

**UNR Faculty Senate 2010-11
Academic Standards Committee
Report**

Members

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The following report is a summary of the activities for the 2010-2011 Academic Standards Committee. The report is divided into four major parts. Section I describes the charges that were given to the committee. Section II provides the general process that was used to form the recommendations. Sections III to VII provide the committee's recommendations to each of the charges. The report also includes three appendices.

Section I: Summary of Charges

Standing Charges:

1. Review ASC charges over the prior three years, and recommendations adopted by the Faculty Senate. Report on the implementation status of these recommendations.
2. Make recommendations on the future status, organization, structure, and charges of the ASC. Consider whether the committee is necessary and effective, and how could it be improved.
3. Upon request by the Executive Board, review any proposals affecting ASC objectives, and report recommendations to the Executive Board within six weeks after receipt of any request for review.
4. Upon request by the Executive Board, serve as a sounding board for the Executive Board for issues related to ASC charges and objectives.
5. Appoint a liaison from the ASC to the Core Curriculum Board, and another liaison to the Academic Advising Advisory Board. Facilitate communication, as appropriate, between these boards and the Faculty Senate.

Additional Charges – to be completed as soon as possible:

1. Review NSHE's General Ed and Transfer Policy Proposal. Make recommendations to the Senate regarding concerns that should be discussed/investigated further or to endorse the proposal as written.
2. Review the request to change the admission policy, requiring a new or transfer student to obtain an instructor's signature prior to adding a class after the class has begun. Make recommendations to the senate regarding concerns that should be discussed/investigated further or to endorse the proposal as written.
3. As the implementation of PeopleSoft proceeds, the Committee will, at the request of the Executive Board, review academic policy issues not addressed in our current system and/or policies that require revision prior to implementation of the new system.
4. Investigate the pros and cons of requiring all undergraduates to declare an academic major by the time they have completed 60 credits.

Section II: Process

Standing Charge 1:

2009-2010 Committee Recommendation:

UNR should have a single webpage regarding Academic Integrity (AI) hosted by the Faculty Senate. Any unit who wants to address academic integrity should link to this single webpage. The website should contain:

- a. A brief Code of Ethics for students;
- b. A copy of pp. 72-73 from the 2010-11 UNR General Catalogue "Section IV: Academic [Standards] Integrity";
- c. A copy of the NSHE Board of Regents Code: Title 2, Chapter 6;
- d. A link to the Office of Student Conduct "Academic Standards for Students" (this part also contains NSHE policy)
- e. The ASUN student "Honor Code";
- f. A link to examples of academic integrity issues (plagiarism) from other University websites e.g., Purdue, Northwestern, etc.;
- g. Student and faculty responsibilities to prevent and reduce academic dishonesty on campus; and
- h. Sample language for use in course syllabuses concerning academic integrity.

Action Taken: The 2010-2011 committee took action to develop an academic integrity website. The original recommendation included the design of a database with a web front end to allow online reporting of instances of academic dishonesty. That project was rejected by the President and Dr. Zink as not FERPA compliant. This year's committee asked for and received permission to proceed with the redesign of the Office of Student Conduct website (sans the online reporting features) with the goal of making current academic integrity policy and procedure for reporting of violations readily available to faculty and students. This project is now in the hands of Sally Morgan, the director of the Office of Student Conduct, and Michael Ekedahl, lecturer in Accounting and Information Systems.

When Michael Ekedahl learned that Digital Initiatives was moving Student Services websites into a content management system, he withdrew from the project. Sally will work with DI over the summer.

Further Action Needed? Yes, next year's committee must verify completion of this charge.

2008-2009 Committee Recommendation:

The revision of Undergraduate Academic Standing to:

Eliminate disqualification,

Redefine probation (any undergraduate student who earns less a 2.0 UNR grade point average will be placed on probation for the following semester),

Define a dismissal policy (undergraduate students who are on probation for three consecutive semesters will be dismissed from the university for one calendar year).

Action Taken: The committee drafted catalog copy and a form for a Dismissal Appeal process to follow up on the 2009-10 committee's revision of the Academic Standing policy. As the university will be dismissing students for the first time at the end of the Fall 2011 semester, language regarding an appeal policy must be included in the 2011 catalog. Both the policy and the form were shared on the advising listserv and revised based on responses received from

faculty advisors and the Associate Provost. Current drafts have been forwarded to the Executive Board for their review.

Further Action Needed? Yes, the language and form must be approved by the Faculty Senate and administration in time for inclusion in the 2011 General Catalog.

See Appendix 4 for detail on committee recommendations for the past three years. Appendix 5 contains the proposed catalog language for dismissal and the dismissal appeal form.

Standing Charge 2:

The Board of Regents is considering the adoption of two new policies:

1. Amend Board policy (*Title 4, Chapter 16, Sections 16 and 24, and new Sections 39 and 40*) to limit the number of credits for a bachelor's degree to 120 and 60 credits for an associate degree with exceptions for licensure or program accreditation.
2. Approve a new Board policy (*Title 4, Chapter 14, new Section 5*) requiring the biennial review of academic programs with respect to the number of graduates produced in the prior three years (See attached Policy Proposal).

Recommendation:

If, as expected, the Board of Regents approves these new policies, next year's Academic Standards Committee should be charged with:

A review of the other graduation requirements related to total credits, such as residency (currently 32 upper-division credits) and upper-division credits (currently 40 upper-division credits).

Research the development of the campus-based portion of the process for exceptions to the 120 credit limit.

Research the development of a campus-based early warning and support system for programs that are near the degree production thresholds detailed in the BOR's proposal.

Standing Charge 3:

Action Taken: At the request of the Executive Board, the committee researched the awarding of academic recognition at peer institutions. The chair met with Tamara Valentine, the Honors Program Director who feels that Latin titles should be restricted to Honors students. While some of our peers award Latin titles to students outside their honors programs, those peers also provide their honors students with many more benefits than we can provide. Dr. Valentine's information on the resources those peers dedicate to their Honors Program has been integrated into the committee's peer research all of which is available in Appendix 6. Also, see Appendix 6 for the University's current standards for the awarding of Latin titles to Honors students and distinction and high distinction to students outside the Honors program. Only one member of the committee favored expanding access to Latin titles to all students without some further review and revision of the current standards. In 2010, 25% of graduates received either a Latin title or distinction.

Recommendation:

Charge next year’s Academic Standards Committee to review and potentially revise our academic recognition policy.

Further Action Needed? See recommendation above.

Standing Charge 4:

Maureen Cronin served as liaison to the Core Curriculum Board. Nancy Markee was the committee’s liaison to the Academic Advising Advisory Board.

Additional Charge 1: Transfer Policy

The policy proposal to the Board of Regents Handbook, Title 4, Chapter 14, Section 13 (see Appendix 1) was developed by a working group formed from the statewide Transfer Articulation Board.

The committee reviewed the proposal at its October meeting and made the following recommendation for revision of the system general education requirements contained in the proposal:

| | | |
|---|---|---|
| Social Sciences or and Humanities | [3] 9 [cr.] 12 | [Three] Nine Twelve credits of [an introductory level] lower division coursework [course] in either the social sciences or and humanities to include at least 3 credits in social science and at least 3 credits in fine arts. |
|---|---|---|

The proposal was discussed by the Transfer Articulation Board later in October, after it had been reviewed by the Academic Affairs Council. Nancy and Maureen shared the committee’s concerns with the Board, and they did make a small revision as a result.

| | | |
|---|--------------------|--|
| Social Sciences or Humanities/ Fine Arts | [3] 9 [cr.] | [Three] Nine credits of [an introductory level] lower division coursework [course] in either the social sciences or humanities/ fine arts . |
|---|--------------------|--|

The entire proposal was approved by the Board of Regents at its December 2010 meeting and will become effective in the Fall of 2012.

Further Action Needed? No.

Additional Charge 2. Late Registration

The committee researched late registration policies at peer institutions (see Appendix 2) and developed a recommendation that was shared with the Senate in December. The recommendation was amended and approved by the Senate and later the administration and will implemented for the Fall of 2011.

The amended recommendation:

During the fall and spring semesters, students must obtain written permission from their instructors to enroll after the fifth day of instruction. During summer sessions and Wintermester, written permission must be obtained after the second day of instruction.

Further Action Needed? No.

Additional Charge 3: PeopleSoft Implementation/New Academic Policies

As a result of its discussion of the second charge, the committee concluded that some of our current academic policies may be contributing to last minute applications for admission and/or registration. We discussed our very liberal stop out and return policies and decided they seem more appropriate for an open admission institution than a university.

Once admitted and matriculated, a degree-seeking student may stop out after a semester for a semester or a decade. The student is not required to provide the university with information on the rationale for or planned duration of breaks in enrollment. Students simply do not register for the next term, and their records are inactivated at the end of the late registration period for that term. To return, students complete a very short returning student application that does not require an application fee.

The committee agreed to research how breaks in enrollment are handled at other institutions (See Appendix 3). We found that most of our peer institutions have a leave of absence policy. The benefits of a leave of absence for the institution and individual students include:

| Institutional Benefits | Individual Student Benefits |
|--|---|
| The policy conveys the institutional expectation for continuous enrollment. | Students who cannot meet this expectation have an incentive to make plans and communicate them to the institution. |
| The institution gets data to better understand students' reasons for leaving. | Students are prompted to examine their reasons for leaving. |
| The institution has an opportunity to intervene before the student leaves. | Students know the institution cares about their degree progress. |
| The institution has the information necessary to communicate with the student while they are away. | Students have the opportunity to update the university on any changes to their plans. |
| The institution can activate the students' records for the term in which the students plan to return. | Students can register with their classmates giving them the best opportunity to get the classes they need. |
| The policy gives students realistic expectations about how long they can be away. | The process forces students to commit to a term in which they will return. |
| The institution collects an application fee from returning students not on approved leaves of absence. | Returning student who must complete a full application for admission and pay the application fee are more committed to returning. |

At the request of the Executive Board, the committee looked at returning student data. This data is for Fall 2010.

| Counter: student year | | Counter: Prior term enrollment | | Counter | |
|-----------------------|-----|--------------------------------|-----|--|-----|
| U01 | 228 | 1981 to 1989 | 10 | Applied for RT, but took no credits | 565 |
| U02 | 261 | 1990 to 1999 | 24 | Applied for RT, and took classes | 554 |
| U03 | 242 | 2000 to 2005 | 69 | | |
| U04 | 390 | 2006-2007 | 169 | | |
| | | 2008 | 178 | | |
| | | 2009 | 430 | | |

A few things stand out:

- The odds a student will return greatly diminish after one year away.
- Seniors are much more likely to return than other undergraduates.
- Just under half of the students who submitted returning student applications registered.

These are all things that a leave of absence policy would help us address. And, since the implementation of PeopleSoft makes the administration of a leave of absence policy possible, the committee developed a recommendation and shared it with the Executive Board. The recommendation, revised based on Executive Board input, follows.

Recommendation:

The University of Nevada, Reno strongly encourages degree seeking students to be continuously enrolled. But if circumstances dictate a break in enrollment, the University's leave of absence policy assists and encourages students to return and graduate after an absence of up to two consecutive semesters from UNR. (Summer sessions are excluded from the continuous enrollment requirement.) Students who participate in the Leave of Absence program are not required to reapply for admission or pay a reapplication fee and will have the opportunity to register/enroll with continuing students for the semester in which they intend to return to the University. Degree-seeking students who leave the university without a degree or an approved leave of absence must undergo formal readmission to UNR, to include submission of a new application, application fee and any necessary transcripts.

Eligibility Requirements:

To be eligible for a Leave of Absence, a student must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.

- a. A student who was admitted as a new first semester freshman or transfer student but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact Undergraduate Admissions Office.
 - b. A student who was readmitted but did not attend will not be eligible for a Leave of Absence. Instead, he or she should contact the Undergraduate Admissions Office.
 - c. A student who is participating in a USAC-sponsored study abroad program need not apply for a Leave of Absence; however, a student who is participating in a non-USAC-sponsored study abroad program should take advantage of the LOA policy, if eligible.
3. Be in academic good standing, on probation, or on continuing probation with his or her college.
 4. Have no hold (e.g., disciplinary, financial, testing, etc.) which would restrict registration. Note: Students with financial holds may be given consideration for a Leave of Absence if authorized by the Cashier's Office.
 5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission and continued enrollment was contingent upon receipt of those transcripts.

Process for Obtaining a Leave of Absence:

Student:

1. **Review the policy and complete the Undergraduate Leave of Absence Request form:** The policy is described at (This section will be updated when the policy has a website home), and the form is available at (This section will be updated when the policy has a website home) or at the Office of Admissions and Records. Return the form to the Office of Admissions and Records, unless requesting an extension beyond two consecutive semesters of a previously approved leave, in which case the form should be returned to your college advising office.
2. **Consider scheduling an appointment with a college/school representative to discuss the following:**
 - a. Impact on progress toward degree.
 - b. Catalog year and status after Leave of Absence.
 - c. Academic good standing issues.
 - d. Transfer policies, incomplete grades, agency requirements (e.g., state licensing/certification) and other academic issues, if applicable.
 - e. If you are considering changing your major, complete the process prior to your LOA.

For more detail on this recommendation, see Appendix 3.

Further Action Needed? Approval by the Senate and the Administration and implementation in the new system.

Additional Charge 4:

A policy which requires undergraduates to declare a major by the time they have completed 60 credits was initially thought to target and benefit students who have not selected an academic major. By the time they have reached the 60 credit milestone, most students have completed the bulk of their university Core requirements and are taking major and minor courses. Graduation will certainly be delayed for students who are not admitted to a major program within the 60 credit window.

However, when reviewing the number of students who would be impacted, the committee also looked at students with more than 60 credits who were in a pre-major status. These numbers were frankly shocking.

| Program | Juniors | Seniors | Total |
|----------|---------|---------|-------|
| Pre-Bus | 288 | 122 | 410 |
| Pre-Educ | 174 | 101 | 275 |
| Un Engin | 6 | 9 | 15 |
| Pre-Nurs | 114 | 118 | 232 |
| Pre-SW | 66 | 34 | 100 |
| Pre-Jour | 33 | 25 | 58 |
| Pre-Com | 12 | 6 | 18 |
| | | | 1108 |

Recommendation:

Next year's committee should be charged with an extensive review and revision of our current academic progress standards.

BOARD OF REGENTS
BRIEFING PAPER
Handbook Revision, General Education and Transfer

BACKGROUND & POLICY CONTEXT OF ISSUE:

The goal of NSHE transfer associate degrees is for a student who starts at a community college to be able to complete a bachelor's degree in the same number of credits as a student who starts at a four-year institution. In conversations occurring over the past year with the Articulation Board, a group of faculty charged with reviewing NSHE transfer policies, and the Academic Affairs Council, it became apparent that the Board requirements for transfer associate degrees create a situation where students have to take general education courses that result in additional coursework beyond the 2+2 agreements between the colleges and universities/state college.

