfies the requirements for graduation and a degree as set forth in the catalog of the university or state college that is in effect at the time the student: (a) First enrolls in the university or state college or is admitted to the academic program or department of the student’s major if the program or department has a formal process for admitting students to the program or department; or (b) Graduates, whichever the student elects. A student who changes...major must elect the catalog of the year of the latest change of the major or the year of graduation. A student may not elect a catalog that is more than 10 years old at the time of...graduation” (NRS 396.560(3)).

Undergraduate students at NS can remain on the catalog in effect during their term of entry for up to 10 years. If a catalog is more than 10 years old, the student must follow the catalog requirements in effect for the year the student graduates.

NS does not guarantee the awarding of a degree based on the unchanged requirements of a particular catalog. Periodic revisions of degree requirements are made because of changes in occupational qualifications or the expectations of accrediting or licensing bodies. The dean, with approval from the provost and president, may require reasonable adherence to school and department requirements published in a recent or current catalog. The school must communicate the changes to affected students.

The following rules regarding choice of catalog apply in specific circumstances:

1. *Change of major:* The year a student enrolls as a degree-seeking student at NS is the student’s assigned catalog year. If a student changes major, or was classified as undecided and selects a major, the catalog year updates to the year the student changed or selected the major.
2. *Multiple majors:* Students who declare multiple majors may graduate with the additional majors under the catalog of the year when they declared each major or the year they graduate. The catalog year for additional majors does not affect the catalog year of the first major.
3. *Summer bridge programs:* Students who applied for fall admission to NS and are reclassified as summer admits in order to participate in a University-sponsored summer bridge program will be assigned to the catalog in effect for the fall semester immediately following the bridge program.

4. *Other summer admits (excluding summer bridge participants)*: Students who applied and were admitted for a summer term may follow the catalog of the fall semester immediately following their summer enrollment. Students must request to be moved to the fall catalog through the Office of the Registrar. Students are encouraged to first meet with an advisor to ensure they understand any consequences of the catalog change.
5. *Returning students*: Returning students are assigned to the catalog year when they are re-admitted. They may request to follow the catalog of the year of their initial admission and enrollment at NS, providing that catalog is not more than 10 years old when they graduate. Requests are submitted to the Office of the Registrar. Students are encouraged to first meet with an advisor to ensure they understand any consequences of the catalog change.
  - a. Students returning from a University-approved leave of absence (such as approved military leave) may follow the catalog rights described in the relevant leave of absence policy.
  - b. If unusual circumstances caused an extended absence without approved leave, a student may petition for an exception to policy allowing them to re-enroll without reapplying and being readmitted to NS. Exceptions must be approved by the provost (or designee).
6. *Transfer students*: Any exceptions for students transferring from other NSHE institutions will be stated in transfer agreement documents.
7. *Other exceptions*: The president may waive catalog requirements or approve exceptions to catalog year assignments. Exceptions are made at the president's discretion on a case-by-case and cannot be appealed.

## 25.2 Academic Requirements

To graduate from NS, undergraduate students must meet the following requirements:

1. *Minimum GPA*: Earn a Cumulative GPA of 2.0 or higher, including all postsecondary coursework attempted, as well as a NS GPA of at least 2.0, as calculated by the Office of the Registrar. This requirement excludes courses graded as Audit, Incomplete, Not Reported, In Progress, Satisfactory, Unsatisfactory, and Withdraw (AD, I, NR, X, S, U, and W, respectively).
2. *Four-year institution credits*: For students on catalogs from Fall 2022 or earlier, at least half of the required credits for their degree must be earned at a 4-year institution.
3. *Other academic requirements*: A school may establish additional academic requirements.
4. *NS residency*: Complete 30 upper-division credits at NS.

### **25.3 Related Information**

- Academic Catalog (Admissions Information)
- Admissions information for [Returning Students](#)

## **Chapter 26: Post-baccalaureate Programs**

[In review under GP2. Some existing language in [multiple majors policy](#).]

## Chapter 27: Special Course Fees

### 27.1 Courses Requiring Special Fees

Students pay a per-credit registration fee, which is supplemented by state general funds to cover customary expenses associated with educational costs. However, some courses require extraordinary costs to provide students with the experiences necessary to master the skillset taught through the course. BOR policy allows NS to charge a special course fee for such courses.