Current Board policy outlines specifically the degree requirements for all associate degrees, including transfer degrees (associate of arts, associate of science, and associate of business) by specifying the general education credits required and providing generally for the minimum number of additional program requirements (*Title 4, Chapter 16, Section 25*). Staff, in coordination with the Articulation Board and Academic Affairs Council, proposes eliminating the specific degree requirements for transfer associate degrees and making the general education minimum course requirements for the transferable associate and the bachelor's degree the same. This does not mean that exact courses will be the same, only that the minimum requirements within the disciplines will be the same. These new minimum requirements will not prevent an institution from requiring more general education requirements, as most institutions do now, and is not anticipated to result in drastic changes in community college general education programs. Further, it is recommended that transfer agreements include a year-by-year outline of course requirements, in which the course of study leading to a baccalaureate degree includes in the first two years coursework that will result in the completion of requirements for an associate degree. This policy would not go into effect until Fall 2012 to enable the community colleges, the state college, and the universities to work together to reflect any changes in the 2+2 agreements.

SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend Board policy to eliminate the specific degree requirements defined for the associate of arts, associate of science and associate of business and redefining minimum general education requirements applicable to all transfer and baccalaureate degrees. Further, amend Board policy to require that transfer agreements include a year-by-year course of study whereby the courses outlined for the first two years would result in the completion of the requirements for an associate degree. (See attached Policy Proposal.)

IMPETUS (WHY NOW?):

The proposal is brought forward at this time based on the conversations with and recommendations of the Articulation Board, a small group of faculty charged with reviewing NSHE transfer policy, and the Academic Affairs Council in order to improve student success in transferring.

BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Minimum general education requirements for transfer and baccalaureate degrees will be the same, but institutional faculty will have the added flexibility to exceed the minimum;
- Both the 4-year and the 2-year institution will have a voice in establishing 2+2 agreements;
- 2+2 agreements will include a year-by-year course of study whereby the first two years must include the requirements for the completion of an associate degree; and
- System administration through the Articulation Board will track changes and review the impact of the policy to ensure academic quality and student transfer success are well served by this change.

POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

Some university faculty fear that the total credits in an individual community college general education program may not be high enough or match their general education program sufficiently.

ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

Maintain the current policy whereby the general education requirements for each transfer degree exceeds the general education requirements for universities and the state college and create problems for alignment with the bachelor's degree at a 4-year institution.

COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #_____ Chapter #_____ Section #_____
- Amends Current Board Policy: *Title 4, Chapter 14, Sections 13 and 16; and Title 4, Chapter 16, Section 24*
- Amends Current Procedures & Guidelines Manual: Chapter #_____ Section #_____
- Other:_____
- Fiscal Impact: Yes_____ No__**X**__
Explain:_____

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 14, SECTION 13
Transfer Agreements

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 13. NSHE Transfer and Admissions

Transfer students to the state college and universities may be admitted under the following alternatives:

1. Associate of Arts, Associate of Science, and Associate of Business Degree Graduates

The primary basis for admission to upper-division study with full junior status of transfer students from an NSHE community college to any other NSHE institution shall be the associate of arts, associate of science, and the associate of business degrees.

- a. The completion of the associate of arts, associate of science, and associate of business degree at a community college automatically fulfills the lower-division general education requirements at any other NSHE institution.
- b. Associate of arts, associate of science, and associate of business graduates will have completed a minimum of 60 credits of baccalaureate level courses.
- c. Baccalaureate students who have completed NSHE associate of arts, associate of science, or associate of business degree shall complete a minimum number of credits at the accepting NSHE institution. This minimum number shall be set by the baccalaureate degree granting institution.
- d. Baccalaureate level courses included as part of the associate of arts, associate of science, or associate of business degree will transfer to any other NSHE institution at a minimum as general elective credit.
- e. Completion of the associate of arts, associate of science, or the associate of business degree does not guarantee satisfaction of all state college or university lower-division requirements except for the lower-division general education requirements.
- f.* All baccalaureate academic majors at a university or college must have current [~~major-to-major~~] ***transfer*** agreements with NSHE community colleges. These agreements must provide clear information for community college students as to those courses that will transfer efficiently to another NSHE institution within each major. Information on these agreements must be available to all students on each campus.
- g. Transfer agreements shall be developed by both the baccalaureate degree-granting institution and the associate degree-granting institution. Transfer agreements must include a year-by-year outline of course requirements, including general education and degree requirements, in which the course of study leading***

to a baccalaureate degree includes in the first two years coursework that will result in completion of the requirements for an associate degree.

h. Transfer agreements shall be updated to reflect any changes made in baccalaureate majors or associate degree requirements as they occur.

[f]i. The receiving institution will evaluate all university and college parallel courses attempted at the community college (and any other educational institution attended) and compute an overall admission grade point average in accordance with the institution's transfer policies.

[g]j. For associate of arts, associate of science, and associate of business graduates, if the overall transfer grade point average computed by the receiving institution is less than a 2.0 grade point average, the student shall be placed on probationary status until such grade point deficiencies are corrected.

2. Other Associate Degrees

Other associate degrees and certificates may be awarded by a community college for programs that have requirements different from the associate of arts, associate of science, associate of business, or a primary objective of transfer. A student with an associate degree other than an associate of arts, associate of science, or associate of business is not guaranteed junior status at a receiving institution.

3. Associate of Applied Science and Bachelor of Applied Science Degrees

The Bachelor of Applied Science degree is a four-year occupationally specific degree that is intended to respond to the needs of the workforce. A student with an associate of applied science in a program approved by the Board of Regents seeking a Bachelor of Applied Science degree is guaranteed junior status upon transfer to another applicable NSHE institution.

4. Non-Associate Degree Admissions

- a. Approved baccalaureate level courses shall be transferable to another NSHE institution at a minimum as general elective credit.
- b. Community college students should be strongly encouraged to complete their lower-division programs and an associate degree before transfer, but qualified students may apply for transfer at their own discretion.
- c. An applicant who does not satisfy university admission requirements upon graduation from high school must complete the equivalent of 24 semester credits in baccalaureate level courses with an overall grade point average of at least ~~[2.30]~~ **2.5** at a community college or other accredited institution to qualify for university admission. ~~[Effective Fall 2008, the minimum required overall grade point average is 2.50.]~~
- d. An applicant who does not satisfy state college admission requirements upon graduation from high school must complete the equivalent of 12 semester credits in baccalaureate level courses with an overall grade point average of at least 2.00 at a community college or other accredited institution to qualify for state college admission.

- e. A course with a “D-” grade or better will be accepted for transfer provided the institution specific overall grade point average established in subsections c. and d. above is maintained. Transfer courses with a “D-” grade or better will count towards a bachelor’s degree in the same manner as “D-” grades or better obtained by students enrolled in the lower-division at a state college or university. Credits from courses transferred with a “D-” grade or better count towards credit earned for a baccalaureate; however, it is at the discretion of the department or college offering the major as to whether courses with “D-” grades in the major satisfy requirements in the major field.

EFFECTIVE FALL 2012.

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 14, SECTION 16
 General Education Requirements

Additions appear in ***boldface italics***; deletions are ~~stricken and bracketed~~

Section 16. System ~~[Core]~~ **General Education** Requirements

- Associate of arts, associate of science, associate of business, and baccalaureate graduates must complete a ***minimum*** program of ~~[System Core]~~ **general education** requirements defined as follows:

| <u>[Core] General Education Courses</u> | <u>Credits</u> | |
|---|--|---|
| English | [6-cr.] 3-6 | Freshman level English Composition <i>including English 102</i> [(see catalog for exceptions)] |
| Mathematics | 3 [cr.] | Three credits of [a] lower division <i>coursework</i> [level course] |
| Natural Science | [3] 6 [cr.] | [Three] <i>Six</i> credits of [an introductory level] lower division <i>coursework</i> [course] <i>to include at least one laboratory experience</i> |
| Social Sciences or Humanities/ <i>Fine Arts</i> | [3] 9 [cr.] | [Three] <i>Nine</i> credits of [an introductory level] lower division <i>coursework</i> [course] in either the social sciences or humanities/ <i>fine arts</i> . |
| [United States and Nevada Constitutions] | [1-4 cr.] | [Institutional course catalogs shall identify courses that meet this requirement] |
| <i>Total</i> | 21-24 | |

- Instruction must be given in the essentials of the Constitution of the United States and the Constitution of the State of Nevada, including the origin and history of the Constitutions and the study of and devotion to American institutions and ideals pursuant to Nevada Revised Statutes 396.500 for all associate and baccalaureate degrees. If clearly identified, this content may be included in coursework defined in subsection 1. Institutional course catalogs must identify courses that meet this requirement.***
- Courses taken toward the System ~~[Core]~~ **general education requirements** shall not be applied to more than one **general education requirement defined in subsection 1** [~~area in the Core~~]. Credits earned by examination may apply toward any of [~~the Core~~] **the general education requirements defined in subsections 1 and 2.**

[3]4. Students earning a second associate of arts, associate of science, associate of business, or baccalaureate degree from an NSHE institution are not required to repeat the System [Core] **requirements for general education**.

Evidence of completion of U.S. and Nevada Constitutions is required of all second-degree students whose first degree is not from an NSHE institution.

[4]5. NSHE institutions are encouraged to exchange ideas in the development and improvement of **specific courses to meet** NSHE requirements, **particularly to increase the likelihood of transfer student success**; however, each institution is responsible for determining the character of its own program.

[5. ~~NSHE community colleges must articulate their respective general education core requirements with at least one of the NSHE universities selected by the community college.~~]

EFFECTIVE FALL 2012.

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 16, SECTION 24
Community College Graduation Requirements

Additions appear in ***boldface italics***; deletions are ~~[stricken and bracketed]~~

Section 24. Community College Requirements for Graduation

The following requirements must be met by a student seeking to graduate from an NSHE community college:

~~[1. Each associate degree student is required to satisfy the United States and Nevada Constitution requirement and six semester credits of Communications.]~~

[2]1. Each associate degree or certificate of achievement student is required to satisfy course requirements as defined in the college catalog.

[3]2. A student may select the catalog year governing requirements for graduation under the following circumstances:

- a.) the year in which the student enrolled; or
- b.) the year the student officially selects a program of study; or
- c.) the year in which the student will complete the curriculum requirements for an associate degree or certificate of achievement.

If a degree is offered for the first time after a student has enrolled, the student may choose the catalog year in which the degree or major was first offered. The selected catalog may not be more than six years old at the time of graduation for students receiving an associate degree or certificate of achievement, and not more than ten years old at the time of graduation for students receiving a baccalaureate degree.

[4]3. A student must maintain a minimum cumulative grade point average of 2.0.

[5]4. A student must complete a minimum of 15 semester credit hours within the college.

~~[6. The required minimum number of semester hours for the associate degree is 60; and for the certificate of achievement is 30.]~~

[7]5. A student must not have a financial or library obligation to the college.

[8]6. A student may earn multiple degrees and certificates of achievement provided all course and graduation requirements for each degree or certificate are fully satisfied as outlined in the college's course catalog.

EFFECTIVE FALL 2012.

POLICY PROPOSAL - HANDBOOK
TITLE 4, CHAPTER 16, SECTION 25
 Community College Degree Requirements

Additions appear in ***boldface italics***; deletions are [~~stricken~~ and bracketed]

Section 25. Community College Certificate and Degree Requirements

[MINIMUM REQUIREMENTS]

The required minimum number of semester hours for an associate of arts, associate of business, and associate of science is 60. Specific requirements for all other certificates and degrees are as follows:

CERTIFICATE

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

ASSOCIATE OF APPLIED SCIENCE

| | |
|--------------------------------------|----------|
| Communications | 3 |
| English | 3 |
| Constitution | 3 |
| Human Relations | 3 |
| Social Science*[*] | 3 |
| Humanities | |
| Mathematics | 3 |
| Science | 3 |
| [Total General Education | 24] |
| Emphasis | 30 |
| Additional Program Requirements | <u>9</u> |
| TOTAL | 60 |

NOTE: Computation & Human Relations must be included as courses or be clearly identified as content [~~imbedded~~] ***included*** in other required courses.

[*]*When a Social Science course is used for Human Relations, the student must take a humanities class.

[ASSOCIATE OF ARTS*]

| | |
|---------------------------------|-----------|
| English | 6 |
| Constitution | 3 |
| Science (Lab Req.) | 3 |
| Mathematics | 3 |
| Social Science | 9 |
| Humanities | 6 |
| Fine Arts | 3 |
| Additional Program Requirements | <u>27</u> |
| TOTAL | 60 |

ASSOCIATE OF GENERAL STUDIES

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

*A minimum 15 credit optional emphasis may include courses used to fulfill the subject requirements outlined above.

ASSOCIATE OF SCIENCE*

| | |
|---------------------------------|-----------|
| English | 6 |
| Constitution | 3 |
| Mathematics | 6 |
| Science (Lab Req.) | 12 |
| Social Science | 6 |
| Fine Arts/Humanities | 6 |
| Additional Program Requirements | <u>21</u> |
| TOTAL | 60 |

~~*A minimum 15 credit optional emphasis may include courses used to fulfill the subject requirements outlined above.~~

ASSOCIATE OF BUSINESS

| | |
|---------------------------------|-----------|
| English | 6 |
| Constitution | 3 |
| Fine Arts/Humanities | 9 |
| Mathematics | 6 |
| Science (Lab Req.) | 6 |
| Social Science | 6 |
| Additional Program Requirements | <u>24</u> |
| TOTAL | 60] |

EFFECTIVE FALL 2012.