The amount of a special course fee must be based on anticipated expenditures for a specific course during an academic year. To the extent practicable, the population that pays the fee should benefit from it. Special course fee uses are limited to the allowable exceptions outlined in NSHE P&G Manual Chapter 7, Section 12:

- Individual instruction;
- Class supplies, course-specific software, and specialized equipment;
- Third-party charges for use of a facility;
- Special transportation requirements;
- Extraordinary instructional costs; or
- Some combination of these.

Special course fees will not be established to cover the cost of capital equipment. A balance of no more than the annual amount of revenue may be carried forward into subsequent years (NSHE Handbook Title 4, Chapter 10, Section 19). The account manager should monitor account balances to ensure that revenues are approximately equal to expenses. At least annually, the Budget Office will provide schools with reviews of account activity, highlighting any concerns. Special course fees are evaluated annually to ensure an appropriate amount is being charged.

The president (or designee) must approve all new special course fees, fee changes, and fee eliminations. The BOR must approve special course fees above \$50. The Cashier's Office ensures that correct special course fees are charged and appropriate supporting documentation is maintained, and that the academic catalog reflects accurate fee information.

### 27.2 Deadlines

1. Before students are charged, special course fees must be approved through the curriculum review process and added to the academic catalog.
2. Requests for fees of \$50 or less must be approved by the president (or designee) by December 31<sup>st</sup>.
3. Requests for fees above \$50, including changes to existing fees that result in a total of more than \$50 per course, must be approved by the president (or designee) by September 30<sup>th</sup> in order to be submitted for approval at the December BOR meeting.
4. All new fees, fee changes, and fee eliminations approved by these deadline are effective the following summer term.

### **27.3 Approval Process**

1. Submit proposals for all new special course fees, fee changes, or fee deletions using the e-form in the NS portal. Provide the course title, proposed fee amount, estimated number of students affected annually, and estimated revenue, as well as an explanation of how the fees will be used.
2. Consult with the account manager regarding the need for the special course fee before submitting the form.
3. After submission to the Faculty Senate Curriculum Committee, fee proposals require approval from the dean, provost, and president (or designee), and the BOR (if above \$50).
4. The president (or designee) approves or denies the request and notifies the account manager and proposer.
5. For fees above \$50, the president (or designee) submits the fee for BOR approval and holds the NS fee request form until the BOR approves it.
6. Approved fee additions, deletions, or changes are sent to the Registrar's Office for posting in the catalog and then to the Cashier's Office for system entry and coordinating charges.

### **27.4 Related Information**

- E-form in NS portal
- NSHE Handbook Title 4, Chapter 17, Section 18: Special Course Fees
- NSHE P&G Manual Chapter 7, Section 9

## Chapter 28: Continuous Enrollment (Undergraduates)

### 28.1 Initial Enrollment

Refer to Chapter 12: Placement Testing (Undergraduates) for information on how students are placed into math and English Composition courses.

First-year students entering in the fall semester are required to attend New Student Orientation (NSO) prior to enrolling. At NSO, the Academic Advising Center (AAC) administratively blocks students into fall courses. Based on course availability and students' individual placements, students will be enrolled in English or math courses needed to meet Core Math and English requirements.

Transfer students must self-register for the appropriate math/English course based on their placement scores or transfer credits.

### 28.2 Continuing Enrollment

Any student not blocked into Core math and English for their first semester must enroll in the required Core math and English courses by the end of their second semester or before they complete 30 NS credits.

### 28.3 Approval to Drop

Students must get advisor approval to drop or withdraw from MATH 120/120E, MATH 126/126E, and ENG 100, 101, 116, or 102. Students approved to drop one of these courses must acknowledge the following statement through an online link provided by the AAC:

Based upon NSHE policy Title 4, Chapter 16, Section 1.2, within the **first two regular academic semesters following initial enrollment**, all degree-seeking students must be enrolled in a college-level or corequisite gateway English and [/or] mathematics course or the equivalent for a certificate program (e.g. embedded curriculum) until the institutional core curriculum English and mathematics **requirements are completed**.

This petition is *required* to be completed by those who wish to drop Math or English coursework within their first 30 academic credits. It is the responsibility of the student to remain compliant with enrollment requirements, and **failure to complete required math and English coursework may result in a compliance hold being placed on your student account**. This hold would prevent future registration outside of math or English until the requirement has been met.