Appendix 2

Late Registration Policies

Following are the registration calendars of 9 of our aspirant peer institutions, beginning with the first day of class and continuing until the last day to drop individual courses. Some key dates are summarized in the table below.

| Institution | Instruction Begins | Last Day to Reg Online | Day of Instruction | Last Day to Reg w/Instructor Permission |
|----------------------------|--------------------|------------------------|---|--|
| Univ. of Arizona | Aug. 23, 2010 | Aug. 29, 2010 | Sunday after 5 th day of instruction | Sept. 14, 2010 w/o late registration fee |
| Arizona State | Aug. 19, 2010 | Aug. 25, 2010 | 5 th day of instruction | |
| Colorado State | Aug. 23, 2010 | Aug. 29, 2010 | Sunday after 5 th day of instruction | |
| Univ. of Colorado, Boulder | Aug. 23, 2010 | Sept. 1, 2010 | 8 th day of instruction | Sept. 10, 2010 |
| UC, Davis | Sept. 23, 2010 | Oct. 8, 2010 | 12 th day of instruction | |
| Iowa State University | | | 5 th day of instruction | |
| University of Oregon | Sept. 27, 2010 | Oct. 6, 2010 | 8 th day of instruction | |
| Oregon State | Sept. 27, 2010 | Oct. 3, 2010 | Sunday after 5 th day of instruction | Oct. 8, 2010 |
| Univ. of Nebraska, Lincoln | Aug. 23, 2010 | Aug. 30, 2010 | 6 th day of instruction | Aug. 30, 2010 |

University of Arizona

August 20, 2010 Fall 2010 Last day to file [Undergraduate Leave of Absence](#)

August 23, 2010 Fall 2010 **FIRST DAY OF CLASSES**

- UAccess still available for registration
- First day to file Grade Replacement Opportunity ([GRO](#))

August 23, 2010 Fall 2010 **Deadline to pay for Fall 2010 without late charge**

August 24, 2010 Fall 2010 **Begin late payment charge of \$50.00**

August 29, 2010 **Fall 2010** **Last day to use UAccess for:**

- **adds, changing classes or sections**

- **changes to or from pass/fail grade**

| | | |
|--------------------|-------------|--|
| August 30, 2010 | Fall 2010 | <p>Begin \$25.00 course late drop fee for undergraduate students.</p> <ul style="list-style-type: none"> • There will be a \$25 late drop fee assessed for each course dropped beginning today. For further information please click here. |
| August 30, 2010 | Fall 2010 | <p>Change of Schedule form with instructor approval required to ADD or CHANGE classes</p> <p>UAccess only available to DROP classes</p> <p>Registration from zero units requires Change of Schedule form with Instructor and Dean's permission</p> |
| September 3, 2010 | Fall 2010 | The last day to receive a REFUND for a complete withdrawal or any drop in units. |
| September 06, 2010 | | Labor Day - no classes |
| September 13, 2010 | | Last day to increase in units without the \$250 Late Registration Fee. |
| September 14, 2010 | Fall 2010 | Registration from zero units requires written statement, Registrar, Instructor, and Dean's approval, and pre-payment |
| September 14, 2010 | Fall 2010 | Begin \$250.00 Late Registration Charge for additional class units |
| September 17, 2010 | Fall 2010 | <p>Last day to:</p> <ul style="list-style-type: none"> • use UAccess to drop • DROP without a grade; classes dropped on or before this date will remain on your UAccess academic record with a status of dropped, but will not appear on your transcript • change from pass/fail to regular grade or vice versa with instructor approval on a Change of Schedule form • file Grade Replacement Opportunity (GRO) <p>(Note: The last day to receive a REFUND for a complete withdrawal or any drop in units was September 3, 2010.)</p> |
| September 20, 2010 | Fall 2010 | <p>Change of Schedule form with instructor's permission is required to drop a class. A penalty grade of W or E will be awarded and the class will appear on your transcript</p> <p>Change of Schedule form with instructor's and dean's permission is required to change from pass/fail to regular grade or vice versa</p> |
| September 22, 2010 | Spring 2011 | Schedule of Classes available |

| | | |
|----------------------|-------------|--|
| October 01, 2010 | | Enrollment appointments available in UAccess for student viewing |
| October 08, 2010 | | Honors Convocation - no classes from 3:00 pm to 5:00 pm (Family Weekend) |
| October 11--17, 2010 | Spring 2011 | Priority registration for athletes and Veterans plus their dependents using GI Bill benefits |
| October 15, 2010 | Fall 2010 | Last day to DROP a class with a grade of W (if passing) or change from graded course to audit (or vice versa); instructor's signature indicating permission on a Change of Schedule form is required. |
| October 18, 2010 | Fall 2010 | ALL REGISTRATION CHANGES REQUIRE not only the instructor's signature indicating permission on a Change of Schedule form , but also the Dean's signature; by policy, permission from the Dean to make a registration change at this time requires an extraordinary reason. Grade of W or E will be awarded for dropped classes. |

Arizona State University

| | |
|--------------------|---|
| August 19, 2010* | First Day of Classes* |
| August 19-25, 2010 | Late Registration & Drop/Add Deadline |
| August 25, 2010 | Residency Classification Petition Deadline |
| August 31, 2010 | Tuition/Fee Payment Deadline - for registration from August 9 - 31, 2010 (Students with unpaid tuition charges are automatically enrolled in tuition installment plan on 9/9/10.) |
| September 1, 2010 | Tuition & Fees 100% Refund Deadline Tuition and certain registration fees are subject to 100% refund through (September 1, 2010) - (applicable to classes held in sessions longer than eight weeks). Tuition and fees are nonrefundable thereafter and students are required to pay all tuition and fees for drops and withdrawals occurring on or after September 2, 2010. Certain registration fees are nonrefundable on or after the first day of the semester. Refer to the Tuition Refund Policy for additional information.) |

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| September 6, 2010 | Labor Day Observed |
| September 8, 2010 | University 21st Day |
| September 8, 2010 | Tuition/Fee Payment Deadline - for registration from September 1 - 8, 2010 (Students with unpaid tuition charges are automatically enrolled in tuition installment plan on 9/9/10.) |
| September 16-23, 2010 | Academic Status Report #1 |
| September 30, 2010 | Deadline for Appealing Residency Classification Decision |
| October 15, 2010 | Graduation Filing Deadline |
| October 21-30, 2010 | Academic Status Report #2 |
| November 3, 2010 | Course Withdrawal Deadline - In Person & Online |

Colorado State University

| | |
|-----------------|--|
| August 22, 2010 | Last Day to Cancel Registration (no assessed tuition & fees) |
| August 23, 2010 | \$50 Late registration fee for adding first class |
| August 23, 2010 | Classes begin |
| August 26, 2010 | Special B drop period ends |
| August 29, 2010 | Special A add period ends |
| August 29, 2010 | Special B add period ends |
| September 6, | Labor Day - no classes |

| | |
|--------------------|--|
| 2010 | |
| September 8, 2010 | Special A drop period ends |
| September 8, 2010 | Registration closes/ Census (end of add/drop period) |
| September 8, 2010 | Student Option Pass/Fail and Audit Grading Forms due |
| September 9, 2010 | \$50 Late Registration Fee applied for adding any course/credit hour additions on or after this date |
| September 17, 2010 | Graduation Contract (Undergraduate) due |
| October 18, 2010 | Repeat/Delete Requests due |
| October 18, 2010 | Course withdrawal period ends (Please note that University Withdrawal ends Dec. 10, 2010) |

Late Registration

When is a Late Registration Request needed?

There are four instances when a student needs to submit a Late Registration Request to the Registrar's Office:

- When a student needs to add a course or switch sections of the same course past the add deadline for that course.
- When a student needs to withdraw from a Special B course past the drop deadline for that course and before the full-term course withdrawal deadline.
- When a student needs to increase credits on a variable credit course after the add/drop deadline.
- When a student needs to change a course's level for the same course after the add/drop deadline (i.e., PSY 295 – Independent Study to PSY 495 –Independent Study).
When a student wants to drop or withdraw from a course past the drop or withdraw deadline, or when a student wants to decrease credits on a variable credit course, a Registration Appeal is required instead of a Late Registration Request. The student should contact the Registrar's Office for the Appeal form.

Who can complete a Late Registration Request?

The instructor of a course or an authorized staff member in the department through which the course is being offered may complete and sign a Late Registration Request (obtainable in the department). The student should only complete the Name and CSUID at the top of the form, as well as the Student Signature line at the bottom of the form.

Will there be additional charges to the student for submitting a Late Registration Request?

- A non-appealable \$50 late registration fee will be assessed to any student submitting a Late Registration Request (except when increasing variable credits).
- There may be additional charges for adding a course. These charges are listed on the bottom of the Late Registration Request form where the student must sign.

Is the late registration process the same for all students?

Graduate students wishing to add courses or change credits on a variable credit course after the add deadline for the course must contact the Graduate School. Undergraduates and Professional students must bring the completed Late Registration Request to the Registrar's Office for processing.

Where can I access the Late Registration Form?

Late Registration Forms can be obtained through [ARIESweb](#). To access the form:

- Click on the "ARIES A-Z" link under the ARIES Information Links section.
- Click on the "L" in the A-Z Index List.
- Click on "Late Registration Request" link.
- Click on the "Click Here" button next to the LATE REGISTRATION Request.doc file.

Faculty & Staff can also obtain Late Registration Request Forms from their teaching department office, or by emailing the Registrar's Office at registrarsoffice@colostate.edu.

University of Colorado, Boulder

| | |
|-------------------------------|---|
| August 23 (Mon.) | Classes begin. |
| August 31 Tuesday | Space-available registration for Senior Citizens Auditors Program, Koenig Alumni Center, 8:00 a.m. to noon. (See Other Types of Registration) |
| September 1 (Wed.) | Add Deadline: Deadline to add a course , including independent study and thesis, without the instructor's signature. <i>After this date, the instructor's signature is required on a enrollment form to add a course (through September 10).</i> After this date, registration is only available for dropping courses through September 8, the drop deadline. (See Drop/Add) Wait List Deadline: Deadline to add name to a course wait list. (See Wait Lists) Tuition & Fees Payment Deadline: Deadline to pay full tuition and fees (or first payment of the two-payment plan). Due by 5:00 p.m. Mountain Time if paid in person or mailed, or before midnight using <i>CUBill&Pay</i> . No grace period. See Payments .) |

| | |
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| | <p>Deadline (before midnight) to sign up for the two-payment plan via CUConnect. No grace period.</p> <p>Deadline (5:00 p.m.) to select or waive university sponsored health insurance at Wardenburg Health Center or by midnight on CUConnect.</p> <p>Deadline (5:00 p.m.) to turn in Time Off and StayConnected applications to the registrar's office and be eligible to purchase university sponsored insurance. (See Time Off & Stay Connected)</p> <p>Deadline (5:00 p.m.) for private scholarship checks to be received in the financial aid Scholarship Office to avoid late and service charges.</p> |
| <p>September 6 (Mon.)</p> | <p>Labor Day holiday. No classes. University closed.</p> |
| <p>September 8 (Wed.)</p> | <p>Drop Deadline: Deadline to drop a course without being assessed tuition and fees for that course and without a W grade appearing on the transcript. NOTE: After this date, the instructor's signature is required on an enrollment form (through October 6) to drop a course. (EXCEPTION: Students whose only college is Arts and Sciences, Architecture and Planning, as well as non-degree students, have until October 29 to drop a course without approval signatures.) <i>No refunds for tuition or fees are given for courses dropped after September 8.</i> (See Drop/Add)</p> <p>Deadline (5:00 p.m.) to petition to waive UCSU student fees.</p> <p>Deadline to request a refund of any student opportunities fees you selected. (See Student Opportunities Fees)</p> <p>Deadline (5:00 p.m.) to withdraw from the university and only be assessed a \$200 withdrawal processing fee. After this date, 100 percent of tuition and fees is due for students who withdraw unless there are extenuating circumstances. (See Withdrawal)</p> |
| <p>September 10 (Fri.)</p> | <p>Deadline (5:00 p.m.) to add a course without petitioning your dean. NOTE: Instructors' signature is required on an enrollment form to add a course. In general, instructors only approve an add if students have been regularly attending and there's space in the course. (See Drop/Add) (NOTE: September 10 is also the deadline for undergraduate resident students to add a course and be eligible for the COF voucher for that course. See COF.)</p> <p>Deadline to change variable-credit hours, pass/fail, and no-credit status on courses without petitioning your dean. After the deadline, petitions will only be accepted if there are extenuating circumstances. (See Credit and Grading Options)</p> |

| | |
|----------------------------|--|
| | After this date , registration is on a space-available basis, and a \$100 late fee is charged. (See Late Registration) |
| September 22 (Wed.) | Deadline (5:00 p.m.) to withdraw from the university and be eligible to petition to be assessed 40 percent of full tuition and fees (instead of being assessed 100 percent of full tuition and fees). (See Withdrawal) |

University of California, Davis

| Dates pertaining to registration times, student fee deadlines, and important term & graduation dates are below: | Fall 2010 | Winter 2011 | Spring 2011 |
|--|---------------|---------------|---------------|
| Application deadline for readmission to undergraduate status | Jul 30 | Oct 29 | Jan 31 |
| Instruction begins <ul style="list-style-type: none"> Deadline for filing Planned Educational Leave Program (PELP) petitions | Sep 23 | Jan 3 | Mar 28 |
| Registration Fee Deferred Payment Plan (RFDPP) second installment due | Oct 11 | Jan 10 | Apr 11 |
| 10th day of instruction Last day to <ul style="list-style-type: none"> Make final late payment of registration fees with penalty; see here. Students with unpaid balances after the 10th day of instruction will have their registration administratively withdrawn, all courses dropped and fees for the first 10 days of instruction will be charged to the student account; see here Drop designated 10–day–drop courses (designated by ^ in the Schedule of Classes) File petitions to change from full–time to part–time status File applications with the Dean’s Office for A&ES and L&S students who plan to complete work for minor program | Oct 6 | Jan 14 | Apr 8 |
| 12th day of instruction Last day <ul style="list-style-type: none"> For wait lists To add courses | Oct 8 | Jan 19 | Apr 12 |
| 20th day of instruction Last day to <ul style="list-style-type: none"> Drop 20–day–drop courses | Oct 20 | Jan 31 | Apr 22 |

| | | | |
|--|---------------|--------------|---------------|
| <ul style="list-style-type: none"> File for course materials fee waiver | | | |
| 25th day of instruction Last day to: <ul style="list-style-type: none"> Opt for P/NP or S/U grading Change units of a variable–unit course | Oct 27 | Feb 7 | Apr 29 |

Iowa State University

A late registration fee is assessed for registration initiated on or after the first day of classes for fall and spring terms. This fee is not charged for the summer term. If registration is not completed by the end of the fifth day of classes, students must obtain written permission from their advisers, the instructors for the courses they plan to take, as well as approval from the dean of the college in which they are registered. During the summer session, these approvals must be obtained in order to register after the third day of classes.

University of Oregon

September 27 (Monday)

- Fall classes begin

October 1 (Friday)

- First tuition installment due (one-third of assessed tuition, plus current and past-due balance)

October 3 (Sunday)

- Last day to:** Process a complete drop to receive 90% tuition refund (no "W" recorded)
- Last day to:** Reduce credits and receive 100% tuition refund (no "W" recorded)

October 4 (Monday)

- Last day to:** Process a complete drop or reduce credits and receive 75% tuition refund (no "W" recorded; after this date, "W"s' are recorded for partial and complete withdrawals)

October 6 (Wednesday)

- Last day to:** Add a class/process initial registration
- Last day to:** Change from audit to credit or credit to audit

October 8 (Friday)

- Last day to:** Apply for Fall 2010 graduate degrees ([apply on the web](#))

October 10 (Sunday)

- Last day to:** Process a complete withdrawal or reduce credits and receive a 75% tuition refund (mark of "W" is recorded)

October 17 (Sunday)

- Last day to:** Process a complete withdrawal or reduce credits and receive a 50% tuition refund (mark of 'W' is recorded)

October 24 (Sunday)

- Last day to:** Process a complete withdrawal or reduce credits and receive a 25% tuition refund (mark of "W" is recorded)
- Last day to:** Apply for Fall 2010 undergraduate degrees in DuckWeb

October 29 (Friday)

- **Last day to:** Submit doctoral final oral defense application to the Graduate School
- Course offerings for Winter 2011 available

November 1 (Monday)

- Second tuition installment due (one-third of assessed tuition, plus current and past-due balance)

November 5 (Friday)

- Deadline to apply for winter re-enrollment

November 14 (Sunday)

- **Last day to:** Drop a class (mark of "W" recorded)
- **Last day to:** Change grade options (Graded or P/N)
- **Last day to:** Change variable credits

Oregon State University

| | |
|---|-------------------------------|
| Classes begin | Monday, September 27 |
| Late registration begins (\$50 late fee assessed) | Monday, September 27 |
| Last day to add a class by Web without departmental approval | Sunday, October 3 |
| Tuition bills e-mailed to ONID accounts | October 4, due November 1 |
| Second week adds by Web with departmental approval | Monday–Friday, October 4–8 |
| Audit registration period (Requires instructor approval; tuition and fees assessed) | Monday–Friday, October 4–8 |
| Deadline to Apply for Graduation (Specify term, e.g. fall) | Friday, October 8 |
| Last day to drop a class by Web | 11:55 p.m., Friday, October 8 |
| Last day to register or add a class by Web (Requires instructor and departmental approval) | 5 p.m., Friday, October 8 |

| | |
|---|--|
| Late registration fee increases to \$100. | Tuesday, October 12 through December 6 |
| Last day to change to or from S/U grading (Requires approval of academic advisor/dean, see AR 18) | 5 p.m., Friday, November 12 |
| *Last day to withdraw from a course by Web. (W grade entered on transcript) (Students who want to withdraw from a course but who have a hold on their record should contact or go to the Registrar's Office for assistance.) | 11:55 p.m., Friday, November 12 |

University of Nebraska, Lincoln

Course Adds

The deadline for adding courses for the Fall Semester is midnight, **Monday, August 30, 2010**. Any adds after this point, including mini-courses, require the written permission of the instructor and the dean's office or advising center of your college. Such transactions must be processed in person at Registration and Records, 107 Canfield Administration Building South. Late course adds are by exception only. There is no guarantee that such exception will be granted. Financial aid recipients who process late course adds are encouraged to contact the Office of Scholarships and Financial Aid as this could impact financial aid awards.

"Override Authorization Forms" must be processed at Registration and Records, 107 Canfield Administration Building South. This form is used to override maximum credit hours, course credit hours, or grade type.

"Schedule Adjustment Forms" are also processed at Registration and Records. Written permission or a permission code from the academic department office or instructor is always required to enter a closed course.

Changing Credits

You are free to change the number of credits on a variable credit course for the Fall Semester through MyRED until midnight, **Monday, August 30, 2010**. After that date, the change must be processed in person at Registration and Records, 107 Canfield Administration Building South and may require special permission from your college.

Course Drops

Drops for the Fall Semester may be processed through midnight, **Monday, August 30, 2010** for a full tuition refund. However, courses dropped August 31- September 3, 2010 will be subject to the 25% tuition charge. Courses dropped in MyRED through midnight, **Friday, September 3, 2010** will be removed from the student's transcript record, but retained for billing purposes.

INTERNATIONAL STUDENTS: Dropping below full-time status without prior approval of International Affairs can have serious consequences and may affect your permission to remain in the USA. NOTE: See [Tuition and Fees](#); [Charges for Drops or Withdrawal](#).

Failure to attend classes does not constitute proper notification of a drop and you will continue to be responsible for the course or courses on your schedule until you formally drop the class.

A drop becomes effective for tuition and grade purposes on the date the transaction is processed in MyRED, or the "Schedule Adjustment Form" is processed with Registration and Records.

Students (undergraduate and graduate) may withdraw from individual classes or from all classes for the Fall Semester, regardless of the circumstances, before the 3/4 point of the term, **Friday, November 12, 2010**. A grade of "W" will automatically be noted on the transcript for these courses. Any drops or withdrawals after the 3/4 point of the term are only granted for extraordinary circumstances by petition. Undergraduate students should contact their college dean's office to obtain the "Petition for Late Withdrawal" form. Graduate students should contact Graduate Studies, 1100 Seaton Hall, to obtain the petition form.

Deadlines for courses less than a full semester in length (Mini-Session) are prorated.

Contact Registration and Records, 107 Canfield Administration Building South, for specific dates for adding, dropping, and the withdrawal ("W") periods for mini-courses.

Note: If a student is found to have been academically dishonest in a course and drops the course, the instructor reserves the right to add the student's name to the Final Grade Roster and submit a final grade. In this case, the student will be held accountable for the full tuition for the course.

Withdrawals

Dropping all of the classes you are enrolled in for a term after the term begins constitutes a withdrawal. To withdraw from all courses, access MyRED (myred.unl.edu), drop all of your classes, or process a "Cancellation/Withdrawal Form" at Registration and Records, 107 Canfield Administration Building South. Law students wishing to withdraw or drop classes should make their requests to their college dean's office. No withdrawals are permitted after the three-quarter point of the term. NOTE: See [Withdrawal from the University](#).

If, after the last day to add classes in each term, you decide to drop a course or courses and/or withdraw from the University, it is recommended that you contact the Office of Scholarships and Financial Aid, 17 Canfield Administration Building South, (402) 472-2030, before you act to discuss the possible need for repayment of federal aid and your eligibility for subsequent aid in future semesters.

Only in the case of timely notification (within the term the event occurred or immediately thereafter) of your unexpected hospitalization, the death of a member of your immediate family living in your household, or a University error, may the effective date of the drop of a course or withdrawal be adjusted to the occurrence of the event. Proper documentation and explanation in writing will be required to determine the adjusted effective date.

August 23 (Mon.)

Fall Semester begins

August 30 (Mon.) Last day for late registrations and adds including adds of thesis or dissertation credits (Census Date)

August 30 (Mon.) Last day to drop a full semester course and receive 100% refund

September 3 (Fri.) Last day to drop a full semester course and receive 75% refund

September 3 (Fri.) Last day to file a drop to remove course from student's record

September 4 (Sat.) - November 12 (Fri.) All course withdrawals noted with a grade of "W" on academic record

September 6 (Mon.) **Labor Day (Student and Staff Holiday-UNL offices closed)**

September 10 (Fri.) Last day to withdraw from a full semester course and receive 50% refund

September 10 (Fri.) Last day to apply for residence for Fall Semester

September 17 (Fri.) Last day to withdraw from a full semester course and receive 25% refund

September 19 (Sun.) Tuition and fee payment deadline

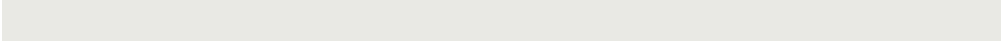
September 24 (Fri.) Final day to apply for a degree in December (\$25.00 fee due with application)

October 15 (Fri.) Last day to change a course registration to or from "Pass/No Pass"

October 18 - 19 (Mon. - Tues.) **Fall Semester Break (Student Holiday - UNL offices open)**

October 25 (Mon.) - November 9 (Tues.) **Priority Registration for Spring Semester 2011**

November 10 (Wed.) - January 9 (Sun.) 2011 **Open Registration for Spring Semester 2011**



November 12 (Fri.)

Last day to withdraw from one or more courses for the term

Appendix 3.

Leave of Absence Policies at Peer Institutions

Institutional Policy

University of Arizona

Key Components

Duration: up to 2 semesters

Undergraduate Leave of Absence Policy (Policy updated: August 20, 1999)

The Undergraduate Student Leave of Absence assists and encourages students to return and graduate after a one or two semester absence from campus. Students with this status need not apply for or pay readmission fees, and may register for classes during their priority registration period. The University grants a Leave of Absence through the student's College Dean's Office, see the current Catalog for [College Contacts for Leave of Absence](#). Nursing students must follow the procedure for Leave of Absence in the College's Baccalaureate Student Handbook. International students leaving the University should contact the Center for Global Student Programs (621-4627). For students participating in UA-sponsored Study Abroad programs, this Leave of Absence is unnecessary and, therefore, unavailable. On the other hand, it is appropriate and available to students participating in NON-UA-sponsored study abroad programs.

Deadline to apply: 4 p.m. on the last day of business before school starts, but fees assessed based on date of receipt of application

Return: application for readmission not required

Criteria:

- Registered in the term preceding the leave
- 2.0 cum GPA at the end of the term preceding the leave
- Accounts paid in full
- No pending disciplinary action

Privileges Retained: na

The deadline for a completed application to be received (not mailed) in the Administration Building, Room 210, from the college dean's office, is by 4:00 p.m. on the last regular business day before school starts. Final decisions regarding approval or disapproval of Leave of Absence requests will not be available until the posting of grades for the semester immediately preceding the term for which the leave is requested. Students should note that the timing of the final decision depends on the timing of the application. Therefore, students may not receive a decision on the request for Leave of Absence before the first day of class if their application is received just before the opening of classes. Incomplete applications will be sent back to the colleges. If the deadline is missed by this action, the student will not be eligible for the leave.

To qualify, students must satisfy the following criteria:

- a. be registered during the semester immediately prior to the beginning of the leave;
- b. have a cumulative GPA of at least 2.0 -- both

- at the time of application for leave and following the posting of grades for the semester immediately preceding the term of the requested leave of absence;
- c. have their University accounts paid in full, both at the time of leave application and following the posting of grades for the semester immediately preceding the term of the requested leave of absence; **and**
- d. have no pending disciplinary action.

After processing the application, the Registrar's Office will mail the student copy to the student and the college copy to the college.

Students, when they do not return at the end of the approved leave, must apply for readmission and comply with readmission rules.

While on Leave of Absence, the University:

- a. reports enrollment status to lenders and loan service entities as "not attending" (students are advised to contact their lender(s) for repayment information and grace period expiration); **and**
- b. suspends student's insurance and use of University facilities.

See the current Catalog for [College Contacts for Leave of Absence](#).

Arizona State University

Leave of Absence (Undergraduate)

The Undergraduate Leave of Absence (LOA) policy assists and encourages undergraduate degree-seeking students to return and graduate after an absence of more than two semesters from ASU.

Note: If you are an undergraduate degree seeking student who previously attended ASU but have not been enrolled at ASU for **one or two consecutive fall or spring semesters** you may be eligible to return to ASU through the "[Quick Re-entry](#)". Students are not required to process an LOA for absences of one or two consecutive fall or spring semesters.

Eligibility Requirements

No leave appl. required for absences of two consecutive semesters, Quick Re-entry

Duration: LOA is for leaves longer than two consecutive semesters, not longer than 2 years

Deadline to apply:

Return: application for readmission not required

Criteria:

-Degree-seeking

To be eligible for an Undergraduate Leave of Absence, students must be eligible to register for classes and meet the following criteria:

1. Be a degree-seeking undergraduate student.
2. Be registered during the semester immediately prior to the beginning of the Leave of Absence.
 - Students who were admitted as new first semester freshmen or transfer students but did not attend will not be eligible for a Leave of Absence. Instead, they should contact the Undergraduate Admissions office.
 - Students who were readmitted but did not attend will not be eligible for a Leave of Absence. Instead, they should contact the Undergraduate Admissions office.
 - Students who are participating in an ASU-sponsored study abroad program need not apply for a Leave of Absence; however, students who are participating in a non-ASU-sponsored study abroad program should take advantage of the LOA policy, if eligible.
3. Be in academic good standing, on probation, or on continuing probation with their college.
4. Have no hold (e.g., disciplinary, financial, testing, etc.) which would restrict registration. *Note: Students with financial holds may be given consideration for a Leave of Absence if authorized by the **Collections Office**.*
5. Have submitted any outstanding high school and/or transfer transcripts, if prior admission/readmission and continued enrollment was contingent upon receipt of those transcripts.

-Registered in the term preceding the leave
-in good standing, P1, or P2 at the end of the term preceding the leave
-Accounts paid in full
-No pending disciplinary action
-Submit any transcripts due

Privileges Retained: limited library access, continuing student access to campus recreation (for a fee)

Undergraduate students considering taking an absence from ASU should carefully review the policies and procedures for submitting an [Undergraduate Leave of Absence Request](#).

Leave of Absence Duration:

A Leave of Absence will be granted for more than two consecutive regular semesters. (A regular semester is defined as a fall or spring semester and excludes winter and summer sessions; for example, Leave of Absence is granted for fall and spring or spring through fall.)

If the student does not return at the agreed semester, he or she would need to undergo formal readmission to ASU, to include submission of a new application, fee and any necessary transcripts.

1. A student may request a Leave of Absence more than once; however, the cumulative total of such requests may not exceed two years.

2. A student may request an extension longer than three consecutive regular semesters. Approval consideration will be at the college's discretion, based on the worthiness of the request. (For example, appropriate extensions may result from students leaving for active military duty or religious missions).
3. A student may return earlier than the original agreed return date but should provide notice as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.

Student Status during the Leave of Absence:

A student granted a Leave of Absence retains his/her admitted student status. However, he/she is not registered and, therefore, does not have all the rights and privileges of a registered student and should be aware of the following consequences:

1. Student Financial Assistance Office – A student is not eligible for any financial aid disbursements during the semesters while on LOA. A student on a LOA will be reported to lenders and loan service agencies as “non-attending” and will need to contact his/her lenders for information on possible repayment requirements.
2. Enrollment verification requests – Enrollment verifications for other entities, such as parents' health or auto insurance companies, will also be reported as “non-attending.”
3. Facilities Access:
 - a. **Library** – A student on a LOA will have limited access to library resources. He/she may access library resources, including use of electronic databases and journals, while physically present in any campus library. No remote access to proprietary databases and electronic resources is available. Normal borrowing privileges are not retained, but restricted privileges may be available for a fee; a student interested in checking out ASU library material should contact any library circulation services.
 - b. **Campus Health** – A student on a LOA for a particular semester is not registered for any credit hours and, therefore, not eligible to use Campus Health services.
 - c. **Computing resources** – A student on a LOA will not have access to computing resources, including computing labs. Students will be able to maintain their ASU Gmail accounts.

- d. **Campus recreation** – A student on a LOA may provide documentation and purchase a “continuing student” membership for access privileges.

Steps for Returning from a Leave of Absence:

1. At the time of return, a student must continue to be eligible to register (i.e., have no enrollment restrictions, such as an account delinquency, disciplinary hold, or academic disqualification).
2. A student returning earlier than the original agreed return date should provide notice to the University Registrar’s Office (URO) as soon as possible, keeping in mind applicable deadlines, such as advising, registration, financial aid, etc.
3. A student must meet all financial aid requirements and deadlines for the academic year of his/her return.
4. The URO will identify concerns, if any, arising during the student’s Leave of Absence which may make the student ineligible for registration and work with the college to resolve, if possible.

Contact Information:

Records & Enrollment Services
University Registrar’s Office
Arizona State University
Student Services Building, Room 140
Monday through Friday, 8:00AM – 5:00PM
480-965-3124
Fax: 480-965-7722
E-mail: registrar@asu.edu

University of Colorado, Boulder

Stay Connected (for Undergraduate Students Only) :

Beginning fall semester 2010, undergraduate students who withdraw and then wish to return to the university will have up to four semesters, including summer, to return to the university without having to reapply for admission. See information and exclusions under “Readmit Students” or visit registrar.colorado.edu.