By typing your full name below you acknowledge that you understand that *math and English are required courses to be completed through the minimum core requirement before the completion of 30 credits*, and by dropping this course you



risk future registration until this requirement is met.

Once approval is granted, the student is responsible for dropping the course; courses will not be administratively dropped for them. Students who do not drop the course in their Student Center remain enrolled and are responsible for any charges and final course grades for the course.

#### **28.4 Registration Holds**

Students who have not enrolled in their Core math and English before completing 30 NS credits will have a hold placed on their account preventing future course enrollment.

#### **28.5 Extension Petitions**

Students may petition for a one-semester extension by completing the Continuous Enrollment Petition Form with the AAC. Students approved for an extension must enroll in the approved sections of the required Core math and English courses.

Students who wish to drop either Core math or Core English during the petition period will be required to receive drop consent from their Academic Advisor.

Students who do not successfully complete Core math and English in their petitioned semester will be restricted from taking courses at NS until Core math and English are completed. Students can take Core math and English during this restriction period through administrative enrollment. No other courses will be allowed.

#### **28.6 Related Information**

- [Continuous Enrollment Petition Form](#)
- NSHE Placement Policy – Title 4 - Codification of Board Policy Statements - Chapter 16

## Chapter 29: Multiple Majors or Degrees

Undergraduate students may pursue more than one major or degree at the same time. Students who declare multiple majors/degrees may follow the requirements for the catalog year in which they declared each individual program or the catalog year in which they will graduate. The catalog year for added majors does not affect the catalog year of majors that were declared earlier.

A student cannot graduate until all requirements are met for all declared academic programs, including Minors; students who decide not to complete a declared program must officially drop that program by completing the appropriate form.

Students who want to pursue an additional baccalaureate degree after they have already completed an undergraduate degree should refer to Chapter 25: Post-baccalaureate Programs.

### 29.1 Multiple Majors or Degrees

These requirements apply to students pursuing more than one major or degree:

1. The student must meet all admission requirements (such as minimum GPA or standardized test scores) for each program;
2. The student must complete Core Curriculum and program requirements for each program;
3. The student must earn a grade of C- or better in all coursework required for a program, unless a higher standard has been published for the program;
4. Except as noted below, students who declare more than one concentration within a program are classified as pursuing a single major with multiple concentrations. They are not pursuing multiple majors;
  - a. Secondary Education majors may pursue more than one concentration as multiple majors, provided they meet the twelve exclusive credits required;
5. Students cannot declare a major in a discipline and a major in Interdisciplinary Studies with a concentration in the same discipline (for instance, a Bachelor of Arts in Criminal Justice and Bachelor of Arts in Interdisciplinary Studies with a concentration in Criminal Justice);
6. Course overlapping is allowed between majors. However, at least 12 credits required for the major (not including Core Curriculum, general elective, or other credits outside the major) must be exclusive to each declared major and cannot overlap. If the published coursework for majors does not allow for 12 distinct credits between them, they cannot be pursued as multiple majors, with the following exception:
  - a. This requirement does not apply to Secondary Education majors paired with the complementary disciplinary major (such as Secondary Education in English and an English major);
7. Required courses from one major may be used as general electives or Core Curriculum requirements for other declared majors;

8. No additional credits are required beyond the minimum credits required for graduation;
9. All declared majors will appear on the student's transcript and diploma. If the majors are the same degree type (for instance, both are Bachelor of Arts degrees), one diploma is issued. If the degrees are different types (such as a Bachelor of Arts degree and a Bachelor of Science degree), separate diplomas are issued.

### **29.2 Declaring Three or More Programs**

Students who want to pursue three or more majors or four or more of any combination of majors or minors must have their academic plan reviewed by the Academic Advising Center. If more than 180 credits are required to complete all proposed programs, the Academic Advising Director must review and approve all programs beyond two. The Academic Advising Director may consult with relevant deans as needed to reach a decision.

### **29.3 Related Information**

- [Change or Add a Major, Program, or Degree Form](#)
- Requirements for Graduation published in the academic catalog

## Chapter 30: Minors and Concentrations

### 30.1 Academic Minors

A minor is a structured plan of study requiring 18 to 21 credits; an exception from the Division of Academic Affairs is required for minors over 21 credits. Minors must include at least 9 upper-division credits unless approval from the Division of Academic Affairs is granted.