Stay Connected students may purchase a package of

Stay Connected program

Duration: up to four semesters

Deadline to apply: sign up and pay \$50 fee

Return: application for readmission not required

Criteria: have earned Colorado

services to use while on leave (if eligible). These services include Wardenburg Student Health Insurance, access to the Recreation Center, early application for scholarships, etc. Students wanting this package of services must first sign up for the Stay Connected Program and pay a \$50 administrative fee at the Office of the Registrar. Some of the services available to these students are only available for an additional fee.

Withdrawal Procedures :

Students may officially withdraw from the university by filling out a withdrawal form in the Office of the Registrar, Regent Administrative Center 105, by sending a letter of withdrawal to Office of the Registrar, University of Colorado at Boulder, 20 UCB, Boulder, CO 80309-0020, by faxing a letter to 303-492-8748, or by e-mailing withdraw@colorado.edu from the student's CU e-mail account.

In all terms, students are not permitted to withdraw after the last day of classes.

Failure to withdraw will result in a failing grade being recorded for every course taken in a term and makes a student liable for the full amount of tuition and fees for that term. For refund stipulations, see the withdrawal policy regarding tuition and fees, in this catalog.

Rules for withdrawing may vary with each college and school. Students anticipating a withdrawal should consult with their dean's office and read the withdrawal information on the registrar's website at registrar.colorado.edu/students/withdraw.html or in the *Summer Session Catalog* for specific withdrawal procedures. More information is available in the Office of the Registrar, Regent Administrative Center 105, 303-492-6970, on the Web at registrar.colorado.edu, or by e-mailing withdraw@colorado.edu.

Withdrawing students (including students applying for the Time Off Programs) with Federal Perkins/NDSL loans must complete a loan exit interview before leaving the university. Failure to do so will result in a "hold" on your record. This hold will prevent you from receiving a diploma or an academic transcript from the university and from registering for future terms. In order to complete a loan exit interview, contact the university Student Loans department in the Bursar's Office at 303-492-5571, or 1-800-925-9844.

Beginning fall semester 2010, students who withdraw and then wish to return to the university will have up to four semesters, including summer, to return to the university

credits in the past, be in good academic standing

Privileges Retained: purchase a package of services including: student health insurance, access to recreation, career services, and multicultural centers, early scholarship application, retain non-work study student employee status, etc.

without having to reapply for admission. See information and exclusions under “Readmit Students” or visit registrar.colorado.edu

University of California, Davis

Leave of Absence: Planned Educational Leave Program (PELP)

The Planned Educational Leave Program allows any registered student-undergraduate or graduate-to temporarily suspend academic work at UC Davis. Undergraduates may take one such leave during their academic career at UC Davis and that leave is limited to one quarter in duration. For graduate students the maximum leave is up to one year. Undergraduates apply for PELP at the Office of the University Registrar. Graduate students apply through their departments and professional students apply through their Dean’s office.

Applications for PELP may be filed as late as the tenth day of instruction during the quarter for which the student is requesting a leave. However, approved applications submitted after the first day of instruction will entitle you to only a partial retraction of fees assessed, which may provide a refund in accordance with the Schedule of Refunds. The Schedule of Refunds refers to calendar days beginning with the first day of instruction. The effective date for determining a refund of fees is the date the completed and approved PELP form is returned to the Office of the University Registrar; see the [Fees, Expenses and Financial Aid](#) chapter.

An application fee of \$60 is charged to your account when you enroll in the PELP program. While students may receive academic credit at other institutions and transfer this credit to UC Davis (subject to rules concerning transfer credit), participants are reminded that the intent of the program is to “suspend academic work.” Therefore, students are urged to carefully evaluate the desirability of taking academic work while away from the campus during PELP. Students enrolled in PELP are not eligible to enroll in Open Campus (concurrent) courses at the UC Davis campus, or to otherwise earn academic credit at UC Davis during the PELP leave.

Readmission is guaranteed assuming you resume academic work by enrolling in courses, satisfying any holds that may have been placed on your registration and paying your registration fees by the established deadlines for the quarter specified for return on your approved PELP application. Students who do not return by the specified quarter will be automatically withdrawn from the university.

You will not be eligible to receive normal university services during the planned leave. Certain limited services, however,

Duration: one, one-quarter leave, students who do not return in agreed upon term are automatically withdrawn from the university

Deadline to apply: 10th day of instruction, fees refunded based on the registration calendar

Return: guaranteed if you return for mutually agreed upon term

Criteria:

- complete PELP application and pay \$60 fee
- be in good academic standing
- accounts paid

Privileges Retained: placement and students employment services, counseling, faculty advising, for a fee: student health services, library privileges.

such as placement and student employment services, counseling, and faculty advising are available. Students on PELP may purchase a health care card from the Student Health Service and may retain library privileges by purchasing a library card. International students should consult Services for International Students and Scholars to find out how the PELP will affect their status. Grants and other financial aids will be discontinued for the period of the leave, but effort will be made, where legally possible, to allow you to renegotiate loan payment schedules and to ensure the availability of financial aid upon your return.

Related Policy

COURSE LOAD

Expected Progress. Undergraduate students are expected to graduate in 12 quarters (four years). To do so, students should plan to complete an average of 15 units per quarter (15 units per quarter for 12 quarters totals 180 units). Because occasions arise which prevent students from achieving expected progress towards the degree, the campus has established minimum progress requirements, to which students must adhere.

Minimum Progress Requirements. To meet minimum progress, a full-time regular undergraduate is required to maintain an average of at least 13 units passed over all quarters of enrollment. Minimum progress is calculated at the end of every Spring Quarter for the preceding three quarters (Fall, Winter, Spring) comprising the academic year. Undergraduate students falling below this requirement are not in good academic standing and may be disqualified from further enrollment at the University. Quarters for which a student was officially approved for part-time status are omitted from the minimum progress calculation. For more information, see [Probation and Dismissal, on page 80](#).

Certification of Full-Time Status. Undergraduate students must carry a study load of at least 12 units (including workload units) each quarter in order to be certified as full-time students for insurance and financial aid purposes or to compete in intercollegiate athletics. Graduate students must carry a study load of at least 12 units each quarter in order to be certified as full-time students.

Iowa State University

Returning/Reentry to the University

U.S. students who have been absent from Iowa State University less than 12 months may be admitted as a returning student. If more than 12 months have elapsed since last enrolled, a U.S. student must apply for reentry to the university. All international students must apply for reentry regardless of the time away from the university.

Duration: less than 12 months

Deadline to apply: no notice required for leaves of less than 12 months

Return: contact the Registrar's office to return; application for readmission not required

Returning Students

U.S. undergraduate and non-degree undergraduate students planning to return to Iowa State University after an absence of less than 12 months do not complete a reentry form; however, international undergraduate and non-degree undergraduate students planning to return to Iowa State University after an absence of less than 12 months must complete a reentry form. Returning U.S. students and graduate students should contact the Office of the Registrar to have their records updated and registration access created. Students should contact their advisers or major professor to select courses and begin the registration process. Returning students who want to change their curricula should follow the same procedure as in-school students. Students who were dropped from enrollment at Iowa State University must obtain reinstatement by the Academic Standards Committee of the college that initiated the drop. (See below for policies that apply to requests for reinstatement.)

Reentry Students

Undergraduate and non-degree undergraduate (special) students who plan to attend Iowa State University after an absence of twelve months or more must complete a reentry form. Forms are available from www.iastate.edu/~registrar/info/reentry.html.

Students with a bachelor's degree who plan to take supporting graduate level coursework prior to applying for graduate degree admission should request a non-degree graduate admission application.

Students who have previously attended Iowa State University only as non-degree (special) students and who now seek to earn an undergraduate degree should request an undergraduate application.

International students must complete a reentry form. Forms are available from www.iastate.edu/~registrar/info/reentry.html. Financial certification of ability to cover all educational and living expenses will be required.

The reentry form should be completed and returned to the Office of the Registrar, 0460 Beardshear Hall, well in advance of the term of reentry. Students who have attended another college or university since enrollment at Iowa State University must have an official transcript(s) of all course work attempted sent to the Office of Admissions, 100 Enrollment Services Center. Reentering students must also contact their departmental office/adviser to prepare a class schedule. Reentry must be approved prior to registration. Iowa State University requests the information on the reentry form for the purpose of making a reentry decision. The university reserves the right not to approve reentry if the student fails to provide the required information.

Criteria:

- U.S. undergraduate
- In good standing
- Accounts paid in full
- No pending disciplinary action
- Submit any transcripts due

Privileges Retained: na

Reentry Approval Process

Generally, a request to reenter Iowa State University will be approved within the Office of the Registrar. However, the Office of the Registrar will refer the reentry form to the college to which a student plans to return if the student: (a) desires to change curriculum; (b) has a previous Iowa State University cumulative grade point average below 2.00; (c) was dropped from the university for unsatisfactory academic progress or was not otherwise in good standing; or (d) since leaving Iowa State University, has completed additional college study with less than a 2.00 grade point average.

See Index, Reinstatement.
University of Oregon

Reenrollment

Admitted undergraduate students planning to register any time during an academic year after an absence of four or more terms must notify the Office of the Registrar by filing a reenrollment form, available on the registrar's website.

Reenrollment procedures for graduate students are described in the **Graduate School** section of this catalog.

University of Nebraska, Lincoln

Former Students. Former UNL students who have not been in attendance for three or more consecutive semesters (the summer sessions count as one semester) must apply for readmission in order to be eligible to register for classes.

They can do this by completing a Returning UNL Student Application for Admission and providing official transcripts from any other colleges or universities they have attended since their last enrollment at UNL.

Readmission to the University of Nebraska– Lincoln is not automatic for students who have been academically dismissed or failed to clear all admission deficiencies. Before seeking readmission to the University, these students must clear all admission deficiencies. Once all admission deficiencies are cleared, students who were not academically dismissed may immediately apply for readmission. Students who have been academically dismissed, may only apply for readmission after they have removed all admission deficiencies and the mandatory period of two consecutive semesters of non-enrollment has been met. (Summer Sessions, collectively, count as one semester.) Following this period of non-enrollment, students

Duration: 2 consecutive semesters (summer counts as one semester)

Deadline to apply: no notice required for leaves of two semesters

Return: contact the Registrar's office to return; application for readmission not required. New catalog year may be assigned upon readmission.

Criteria:

- In good standing
- No pending disciplinary action
- Submit any transcripts due

Privileges Retained: catalog year

must complete a *Returning UNL Student Application for Admission, a Readmission Questionnaire* and present an official transcript showing removal of admission deficiencies. The forms are available at the Office of Admissions. Application materials, including transcripts from institutions attended since being dismissed, must be submitted by the admission deadlines. For more information about readmission to the University, see "Academic Standards" on page 14.

College of Business Administration Readmitted Students

Students readmitted to the College of Business Administration who previously left the College in good standing (including a minimum 2.5 cumulative GPA) may return to the College. Students will, however, be required to follow current requirement guidelines of the College. Instructions to request an appeal of this policy are available in the Dean's Office for Undergraduate Programs. Students who left the College with a cumulative GPA below 2.5 may not return to the College until they have achieved a minimum 2.5 cumulative GPA at UNL. At that time, they may transfer back to the College, but must meet the requirements of the College enforced at the time of their new entrance to the College of Business Administration. No waivers to follow old curriculum requirements are permitted for students who leave the College with less than a 2.5 cumulative GPA.

Appendix 4:

| 2009-2010 Committee Recommendations | |
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| <p><u>Relating to catalog language regarding statute of limitations on courses</u></p> <p>Recommendation: Based on the analysis of policies from peer institutions and the issues raised by the “Non-Traditional No More” program, we recommend that the following language be included in the UNR General Catalog:</p> <p style="padding-left: 40px;">In areas of study in which the subject matter changes rapidly, material in courses taken long before graduation may become obsolete. Courses which are more than ten years old are applicable toward completion of specific major or minor requirements at the discretion of the student's major or minor department. Departments may approve, disapprove, or request that the students revalidate the substance of such courses. Students whose major or minor programs include courses that will be more than 10 years old at the expected time of graduation should consult with their major or minor department at the earliest possible time to determine acceptability of such courses. Courses older than 10 years will apply to general elective requirements. Departments may adopt a more restrictive policy where accreditation and/or licensure requirements limit the applicability of courses to less than 10 years.</p> <p><i>Rationale:</i> <i>The language above provides students with fair warning that coursework older than 10 years may be subject to review by their department and, where necessary, allows departments to establish higher standards. We recommend that department chairs be made aware of this language and that program curriculum committees be encouraged to establish clear guidelines for their individual degree programs.</i></p> | <p>Adopted, and implemented in the 2010 catalog.</p> |
| <p><u>Relating to the Final Exam Schedule</u></p> <p><i>[Pending consideration of student input, adopt the new final exam schedule.] The schedule presented in Appendix 4 (see below) as the “Recommended Final Week Class Schedule” be modified to an 8:00am start time daily, bumping all times by ½ hour. [and presented to students and faculty for additional discussion, if needed, to be implemented.] We realize that this new</i></p> | <p>Adopted, and implemented for the fall of 2011.</p> |

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| <p><i>schedule will have an impact on administrative practices and that some faculty and students may object to extending the exam period, since the current schedule helps most students and faculty complete exams early within exam week.</i></p> <p><i>Rationale: The committee believes that overall learning and performance may be enhanced by modifying the schedule for final exams and suggest a schedule that provides better balance among classes and attempts to keep final exams on the same day as the scheduled class. With this schedule there would be more final exams closer to the grade due date, but the grade due date would change so that grades would be due on the following Monday. The exams for classes with the largest enrollment were at the top of the schedule and exams were spread more evenly.</i></p> | |
| <p><u>Regarding Residency Requirements</u></p> <p>The committee and senate recommend that there should be a residency requirement for both major and minor degree programs. Departments/programs should have the flexibility to establish residency requirements that are most applicable for specific degree programs, however, while we prefer that individual programs establish their own guidelines, we recommend the following general policies to help drive those guidelines:</p> <ol style="list-style-type: none"> 1. Students must complete at least 15 upper division credits in residence and in the major to earn an undergraduate major from UNR. 2. Students must complete at least 6 upper division credits in residence and in the minor to earn an undergraduate minor from UNR. <p><i>Rationale: The current residency requirement could result in a student earning a major or minor from UNR without taking any classes from UNR faculty in the major or minor area. *The proposed recommendation does not replace the current requirement of 32 upper division credits in residence, instead, the recommendation further specifies what students must take with respect to individual major and minor programs.</i></p> | <p>Approved by the Faculty Senate; awaiting approval of the President and Provost. <i>Approved for implementation for Fall 2011.</i></p> |
| <p><u>Regarding the Grade Appeal Process</u></p> <p>Recommendation and Rationale: The new proposed process, described in Appendix 5, (see below) relies on a single combined department and college-level appeal committee, eliminating the possibility of using two separate appeal committees. By eliminating the second appeal</p> | <p>Approved by the Faculty Senate; awaiting approval of the President and Provost. <i>Approved for implementation for Fall 2011.</i></p> |

committee, and tightening the required response times between steps in the process, we were able to shorten the maximum time for a grade appeal to about 12 weeks.