Declaring a minor is optional unless otherwise stated by a degree program (for instance, the Data Science major requires students to choose a minor). A minor appears on a student's transcript but is not printed on their diploma.

#### *30.1.2 Requirements and Limitations*

1. Undecided students and non-degree-seeking students cannot declare a minor;
2. Students cannot declare a major and minor of the same discipline (for example, a Deaf Studies major cannot be combined with a Deaf Studies minor). Decisions regarding whether a major and minor are in the same discipline are made by the dean;
3. Students follow the minor requirements of the catalog year in which they declare the minor or the catalog year when they will graduate;
4. Students can declare no more than 3 minors. At least 9 credits must be unique to each minor and cannot be counted toward the other minor(s);
5. Course overlap is allowed between minor, major, and/or Core Curriculum requirements. At least 9 credits must be unique to the minor and cannot overlap with major requirements;
6. Students must earn a grade of C- or better in all required courses;
7. A minor cannot be added after a student's degree has been conferred;
8. If a student decides not to complete a declared minor, they must drop the minor by completing the Change or Add a Minor e-form in the NS portal. Degrees and diplomas cannot be posted or issued until all declared programs are completed.

### 30.2 Concentrations

Concentrations are groups of courses that differentiate specializations within a program.

Concentrations that are included in the name of a major/degree and submitted for external review and approval as part of the name (such as presentation to the Board of Regents and the accrediting agency) will appear on a student's diploma. If a concentration is not formally approved as part of the name of a program, it will appear on a student's transcript but not on their diploma.

#### *30.2.1 Requirements and Limitations*

1. Courses may overlap between concentrations within a single program;

2. Students cannot combine a concentration with a major or minor of the same discipline (for example, a Criminal Justice concentration cannot be combined with a Criminal Justice major or minor). Decisions regarding whether a concentration and another academic program are in the same discipline will be made by the dean;
3. Students cannot combine a major with no concentration with a major of the same discipline with a concentration (for example, Biology cannot be combined with Biology with a concentration in Cell and Molecular);
4. Students pursuing Elementary Education majors cannot combine multiple concentrations.

### **30.3 Teaching Endorsements**

While teaching endorsement courses may be taken at NS, endorsements are not issued by the University. They are added to an individual's teaching license by the Nevada Department of Education.

### **30.4 Related Information**

- Change or Add a Minor Form (in the [NS portal](#))
- Replaces statement on minors in the academic catalog

## **Chapter 31: Graduate Student Admissions Requirements**

[In review under GP2. No existing policy.]

## **Chapter 32: Academic Calendar Approval**

[In review under GP2. No existing policy.]

## **Chapter 33: Exceptions to Academic Policy Petitions**

[In review under GP2. No existing policy.]



## **Chapter 34: Student Credit Load Limits**

[In review under GP2. No existing policy.]

## **Chapter 35: Credit for Prior Learning (CPL)**

[Revisions in review under GP2. Some existing language in academic catalog.]

## Appendix A: Glossary

**Academic action:** Action taken based on a student's academic progress and academic standing.

**Academic advisor:** Unless otherwise noted, a professional staff member within the Academic Advising Center.

**Academic dismissal:** Final undergraduate academic standing level, in which a student is no longer allowed to enroll at the University.

**Academic engagement:** Participation that meets the threshold for a student to have formally begun attendance in a course. According to 34 CFR 600.2, it consists of "active participation by a student in an instructional activity related to the student's course of study that includes, but is not limited to: (i) Attending a synchronous class, lecture, recitation, or field or laboratory activity, physically or online, where there is an opportunity for interaction between the instructor and students; (ii) Submitting an academic assignment; (iii) Taking an assessment or an exam; (iv) Participating in an interactive tutorial, webinar, or other interactive computer-assisted instruction; (v) Participating in a study group, group project, or an online discussion that is assigned for the course; or (vi) Interacting with an instructor about academic matters." Does not include "...logging into an online class or tutorial without any further participation..."

**Academic notice:** Academic standing level indicating an undergraduate student has not met requirements while on academic warning.

**Academic renewal:** Process by which an undergraduate student may have eligible coursework removed from calculations of academic standing, GPA, and graduation eligibility.

**Academic standing:** Classification indicating whether a student meets GPA requirements; determines requirements for the student and associated academic actions by NS. Undergraduates progress in this order: good, warning, notice, suspension, and dismissal. Graduate students progress in this order: good, warning, disqualification.

**Academic suspension:** Academic standing level at which a student is temporarily prohibited from enrolling at the University.

**Academic warning:** Academic standing level indicating a student has not met GPA requirements.

**Academic year:** Nine-month academic faculty contract period beginning in August and ending in May.

**Accelerated term:** Academic session lasting less than 14 consecutive weeks.

**Account manager:** Person authorized to oversee the account to which a special course fee will be applied.

**Additional baccalaureate degree:** Degree pursued by a student after completing and graduating with a previous four-year undergraduate degree.

**Adjunct faculty:** Part-time academic faculty serving on temporary Letter of Appointment (LOA) contracts.

**Advanced Placement (AP):** A program that develops and monitors college-level courses that high schools may choose to offer; courses have corresponding AP Exams that are administered once a year.

**Attempted earned credits:** Courses graded with letter grades of A, B, C, D, and F.

**Calendar year:** Period of 365 consecutive days after any given date.

**Capital equipment:** Tangible equipment with a value of more than \$5,000 and a useful life of more than one year.

**Class hour:** 50 minutes.

**Complainant:** Person filing a complaint.

**Concentration:** Specialization designated by a grouping of courses in a major. No degree is conferred for a concentration; the degree is conferred for the major.

**Contact time:** Time spent in direct instruction; quantifies the amount of regular and substantive interaction between students and the instructor.

**Continued standing status:** Student maintains their current academic standing.

**Core Curriculum:** Set of courses or disciplinary or topic areas (such as Social Sciences, Cultural Diversity) required of all undergraduate students, regardless of major, to develop a breadth of knowledge and skills.

**Core math and English:** Completion of MATH 120/120E or MATH 126/126E *and* ENG 102 or above.

**Course overlap:** A single course is allowed to fulfill multiple areas. The credits are only counted once toward a student's total credits earned.

**CPL Crosswalk:** The list of non-traditional courses Nevada State University accepts without additional evaluation.

**Credit:** Three hours of work per week for one semester. Usually consists of one period in class and two hours of preparation for lecture/seminar classes, or three hours of laboratory classes.

**Credit for Prior Learning (CPL):** Various methods used to evaluate and formally recognize learning that has occurred outside the traditional academic environment by awarding college credit, certification, or advanced standing.

**Cumulative GPA:** GPA calculated for all credit-bearing, letter-graded courses taken at NS. Cumulative GPAs for graduate students are calculated using graduate courses taken at NS.

**Degree requirements:** All courses required to complete a degree (core curriculum courses, major courses, and electives).

**Degree-seeking:** Status of students enrolled with the intent to complete and earn a degree or credential.

**DFWI rate:** Percentage of students in a course receiving a letter grade of D, F, Withdraw (W), or Incomplete (I).

**Disqualification:** A graduate student is dismissed from NS and their graduate program.

**Endorsement:** Area of teaching specialization approved and issued by the Nevada Department of Education as part of teacher licensure.

**Exigent circumstances:** Event or incident a reasonable person would consider as requiring immediate action or aid.

**Existing program:** Academic program that has been offered for 10 years or more.

**Extended military leave:** Military duty-related absence or inability to access technology necessary to complete coursework for 30 or more consecutive calendar days. Includes active duty deployment, mandatory training or drills, reassignment to a different military base, natural disaster responses, and travel days.

**Extenuating circumstances:** Event or incident a reasonable person would consider unusual, exceptional, or uncommon and objectively outside of the student's control.

**Final course grade:** Letter grade submitted on official grade roster and reported on transcripts.

**Form B:** NSHE template for existing program review summaries.

**Full medical withdrawal:** Medical withdrawal from all courses in a term.

**Good standing:** Academic standing indicating a student meets GPA requirements.

**Graduate student:** Student accepted into a program designated as graduate-level at NS.

**Immunity:** Protection from an infectious disease.

**Immunization:** Process through which a person is made immune or resistant to an infectious disease, typically by the administration of a vaccine by a licensed medical provider.

**Incarcerated student:** A NS student serving a criminal sentence in a federal, state, or local penitentiary, prison, jail, reformatory, work farm, or other similar correctional institution. Does not include students in a halfway house, home detention, or sentenced to serve only weekends.