The new proposed process also requires a meeting between department chair and student, optionally including the faculty member as preferred by the participants in the process. We anticipate that grade appeals may be resolved more quickly if department chairs participate early and fully in the process. We also hope that full participation will help department chairs to identify potential misunderstandings that might contribute to grade appeals and then guide faculty in the development of grade assessment methods.

Regarding Academic Dishonesty

In order to standardize UNR terminology, we propose that the term *Academic Integrity* encompass all issues related to academic misconduct such as plagiarism and cheating. We propose that "Section IV: Academic Standards" pp. 72-73 of the 2010-11 UNR General Catalogue be entitled "Academic Integrity" instead of "Academic Standards."

UNR should have a single webpage regarding Academic Integrity (AI) hosted by the Faculty Senate. Any unit who wants to address academic integrity should link to this single webpage. The website should contain:

- a. A brief Code of Ethics for students;
- b. A copy of pp. 72-73 from the 2010-11 UNR General Catalogue "Section IV: "Academic [Standards] Integrity";
- c. A copy of the NSHE Board of Regents Code: Title 2, Chapter 6;
- d. A link to the Office of Student Conduct "Academic Standards for Students" (this part also contains NSHE policy)
- e. The ASUN student "Honor Code";
- f. A link to examples of academic integrity issues (plagiarism) from other University websites e.g., Purdue, Northwestern, etc.;
- g. Student and faculty responsibilities to prevent and reduce academic dishonesty on campus; and
- h. Sample language for use in course syllabuses concerning academic integrity.

Work with New Student Initiatives to distribute ASUN "Honor Code" to entering students as part of New Student Orientation. We propose that all entering students sign a statement that they have read and agreed to uphold the "Honor Code." This proposal may prove to be cost prohibitive because there may be no way to enforce or store the signed statements. Even digital signatures could prove problematic. If this recommendation is cost prohibitive, then we recommend that that Honor Code be distributed with no signatures required.

Develop an on-line WebCampus module on AI. The module should reference the AI website and be used as an interactive learning assignment. We recommend that this module on AI be completed by all undergraduates and graduate students during their first semester at the University. Work with the Knowledge Center and Instructional Technology to develop this module. The Committee discussed implementation with Instructional Technology staff and they believed that it would be relatively little cost to implement this type of module. They also indicated a willingness to take on this task for the university. Make faculty aware of the AI website and its contents, academic policy procedures, and sanctions, i.e., reporting.

There was some confusion on this one. The Senate and President initially approved the proposal.

But after Michelle Hritz, Sally Morgan, Michael Ekedahl and Dana Edberg met, Michelle made some inquiries with I/T regarding the web and database design. Those inquiries, which raised FERPA concerns, led the President to withdraw his support from the project.

The 2010-11 committee asked to have the project revived with the limited objective of revising the Student Conduct Office's website to make it easier for students and faculty to locate the policies and forms to report incidents of academic dishonesty. With the Executive Board's approval the project was revived. Mike Ekedahl contacted Sally Morgan who promised to provide content for the site. Sally has not yet done so.

The project is now on hold pending the implementation of a content management system for Student Services websites.

Suggestions to increase awareness include discussion at New Faculty Orientation; an annual email reminder from the Provost; and a “zero-tolerance” campaign initiated by ASUN. This topic should also be a required component of graduate assistant and adjunct/LOA faculty training/orientation. Standardize and simplify the current reporting system. Develop a streamlined, web-based system for reporting AI violations. We recommend using a one-page alleged AI violation form that contains a brief discussion of the violation and information on the sanction. We recommend that all instances including warnings of alleged AI violations be reported on this form. The alleged AI violation form is submitted to the Office of Student Conduct, the Chair of the alleged violating student, the accusing faculty, and the student (and other units if necessary). Several example forms are available to choose from various university websites. We suggest adopting a simple-to-use version for UNR using input about form design provided from faculty and students. Recommend that faculty use “Safe-Assign” WebCampus tool for writing assignments in courses taught at UNR. “Safe-Assign” is available free-of-charge for courses taught at UNR

Rationale/Funding: Dana has offered to use an IS class to develop a comprehensive single web site and database to collect data about incidences. The maintenance would fall to IT. Sally Morgan was not being eliminated out of the process; the recommendation would allow faculty a choice of whether or not to report Academic Integrity to Sally Morgan. There was really no way to force faculty to report Academic Dishonesty so the requirement was not effective. Some faculty prefer not to report because the burden of proof is on the faculty member, not the students. There was a concern that as the university grew that Sally Morgan’s Office would not be able to keep up with the larger number of students. There would be a link and the database would be housed on Sally Morgan’s website.

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| <p><u>Regarding Interdisciplinary Program Administration</u></p> <p>Further and more sustained study should occur if the Provost believes it should occur. A campus-wide ad-hoc committee, rather than the Academic Standards Committee, might be better able to address the issues raised by this study as well as other pertinent issues.</p> <p>Rationale: The committee did not have a recommendation as they felt that this is not an academic standards issue. There is information on the provost website that should be followed for comprehensive administrative guidelines. The report represents a preliminary investigation of a complex topic. Not sure this is a faculty issue, or if it should be a senate issue, because it is not a faculty rights or governance issue.</p> | <p>No action to date. <i>VPR is reviewing interdisciplinary grad. Program operations; recommendations are forthcoming.</i></p> |
| <p>Committee recommendation: The dual degree policy requiring 32 additional credits should be changed so that no additional credits be required for the completion of a dual degree beyond the course requirements of each degree.</p> | <p>Adopted, and implemented in the 2010 catalog.</p> |
| <p>2008-2009 Committee Recommendations</p> | |
| <p>DROP/WITHDRAWAL POLICY RECOMMENDATIONS:</p> <p>1. The withdrawal date should be extended to the end of the 9th week of the semester or, in the case of sessions of shorter length (wintermester; summer session) at a point 60% into the term. This will provide more time for faculty to provide meaningful feedback regarding grades to students and, in some instances, provide students with an opportunity to alter their study strategies in a class and see if such changes result in improved academic performance. Currently, students are allowed to withdraw from individual classes up until the end of the 8th week of the semester. This recommendation is consistent with UNLV's drop date policy.</p> <p>2. Devise a series of pop-up messages on ePAWS that are initiated when a student attempts to withdraw from a course. The messages would inform the student of possible ramifications if they withdraw from a course (i.e., loss of financial aid and/or scholarships; loss of full-time student status; progress towards degree, etc.) and urge students to consult with an academic advisor prior to withdrawing from individual courses. The committee realizes this may not be feasible with our current registration system, but recommends its implementation as soon as possible.</p> | <p>Adopted, and implemented in the 2009 catalog.</p> |
| <p>GRADE REPLACEMENT POLICY RECOMMENDATIONS: The following recommendations for changes in the current</p> | <p>Adopted, and implemented in the 2009 catalog.</p> |

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| <p>policy are supported both by the majority of responses received from advisors and the committee:</p> <ol style="list-style-type: none"> 1. Extend the number of semesters a student has to repeat a course and use the grade replacement option from “the next regular semester in which the course is offered and the student is enrolled” to “within the next two regular semesters in which the student is enrolled. If the course is not offered within the next two regular semesters, the must take the course the next time it is offered.” Students should still be encouraged to repeat a required class as soon as possible, but this would provide more flexibility in planning and not require students to adjust their next semester schedule if they have already enrolled in classes and/or a class they need to repeat is full. 2. Change the current restriction on the repeat policy to “a maximum of four lower-division courses not to exceed 15 credits.” The current policy states that “students may repeat a maximum of 12 lower-division credits to replace original UNR grades.” This will assist students who wish to replace the grade in one or more 4 or 5 credit courses. <p>The purpose of the grade replacement policy is to give students the opportunity to improve their academic performance in one or more courses in which they have done poorly. The committee discussed in length the idea of restricting grade replacement to include only courses in which a student has received a grade of C- or lower. We concluded, however, that students may differ in their definitions/perceptions of poor academic performance and that all students should be given the same chance to improve their GPA’s through the use of the grade replacement policy.</p> | |
| <p>PROBATION, DISQUALIFICATION, SUSPENSION AND DISMISSAL POLICIES</p> <p>RECOMMENDATIONS:</p> <p>The committee’s recommendations still result in three level/actions, but terminology and actions taken differ from current policy.</p> <ol style="list-style-type: none"> 1. Academic Warning: GPA cut offs would continue to be based on the number of credits earned at UNR: <ol style="list-style-type: none"> i. 0-29 credits – when cumulative UNR GPA is 1.6 or above but below 2.0 ii. 30-59 credits – when UNR GPA is 1.8 or above but below 2.0 iii. 60 or more credits – when UNR GPA is 1.9 or above but below 2.0 iv. Action: <ol style="list-style-type: none"> a) Allowed to remain in major b) Receives letter from college and e-mail from Admissions and Records c) Registration hold on student’s record; mandatory advising prior to next semester’s registration | <p>Adopted with changes, and implemented in the 2009 catalog. The 2010-11 committee proposed catalog language and a form for a dismissal appeal process. The university will dismiss students for the first time at the end of the Fall 2011 semester.</p> <p>ACADEMIC PROBATION</p> <p>Undergraduate students are placed on academic probation when a student’s cumulative University of Nevada GPA is below 2.0.</p> <p>Students who are placed on</p> |

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| <p>d) Still allowed to use ePAWS for registration transactions</p> <p>2. Academic Probation (University): Student falls below the above GPA thresholds which continue to be based on the number of credits earned at UNR.</p> <p>i. 0-29 credits – cumulative UNR GPA is below 1.6</p> <p>ii. 30-59 credits – cumulative UNR GPA is below 1.8</p> <p>iii. 60 or more credits – cumulative UNR GPA is below 1.9</p> <p>iv. Action:</p> <p>a) Removed from major; can stay in college or switch to undecided</p> <p>b) Receives letter from college and e-mail from Admissions and Records</p> <p>c) Registration hold on student's record; mandatory advising</p> <p>d) Student limited to 12 credits/semester with approval of advisor; access to ePAWS denied; must register in person with advisor signed advisement sheet. With the implementation of the new registration system it is hoped that electronic registration could be "authorized" thus eliminating the need for registration to be done in person but still allowing advisors to maintain control with respect to the student's enrollment. Until such point in time, it is suggested that a standardized form be developed and used by all advisors to authorize enrollment in approved courses.</p> <p>1. Student will be subject to dismissal if still on academic probation after attempting 24 additional UNR credits</p> <p>2. A school or college may still place a student on program probation whenever satisfactory progress toward degree objectives is not maintained.</p> <p>3. Dismissal: Occurs if the student, after attempting 24 additional UNR credits beyond being placed on probation, a student is still on academic probation.</p> <p>i. Action:</p> <p>a. Receives letter from college and e-mail from Admissions and Records.</p> <p>b. Student will be immediately withdrawn from any classes for which the student has registered; any tuition paid will be refunded.</p> <p>c. Student cannot attend as a non-degree student and is not eligible to attend summer session or enroll in courses through extended studies/independent learning.</p> <p>d. Student is required to remain out for at least two academic years.</p> <p>e. Students seeking readmission must receive approval from the dean of the college the student wishes to enter prior to readmission.</p> <p>f. Students should be prepared to provide as part of the readmission process, documentation that demonstrates improved academic performance or a readiness for academic success.</p> <p>g. Students who are reinstated will be on academic probation. The college into which the student is readmitted</p> | <p>Academic Probation will receive a letter notifying them of their academic status. Admissions and Records will place a registration/advisement hold on each probationary student's record.</p> <p>Release from University Probation: Undergraduate students are removed from Probation when their University of Nevada cumulative GPA rises above 2.0.</p> |
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| <p>may develop a prescribed program of study to which the student must adhere.</p> <p>h. If a student is dismissed a second time, subsequent readmission will be allowed only with the approval of the Special Admissions Committee</p> | |
| <p>GRADE APPEAL POLICY AND PROCEDURE</p> <p>The current grade appeals policy is reasonable, but it has been clarified. A table has been developed to assist students, faculty and grade appeal committee members (see Appendix 1). The revised policy has slightly different time frame.</p> <p>B. Clarify that the grade appeal policy should not be used when the grade appeal results from academic dishonesty.</p> <p>C. New policy is as follows:</p> <p>A course grade assigned by an instructor is only subject to the appeals procedure if:</p> <ul style="list-style-type: none"> • The instructor based this student’s grade on factors other than the student’s performance in the course and/or completion of course requirements, or • The instructor based this student’s grade on a more demanding standard than was applied to other students in the same section of the course. <p>The burden of proof that one of these two conditions holds rests on the student, but a grade appeal committee may request information from the instructor. If a student wishes to appeal a grade received as a sanction for an instance of academic dishonesty, the student must follow the Academic Dishonesty procedure. There are four steps in the appeal process:</p> <ol style="list-style-type: none"> 1. Consultation with instructor before filing Grade Appeal Form 2. Filing a Grade Appeal Form with Department Chair, 3. Review by a Departmental Grade Appeal Committee, 4. Review by a College Grade Appeal Board. | <p>Rejected by the administration—this recommendation was modified the following year.</p> |
| <p>ACADEMIC DISHONESTY RECOMMENDATIONS:</p> <p>A. Previous recommendations that have already been implemented</p> <ol style="list-style-type: none"> 1. <i>Faculty workshops to help discourage dishonesty should be available on a voluntary basis.</i> This is now available from the Office of Student Conduct. 2. <i>Standard language regarding the UNR Academic Dishonesty policy should be made available for inclusion on course syllabi.</i> The Courses and Curriculum website provides several examples of Academic Dishonesty statements for syllabi. 3. <i>Change grade replacement policy such that poor grades due to Academic Dishonesty cannot be replaced through Grade Replacement procedures.</i> Implemented. <p>B. Previous Recommendations, already approved by the Faculty Senate in May 2006, that we are carrying forward</p> | <p>Rejected, revised and resubmitted the following year.</p> |

and recommending for immediate implementation.

1. *Faculty and student web sites on ADH issues, resources, and online tutorial defining plagiarism.*

Additional resources and assistance should be provided to the Office of Student Conduct (OSC) to improve its online content and format, to provide more information (including links to other websites)

that is in a form more accessible to students. By way of example, the UNLV website provides a useful model regarding a user-friendly outline of that institution's academic dishonesty administrative procedures. The Online Writing Center at Purdue University provides an example of an excellent online tutorial defining plagiarism.

2. *Students should be made aware of University policies on ADH & available resources at New Student*

Orientation. An existing Ethics Workshop should be mandatory for students as part of New Student Orientation.

3. *Modules on plagiarism, academic dishonesty and proper citation should be developed for core classes.*

We recommend that such modules be developed by Office of Student Conduct but taught by regular core class instructors.

4. *Faculty should be made aware of the policy requirement to report all cases of ADH to the Office of Student Conduct.*

This issue should be emphasized during New Faculty Orientation, and an annual email reminder sent to Chairs and Deans to remind their instructors (including LOA's) of this requirement. This requirement should also be emphasized in the mandatory course that Graduate Teaching Assistants are required to take.

5. *Development of a streamlined, web-based reporting system for instructors to report ADH to Office of Student Conduct.* We recommend that the OSC provides an easy-to-use form or template letter for faculty

to alert report ADH, including cases where faculty members wish to deal with the matter informally. An example of such a form can be found on the UNLV website,

<http://studentlife.unlv.edu/judicial/misconductPolicy.html>.

6. *A student's home department, major and college should be informed of incidents of ADH.* This can be tied to use of the web-based form, described above.

7. *Development of sanctioning guidelines for faculty to refer to when deciding how to address ADH in their courses.* Such recommendations for faculty should be provided as part of a revised OSC website. The

OSC should be tasked with coming up with such recommendations in consultation with the Academic Standards committee. It should be emphasized that these are only guidelines, and that such academic sanctions will remain a matter of faculty discretion.

8. *The University Code of Conduct and Policies (section IV,*

Academic Standards) should in separate sections lay out explicitly the nature of possible academic and administrative sanctions, and distinguish these two types of sanctions clearly. This is implemented in our recommended textual changes to the Code of Conduct (see attached).

9. *The time frame for reporting ADH should be extended to 15 working days.* This is implemented in our recommended textual changes to the Code of Conduct (see attached). We have also changed the policy language from "... 10 days from the alleged action" to "... 15 working days from when the incident was identified or discovered."

10. *An Honor Code should be drafted for the University.* Such an honor code was drafted and agreed to on April 11, 2007 by the ASUN (document RC-0607-9). We recommend implementation of the honor code that has already been drafted.

C. Previous recommendations, approved by the Faculty Senate in May 2006, for which we recommend modification or reconsideration

1. *UNR should purchase a license to Turnitin.com (anti-plagiarism software).* The committee recommends evaluation of two alternatives: Turnitin.com and the SafeAssign program that is already included within WebCT. We further recommend that a future committee evaluate the question in greater detail by polling a group of potential users (e.g. instructors of core English classes) as to whether use of Turnitin.com would be a desirable, cost-effective solution.

2. *Instructors should have the right to request additional sanctions beyond an F in the course, such as the right to refuse re-admission to the course section.* The committee overwhelmingly voted against this recommendation, feeling it was too unforgiving and could create a situation where students might be locked out of taking courses that are necessary for their major requirements.

3. *Adoption of the Q grade for cases of ADH, to appear on the transcript until a non-credit course on ADH is successfully completed.* Although the Q grade is not feasible without BOR approval, it would be possible to implement a transcript notation of "academic dishonesty" within the current system. UNLV currently implements such a policy (<http://studentlife.unlv.edu/judicial/misconductPolicy.html> pp. 12-

13). The committee recommends an identical policy at UNR, see the UNLV policy below with minor modifications.

A. *In instances where it is determined that the academic misconduct is of both an intentional and egregious nature, the conduct sanction shall be recorded on the student's official and unofficial transcript with a transcript notation. The*

transcript of the student shall be marked “Disciplinary Notation due to Academic Dishonesty in (class) during (semester).” The transcript notation shall occur only upon completion of the student conduct proceedings. The conduct sanction notation shall not affect the grade point average, course repeatability or determination of academic standing. This conduct sanction notation is intended to denote a failure to accept and exhibit the fundamental value of academic honesty.

B. Once a conduct sanction notation is made, the student may file a written petition to the Academic Integrity [Appeal Board](#) to have the notation removed. The decision to remove the conduct sanction

notation shall rest in the discretion and judgment of a majority of a quorum of the Board; provided that:

1. At the time the petition is received, at least 180 calendar days shall have elapsed since the conduct sanction notation was recorded; and,

2. At the time the petition is received, the student shall have successfully completed the designated noncredit Academic Integrity Seminar, as administered by the Office of Student Conduct; or, for the person

no longer enrolled at the University, an equivalent activity as determined by the Office of Student Conduct; and,

3. The Office of Student Conduct certifies that to the best of its knowledge the student has not been found responsible for any other act of academic misconduct or similar disciplinary offense at the University of Nevada, [Las Vegas Reno](#) or another institution.

C. Prior to deciding a petition, the Academic Integrity [Appeal Board](#) will review the record of the case and consult with the Office of Student Conduct and responsible instructor or appropriate chair / director

/ supervisor. The decision of the [Appeal Board](#) shall not be subject to subsequent [Appeal Board](#) reconsideration for at least 180 calendar days, unless the [Appeal Board](#) specifies an earlier date on which the petition may be reconsidered.

Subsequent [Appeal Board](#) determinations pertaining to the removal of the conduct sanction notation may be appealed to the [Vice President for Student LifeProvost](#). If the [Vice President Provost](#) removes the conduct sanction notation from the

student’s transcript, the [Vice PresidentProvost](#) shall provide a written rationale to the [Appeal Board](#).

D. No student with a student conduct notation on the student’s transcript shall be permitted to represent the University in any extracurricular activity, or run for or hold an executive office in any student organization which is allowed to use University facilities, or which receives University funds.

Note that appropriate implementation of the transcript

| <p>notation measure would require a course in place, presumably offered by the Office of Student Conduct (OSC), allowing students the opportunity to have the transcript notation removed.</p> | | | | | | | | | | | | | | | | | | | |
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| <p>REDUCE THE TIME TO COMPLETION OF DEGREES</p> <p>1. Do not recommend increasing the number of credits of a course as a way to increase completion rates.</p> <p>i. There are 99 four-credit undergraduate courses offered; 11 five-credit courses, and 16 variable credit courses in which students can earn more than 3 credits.</p> <p>ii. Courses with greater than 3 credits are often difficult to fit into a full schedule. In addition, creating new courses is a time consuming process.</p> <p>2. Encouraging more courses in the summer semester</p> <p>i. Having more summer semester and wintermester courses would be advantages to students. Certain types of courses can be successful in an accelerated format. A long-term goal would be for summer to be supported by the state and seen as a third semester.</p> <p>3. Reduce the Board of Regents (BOR) minimum credit hours requirement from 124 to 120 credits. The committee respects the right of individual programs to determine appropriate credit requirements for their degrees.</p> <p>The BOR Handbook establishes a minimum of 124 semester credits. Most UNR degrees require at least 128 credits (See Appendix 3). Table 1 is a summary of the information in Appendix 3.</p> <p>Table 1: UNR Total Degree Credits</p> <table border="1"> <thead> <tr> <th>Total Credits</th> <th>Number of Degrees</th> </tr> </thead> <tbody> <tr><td>124</td><td>2</td></tr> <tr><td>126</td><td>2</td></tr> <tr><td>128</td><td>81</td></tr> <tr><td>129</td><td>4</td></tr> <tr><td>130</td><td>1</td></tr> <tr><td>131</td><td>3</td></tr> <tr><td>133</td><td>2</td></tr> <tr><td>138</td><td>1</td></tr> </tbody> </table> <p>While 124 credits is the minimum at UNR, few programs are at the minimum. In multiple casual conversations, people indicated that they thought the minimum was 128.</p> <p>ii. We compared UNR graduation requirements to those of our peers. Most of our peers have a minimum total credits requirement of 120 semester credits for undergraduate degrees. (see Table 2)</p> <p>iii. The University Courses and Curricula Committee discussed a draft of the proposal on February 2nd. The following concerns were expressed:</p> <p>a. The timing of the change, in the midst of a grave budget crisis, might give the public the impression that the University was relaxing its academic standards to save money.</p> | Total Credits | Number of Degrees | 124 | 2 | 126 | 2 | 128 | 81 | 129 | 4 | 130 | 1 | 131 | 3 | 133 | 2 | 138 | 1 | <p>120 minimum adopted by the BOR.</p> <p>A number of UNR programs have reduced their credit requirements accordingly.</p> |
| Total Credits | Number of Degrees | | | | | | | | | | | | | | | | | | |
| 124 | 2 | | | | | | | | | | | | | | | | | | |
| 126 | 2 | | | | | | | | | | | | | | | | | | |
| 128 | 81 | | | | | | | | | | | | | | | | | | |
| 129 | 4 | | | | | | | | | | | | | | | | | | |
| 130 | 1 | | | | | | | | | | | | | | | | | | |
| 131 | 3 | | | | | | | | | | | | | | | | | | |
| 133 | 2 | | | | | | | | | | | | | | | | | | |
| 138 | 1 | | | | | | | | | | | | | | | | | | |

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| <p>b. Though the Academic Standards Committee Chair assured the group that changes to total credits requirements would be made only at the request of departments/programs, UCCC members were leery of pressure from above to reduce total credit requirements.</p> <p>Table 2: Total Credit Comparison</p> <p>Institution Minimum Number of Credits</p> <p>University of Nevada, Reno 124</p> <p>University of Arizona 120</p> <p>Arizona State 120</p> <p>University of California, Davis 180 quarter credits = 120 semester</p> <p>University of Colorado, Boulder 120 credits</p> <p>Colorado State University 120</p> <p>Iowa State University 122</p> <p>University of Nebraska-Lincoln College of Arts & Science 125</p> <p>University of Oregon 180 quarter credits = 120 semester</p> <p>Oregon State University 180 quarter credits = 120 semester</p> <p>University of Utah 122</p> <p>Utah State University 120</p> <p>Washington State University 120</p> | |
| <p>RESIDENCY REQUIREMENTS FOR MAJORS AND MINORS</p> <p>RECOMMENDATION:</p> <p>The basic residency requirement for UNR is that 32 upper division credits must be earned at UNR. The committee recommends that at least 1/3rd of those credits must apply to the degree. It is recommended that the same 1/3rd requirement be applied to minors as well. Therefore 1/3rd of all minor requirements must be earned at UNR.</p> | <p>Rejected and resubmitted the following year.</p> |
| <p>FUTURE ACTIONS ITEMS FOR THE ACADEMIC STANDARDS COMMITTEE</p> <p>A. The 2008-2009 committee recommends that next year's committee investigate the need to have a "statute of limitations" on courses. For example, can upper division courses from 20-years ago be applied to a degree today?</p> <p>B. It is important that a follow-up and assessment mechanism be put in place for recommendations. The first objective would be to verify implementation of the recommendations that are approved. The second objective would be to determine if a recommendation accomplished its purpose. A good example of this would be the recommendations for academic warning/probation/dismissal. It would be good to evaluate the effectiveness in several years.</p> | |
| <p>2007-2008 Committee Recommendations</p> | |
| <p>Pertaining to Charge 1: Review existing policies at UNR that relate to fostering a "culture of completion" (including</p> | <p>None of this committee's recommendations were</p> |

disqualification policy, drop policy and grade replacement policy) with a view to reducing student attrition rates and reducing the mean time required for students to obtain a degree. Develop a midterm progress reporting tool. Review similar policies at peer institutions. Develop recommendations for change if necessary.

1. The existing catalog language regarding the **policy for dropping a course** should be changed to state that students who wish to withdraw from individual classes must obtain their instructor's signature on a form stating that they have discussed their intention to withdraw with the instructor.

2. The existing catalog language regarding the **grade replacement policy** should be changed as follows:

2a. Students may repeat a course anytime before graduation, instead of only during the next semester a course is offered.

2b. Students may not repeat a course for which a grade of C or better is earned (except where specific degree programs require higher grades).

2c. Repeating a course withdrawn from does not count as a grade replacement attempt.

2d. The number of allowable grade replacement attempts should be increased to 4 courses.

2e. Only one grade replacement attempt should be allowed per course, although more are permissible with approval from the Dean/Chair and academic advisor. Repeating a course more than once requires a plan for improvement, drafted and signed by both student and advisor, which may include tutoring and other forms of academic support.

3. Regarding **probation, disqualification, suspension and dismissal**, the committee recommends as follows:

3a. Students under academic warning and probation should avail themselves of progressively more advisement and assistance as a condition of continued enrollment. This should take the form of a written agreement specifying the assistance the student will obtain (e.g., help with study skills, tutoring in specific subjects). The contract would be developed and signed by the student and his/her academic advisor, then signed by the student's department chair and the dean. UNR Admissions and Records would receive a copy of the contract. Course registration would be blocked until approval of the contract.

3b. Students not raising their GPA above the threshold for disqualification after two semesters should be suspended from UNR and not readmitted until they can

adopted. Many of the charges were reformulated for the next year's committee.

present a record of 15 semester credits of transferable credit at a community college or other accredited institution, with a minimum GPA of 2.5.

4. Regarding **midterm progress reporting**, the committee recommended that faculty teaching lower-division courses be strongly encouraged to use the midterm grade reporting functionality in CAIS, or some other means, to report grades of C-, D and F to students prior to the drop date. A general e-mail should be sent to alert faculty to the existence of this tool.

Pertaining to Charge 2: Start a faculty-wide conversation about ensuring that faculty follow ethical rules on academic integrity. Develop a faculty honor code.

5. The Nevada Faculty Alliance should be involved in future discussions with the Faculty Senate about the formulation of a code of ethical conduct for faculty at UNR.

6. The “faculty-wide discussion” should not begin with a campus-wide survey of all faculty, but be conducted within the Colleges. As a first step towards this, the matter should be brought before the Academic Leadership Council.

Pertaining to Charge 3: Review the recommendations of the 2006-2007 Academic Standards Committee concerning student academic dishonesty. Determine which of those recommendations have been implemented and which have not. Develop an implementation plan for the recommendations that have not been implemented.

7. Regarding **methods of addressing academic dishonesty** by students (reporting and sanctions):

7a. The OSC web site should put online the standard format of the letter to be sent to students, or several different sample letters; and should include a link for faculty which would include all the information faculty need to report, verify, and learn about penalties for academic dishonesty.

7b. The curriculum of the voluntary course in ethical decision-making for students currently being offered through the Office of Student Conduct (see pp. 31-32 below) should be evaluated by the committee. The committee should work with Sally Morgan, bearing in mind our specific curricular recommendations of several years ago, to design a course that fits both her and our needs.

7c. The committee should propose specific language to be added to the conduct code related to retaking of courses. The Graduate School should be made aware of and take steps to implement our committee’s earlier recommendations regarding the Q course and

implement this policy as soon as the grade has been approved for use. The committee should discuss whether, with these changes, the current policy is adequate. If there are other issues not addressed by the current policy or by our other recommendations, the committee should identify them and make specific recommendations for Graduate Council consideration.

7d. A mechanism should be developed for noting on the student's transcript actions taken regarding academic dishonesty that does not involve a specific course (e.g., research projects, TA work, etc.). The permanence of this notation should be treated in the same way as the Q grade for in-class dishonesty. The Graduate Council should look into this issue and make sure that a consistent policy is in place.

7e. The Office of Student Conduct should put in place a mechanism for notifying the home department of students involved in incidents of academic dishonesty.

7f. Sally Morgan should be asked to follow up with the Provost to ensure that changes recommended by the committee in the past (regarding the development of sanctioning guidelines to guide faculty in the academic sanction area) are in fact implemented into the Code.