**Incomplete (I):** Neutral grade assigned to indicate a student has not completed a course. Not included in GPA calculations.

**Latin honors:** Levels of distinction with which an undergraduate academic degree may be earned: cum laude, magna cum laude, and summa cum laude.

**Legal name:** Name that identifies a person on official government documents and forms of identification for legal, administrative, and other governmental purposes.

**Low yield:** A program that is at least 10 years old that has not awarded a total of at least 20 degrees in the last 3 consecutive years (NSHE Handbook Title 4, Chapter 14, Section 5).

**Matriculation:** A new NS student's first day of classes of their first term.

**Medical withdrawal:** Course withdrawal allowed outside of standard withdraw dates due to a documented mental or physical health condition.

**Military orders:** Document from a state or federal military department, Department of Defense, or any other Armed Forces entity outlining the activation of a service member into active duty status for any period of time.

**Non-degree-seeking:** Status of students taking courses without the intent to complete or earn a degree or credential. A maximum of 30 credits may be earned as a non-degree-seeking student.

**Not recorded (NR):** Neutral mark that indicates a final grade was not submitted by the instructor.

**NS Semester GPA:** GPA calculated for courses taken at NS during a specific term, based on

attempted earned credits. Calculated at the end of fall and spring semesters and each August for summer terms.

**Partial medical withdrawal:** Medical withdrawal from some courses in a term.

**Preferred name:** Name that a person wishes to be known or identified by that differs from their legal name.

**Primary reviewer:** Institutional official responsible for determining if events or circumstances are exigent or extenuating.

**Program Review Committee (PRC):** Committee appointed by a dean to review a program and complete the Program Review Report and Form B.

**Repeat:** Enrollment in a course that students can take more than once and receive grades and credits each time, up to the maximum credits listed in the academic catalog.

**Residency requirement:** Minimum upper-division credits (30) that must be taken at NS to graduate with an undergraduate degree from the University.

**Respondent:** Person against whom a complaint is filed, or a designated representative of a unit or department against whom a complaint is filed.

**Retake:** Enrollment in a non-repeatable course in which the student previously enrolled and received a grade.

**Returning student:** Student who attended Nevada State University previously but did not enroll for a period of at least two semesters. Returning students must reapply for admission to NS.

**Semester:** 75 instructional days scheduled over 15 weeks in the fall or spring.

**Short-term military absence:** Military duty-related absence or inability to access technology necessary to complete coursework for no more than 29 consecutive days. Includes active duty deployment, funeral honor guard detail, mandatory training or drills, service-related medical appointments, and travel days.

**Special course fee:** Fee charged to cover extraordinary expenses directly associated with a specific course.

**State Authorization Reciprocity Agreement (SARA):** Agreement among member states establishing comparable national standards for postsecondary distance education.

**Student:** An individual (or their legal guardian, if the person is under age 18 or otherwise under the care of a legal guardian) who is currently enrolled or who was enrolled at the time that events or circumstances underlying a complaint first occurred.

**Student Center:** myNS account, which provides access to the student's course history and current course registrations.

**Student's location:** Address where a student physically resides when applying to and while engaged in their academic program, as provided on the admissions application to the University and which may be updated from time to time in PeopleSoft. This field is labeled "Home Address" in PeopleSoft.

**Summer bridge program:** A collection of initiatives offered during the summer and designed to help students learn skills that will help them succeed academically in their first year at the University. Participants are typically selected through an application process.

**Travel day:** Day on which a member of the military must travel to a specific location stated in their military orders to report for duty.

**Undecided:** Classification for degree-seeking undergraduates who have not declared a major.

**Undue burden:** Proposed course of action would result in significant difficulty, hardship, or financial or administrative burden.

**Vaccine:** Substance used to stimulate the production of antibodies and provide immunity against a disease; typically administered by injection, but may also be administered by mouth or nasal spray.

**Withdrew (W):** Neutral mark indicating the student officially withdrew from a course and had a passing grade at the time they withdrew. Ws are not included in GPAs.



## Appendix B: Approvals

- Chapter 1: Incomplete Grades policy approved by Dr. Lesley DiMare on 7/21/2008 and President Fred Maryanski on 7/29/2008. Revisions approved by Dr. Samantha Jewell on 3/03/2022; Dr. Vickie Shields on 3/08/2022; Dr. DeRionne Pollard on 4/24/2023. Revisions approved by Dr. David Cooper on 12/03/2024; Dr. Sarah Frey on 12/30/2024; Berna Rhodes-Ford on 2/25/2025; and President DeRionne Pollard on 4/02/2025.
- Chapter 2: Adjunct Faculty Course Cancellation Payment approved by Dr. Erika Beck on 11/12/15 and President Bart Patterson (n.d.).
- Chapter 3: Posthumous Degrees approved by Dr. Joanna Shearer on 4/28/2015; Dr. Erika Beck on 5/05/2015; and President Bart Patterson on 5/12/2015.
- Chapter 4: Academic Recognition/Honors revised and approved...
- Chapter 9: Preferred Names approved by Dr. Laura Naumann on 10/06/2020; Dr. Vickie Shields on 10/08/2020; and President Bart Patterson on 2/18/2021.
- Chapter 10: Military Leave for Students approved by Dr. Abbey Peters on 3/12/2019; Dr. Vickie Shields on 3/19/2019; and President Bart Patterson on 6/03/2019.
- Chapter 11: Enrollment Cancellation for Nonattendance approved by Dr. Sam Jewell on 2/15/2022; Dr. Vickie Shields on 2/15/2022; and President DeRionne Pollard on 12/01/2022.
- Chapter 12: Required Immunizations revised and approved by Dr. Sarah Frey on 7/17/2024 and President DeRionne Pollard on 7/17/2024.
- Chapter 13: Incarcerated Students approved by Dr. Vickie Shields on 8/04/2020 and President Bart Patterson on 9/04/2020.
- Chapter 14: Student Location and Licensure Notification approved by Dr. Molly Appel on 4/04/2024; Dr. Sarah Frey on 4/04/2024; and President DeRionne Pollard on 5/29/2024.
- Chapter 15: Undecided Students approved by Dr. Vickie Shields on 12/05/2022 and President DeRionne Pollard on 1/31/2023.
- Chapter 16: Compassionate Withdraw or Drop approved by Dr. Vickie Shields on 8/18/2022 and President DeRionne Pollard on 9/28/2022.
- Chapter 17: Medical Withdrawal approved by Dr. Vickie Shields on 6/09/2020 and President Bart Patterson on 7/27/2020.
- Chapter 18: Mandatory Advising approved by Dr. Vickie Shields on 8/18/2022 and President DeRionne Pollard on 9/28/2022.
- Chapter 19: Academic Renewal approved by Dr. Vickie Shields on 7/05/2022 and President DeRionne Pollard on 1/31/2023.
- Chapter 20: Graduate Student Enrollment Requirements approved by Dr. Tony Scinta on 7/28/2023 and President DeRionne Pollard on 9/13/2023.
- Chapter 22: Student Complaints approved by Dr. Serge Ballif on 11/04/2019; Dr. Vickie Shields on 11/05/2019; and President Bart Patterson on 11/19/2019.
- Chapter 23: Existing Academic Program Review revised and approved by Dr. Sam Jewell on 3/03/2022; Dr. Vickie Shields on 3/08/2022; and President DeRionne Pollard on 4/07/2022.

- Chapter 24: Low-yield Program Review approved by Dr. Erika Beck on 5/14/2013 and President Bart Patterson on 5/14/2013.
- Chapter 25: Baccalaureate Degree Requirements revised and approved by Dr. Vickie Shields on 6/26/2019 and President Bart Patterson on 7/15/2019.
- Chapter 27: Special Course Fees by Dr. Vickie Shields on 10/10/2022 and President DeRionne Pollard on 3/02/2023.
- Chapter 28: Continuous Enrollment approved by Dr. Vickie Shields on 5/18/2022 and President DeRionne Pollard on 7/05/2022.
- Chapter 29: Multiple Majors or Degrees revised and approved by Dr. Christine Beaudry on 5/02/2023; Dr. Vickie Shields on 5/23/2023; and President DeRionne Pollard on 9/12/2023.
- Chapter 30: Minors and Concentrations revised and approved by Dr. Christine Beaudry on 5/02/2023; Dr. Vickie Shields on 5/23/2023; and President DeRionne Pollard on 9/12/2023.