8. Regarding ways of discouraging academic dishonesty among students:

8a. The committee should discuss the importance of having the Provost's or President's office address publicly the issue of academic dishonesty, and of establishing how the administration will promote the importance of the issue.

8b. As regards the modality of conducting faculty workshops, face-to-face workshops should be scheduled regularly and online options be made available.

8c. As regards faculty and student websites on academic dishonesty issues and resources, UNR's webpage should be revised to include links to other web pages (as indicated in Appendix A, p. 35 below).

9. Regarding policy clarity and future directions:

9a. Based on the help and facilities available to Sally Morgan, a definite timetable should be set up to ensure the implementation of the committee's earlier recommendation that the University Code of Conduct and Policies should, in separate sections, lay out explicitly the nature of possible academic and administrative sanctions, and distinguish these two types of sanctions clearly.

9b. Policy language should include the instruction that the committee should revisit the policy three years after it was enacted to determine how well or ill it has functioned.

Appendix 5

CATALOG LANGUAGE FOR APPEAL OF DISMISSAL

Students who are on Probation for three consecutive regular semesters and fail to raise their cumulative University of Nevada GPA above the Academic Probation threshold will be dismissed from the University.

Students will receive an email notifying them to access updated information on their academic status at MyNEVADA. Once dismissed, the student is not allowed UNR enrollment for a period of one calendar year.

Release from University Dismissal: An undergraduate student who has been dismissed may return to the University only on the basis of evidence that underlying conditions have materially improved and that he or she is now capable of academic success. Dismissed students seeking readmission must receive approval from the dean of the college they wish to enter prior to readmission. Students returning from dismissal must raise their cumulative GPA to at least 2.0 within two regular semesters, or they will again be dismissed.

Appeal of Dismissal: Ten business days after students are notified that they have been dismissed, their registration for the next regular semester will be cancelled. Students will receive an email notifying them to access updated information on their academic status at MyNEVADA. Students who could be in good standing at the end of one additional semester may appeal to be reinstated by submitting the "Appeal Undergraduate Dismissal" form available at the Office of Admissions and Records. Students must submit their appeal to the Office of Admissions and Records within 10 business days of notification of dismissal to hold their registration pending the outcome of their appeal. The appropriate college must return a decision on appeal by the last business day prior to the beginning of the next regular term. Appeals will be processed only if it is mathematically possible to reach good-standing at the end of one additional semester. Late registration fees will be assessed according to the regular registration calendar.

Office of Admissions and Records

Appeal Undergraduate Dismissal

Students who could be in good standing at the end of one additional semester may appeal. Students must submit their appeal to the Office of Admissions and Records on this form within 10 business days of notification of dismissal to hold their registration pending the outcome of their appeal. The appropriate college must return a decision on appeal by the last business day prior to the beginning of the next regular term. Appeals will be processed only if it is mathematically possible to reach good-standing at the end of one additional semester. Late registration fees will be assessed according to the regular registration calendar.

I request to be reinstated:

| | |
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| Name: | NSHE ID: |
| Signature: | Date: |
| Current UNR grade point average: | |
| Total credits earned at the UNR: | |

Planned enrollment for the next term: (Courses included here must satisfy specific Core, Major, or Minor requirements.)

| Subject | Number | Title | Credits | Anticipated Grade |
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Describe in detail the extenuating circumstances justifying this appeal. Attach additional page(s) and/or documentation if necessary:

Approved:

Denied:

| | | |
|-------------------------------|--|-------|
| Advisor's Name and Signature: | | Date: |
| Dean's Name and Signature: | | Date: |

The Dean's Office must return this form to the Office of Admissions and Records for implementation of the appeal decision no later than the last business day prior to the term for which the appeal is being processed.

Appendix 6: Academic Recognition

Latin Titles at Graduation

| Institution | Latin Titles | Restricted to Honors Program | Non-Latin Academic Recognition | Honors Resources |
|----------------------------|---------------------|-------------------------------------|--|--|
| University of Nevada, Reno | Yes | Yes | High Distinction, High Distinction for students outside the honors program | Honors Program; 500 Honors students; 2.5 staff; located in Jot Travis; Honors advising; Honors classes, Honors sections and Honors contracts; two-semester thesis; seminar room, Office of Nationally Competitive Scholarships, two partial Honors floors in Res Life; library privileges; priority class registration; faculty lecture series; Phi Kappa Phi |
| University of Arizona | Yes | No | | Honors College; 4,000 Honors students; 18 staff; located in Slonaker House; Honors curriculum within Honors and through College and as contracts; two semester thesis; academic advising, computer lab, seminar room, Office of Nationally Competitive Scholarships, meeting space, Honors Civic Engagement Teams, wireless network; two Honors Residence Halls; scholarships and grants for 1st year and transfer students and faculty; Honors General Education; Honors Professors; library privileges; priority class registration; forum luncheons, Honors players; Phi Beta Kappa |
| Arizona State | Yes | No | | Barrett, The Honors College (and complex); four locations; 3500+ students; great website; Honors courses and enrichment contracts: over 100 seminars each semester; senior thesis; philosophy, politics and law certificate; partnership with Law School; Honors opportunities in the majors; research funding; internship program; scholarships and fellowships; study abroad programs; writing center; Honors-specific organizations; student publications, art displays; 38 Honors staff; 26 Honors faculty; 100s of faculty |

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|---------------------------------|-----|-----|--|--|
| | | | | honors advisors; and much more |
| Colorado State | Yes | No | | University Honors Program; 1,140 students; Academic Village: Honors office, faculty offices, seminar rooms, fireside lounge; Two halls of Honors Residential Learning Communities; 5 staff and 6 student assts; early registration; Honors scholarships for all students; Honors enrichment awards; two tracks of Honors curricula, Honors thesis |
| University of Colorado, Boulder | Yes | Yes | With Distinction for students outside the honors program | Honors Program; Honors Residential Academic Program; Engineering Honors Program; 6 Honors faculty; Honors curriculum (15 enrollees max); thesis; Honors Journal; lecture series, cultural events, social outings, co-curricular activities; (not a well-developed website) |
| UC, Davis | No | Yes | Highest Honors, High Honors, Honors f | University Honors Program (UHP); Davis Honors Challenge; Integrated Studies Honors Program; Chemical Engineering and Biochemical Engineering Honors Program; living learning community; Service Learning Program; National Fellowships office; Phi Beta Kappa; Honors curriculum; research seminars; library privileges, career and software workshops; Honors advising; five staff; annual banquet, socials, etc.; (not a well-developed website) |
| Iowa State University | Yes | No | | University Honors Program; Jischke Honors Building; computer facilities; lunch with a professor; First Year Honors Program; priority scheduling; Honors curriculum; Honors seminars (15 enrollees max); Wingspread Conference fellows; Honors sponsored events; Honors Housing; capstone project; Honors poster presentations; Honors Leadership Opportunities; National Fellowships; Honors Awards for Excellence; Honors Commendations; 15 staff |
| University of Oregon | Yes | No | | Robt D Clark Honors College; 700 students; located in Chapman Hall, computer lab, Robt D Clark Library, printing privileges, lounge with |

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|----------------------------|-----|----|--|---|
| | | | | kitchen; Honors core curriculum; thesis; thesis awards; 17+ Honors faculty; 14 staff; colloquia; various Honors scholarships; speakers, author readings, student conferences, and performances; Phi Beta Kappa; Honors Creative Arts Journal |
| Oregon State | Yes | No | | University Honors College; degree granting college; Honors Baccalaureate degree; 500 students; Academic advising from UHC advisors; Priority living in McNary Hall (the Honors themed Residence Hall) or The GEM (an off-campus apartment complex; Two Student Learning Centers; study lounges; conference room, seminar room, classroom, faculty offices; computer lab with free printing; free candy; trips; and events; Leadership involvement; thesis; Honors curriculum (12-20 enrollees max); Honors students awards; Honors financial and merit scholarships; academic advising; 11 staff; 45 Honors College faculty |
| Univ. of Nebraska, Lincoln | No | No | High Scholarship, Superior Scholarship, Chancellor's Scholars for all students who meet the criteria | University Honors Program; Neihardt Residence Center (4 Honors halls); 7 staff; advising; textbook scholarships; National fellowships; Phi Beta Kappa; thesis library; computer lab; learning community; Honors curriculum, seminars, and contracts; thesis; Honors overnights, colloquia, undergraduate assts; |

University of Nevada, Reno

Academic Recognition

Distinction at Graduation: Students who graduate with a GPA of at least 3.75 receive the bachelor's degree with high distinction, or with distinction if the GPA is between 3.50 and 3.74, provided these additional requirements are satisfied:

1. At least ninety-six (96) semester credits are earned in courses graded "A" through "F."
2. At least sixty-four (64) semester credits are earned in residence at the university in courses graded "A" through "F."
3. Transfer students must satisfy the GPA requirement at the university and have a combined, transfer-university GPA of at least 3.75 for high distinction, or 3.50 to 3.74 for distinction.

Distinction is recognized at graduation ceremonies when the student has fulfilled **all** the requirements in the most recent **prior** semester.

Honors at Graduation: The requirements to graduate in the honors program are:

Cum laude, magna cum laude or summa cum laude is awarded to a graduating bachelor's degree student who completes the honors program (having completed 30 honors credits or points) and all university, college and major requirements with the specified GPA (both in the major program and overall), based upon at least 96 credits in courses graded "A" through "F":

cum laude: GPA of 3.50 to 3.69 with a completed thesis;

magna cum laude: GPA of 3.70 to 3.89 with grade of "A" on senior honor thesis;

summa cum laude: GPA of at least 3.9 with grade of "A" on senior honors thesis.

At least 64 semester credits must be earned in residence at the university in courses graded "A" through "F." Each transfer student must satisfy the university requirements and have a combined transfer-university GPA that satisfies the minimum, specified total.

Cum laude, magna cum laude and summa cum laude are recognized at graduation ceremonies when the student has fulfilled **all** the requirements in the most recent **prior** semester.

Students completing the thirty (30) Honors credits with a GPA of at least 3.25 but less than 3.5 shall have a "Completed Honors Program" designation. Those with 30 Honors credits but less than a 3.25 GPA or those with fewer than thirty (30) credits shall have an "Honors Program Participant" designation.

For additional information, refer to the "Honors Program" description in the Interdisciplinary and Special Programs section of this catalog.

University of Arizona

Graduation with Academic Distinction

Three categories are awarded for superior scholarship in work leading to the bachelor's degree. This honor, based upon graduation grade-point-average, becomes part of the official record, is awarded upon graduation and appears on the [transcript](#) and diploma of the recipient.

4. Summa Cum Laude -- is awarded to candidates whose grade-point-average is 3.900 or higher.

5. Magna Cum Laude -- is awarded to candidates whose grade-point-average is 3.700-3.899.

6. Cum Laude -- is awarded to candidates whose grade-point-average is 3.5000-3.699.

To be eligible for distinction at graduation, bachelor's degree candidates must have completed at least 45 graded units with letter grades that carry the required grade-point-average. Also, in computing the above grade-point-averages, only [University Credit](#) is considered. This policy applies to all students graduating in December 1998 or later.

Graduation with Honors

Graduation with Honors is bestowed on students who have completed all requirements of the University-wide Honors Program. This academic recognition becomes part of the official record and is noted on the transcript and diploma of the recipient. Honors students also wear a special

cord and medallion at graduation.

Arizona State University

graduation with academic recognition

An undergraduate student must have completed at least 56 credit hours of resident credit at ASU to qualify for graduation with academic recognition for a baccalaureate degree. Note: West campus students following a catalog year prior to fall 2007 are required to have completed at least 50 credit hours of resident credit at ASU.

The cumulative GPA determines the designation, as shown in the Academic Recognition table below.

| academic recognition | |
|----------------------|-----------------|
| Cumulative GPA | Designation |
| 3.40–3.59 | cum laude |
| 3.60–3.79 | magna cum laude |
| 3.80–4.00 | summa cum laude |

The cumulative GPA for these designations is based on only ASU resident course work. For example, ASU independent learning course grades are not calculated in the honors GPA. All designations of graduation with academic recognition are indicated on the diploma and the ASU transcript. Graduation with academic recognition applies only to undergraduate degrees.

A student who has a baccalaureate degree from ASU and is pursuing a second baccalaureate degree at ASU (with a minimum of 30 hours of resident credit) is granted academic recognition on the second degree based on the credit hours earned subsequent to the posting of the first degree. If fewer than 56 credit hours are completed at ASU subsequent to completion of the first ASU degree, the level of academic recognition can be no higher than that obtained on the first degree. If 56 or more credit hours are completed at ASU after completion of the first ASU degree, the level of academic recognition is based on the GPA earned for the second ASU degree. Inquiries about graduation with academic recognition may be directed to the Graduation Section, 480-965-3256.

Colorado State University

GRADUATION WITH DISTINCTION

Colorado State recognizes outstanding scholarship by granting the baccalaureate degree “Cum Laude,” “Magna Cum Laude,” and “Summa Cum Laude” to those students in each college who have achieved unusually high academic excellence in their undergraduate programs. To be eligible for graduation with distinction, students must meet the following requirements:

Minimum grade point average required for graduation with distinction.

To qualify for graduation with distinction, a minimum of 60 credits completed at Colorado State University is required. Students who have been granted Fresh Start must have completed 60 credits after the Fresh Start designation to qualify for graduation with distinction.

Transfer credits are not considered when determining a) candidacy for graduation with distinction or b) graduation with distinction.

The Current Breakdown of Acceptable GPA's for a Distinction Designation:

| College | Cum Laude | Summa Cum Laude | Magna Cum Laude |
|-----------------------|-----------|-----------------|-----------------|
| Agricultural Sciences | 3.980 | 3.850 | 3.710 |
| Applied Human Sci. | 3.960 | 3.840 | 3.660 |
| Business | 3.960 | 3.850 | 3.720 |

| | | | |
|--|-------|-------|-------|
| Engineering | 3.960 | 3.910 | 3.700 |
| Liberal Arts | 3.960 | 3.870 | 3.700 |
| Natural Resources | 3.980 | 3.850 | 3.740 |
| Natural Sciences | 3.980 | 3.900 | 3.760 |
| Veterinary Medicine & Biomedical Sciences | 3.990 | 3.950 | 3.890 |

These minimum cumulative grade point averages will be reviewed every four years and may be changed if needed to maintain appropriate academic standards. Such changes will become effective the semester following approval by Faculty Council and publication in the *General Catalog*. Each of the minimum grade point averages needed to graduate with distinction will be adjusted at the end of each four year period only if the percentage of students graduating with distinction in a distinction category and college have shown a statistically verifiable deviation from the target percentages of:

| | |
|-----------------|----|
| Summa Cum Laude | 1% |
| Magna Cum Laude | 3% |
| Cum Laude | 6% |

Candidates for graduation with distinction are recognized at the time of commencement. A student's candidacy is determined by their cumulative grade point average through the semester preceding graduation. "Candidacy" for graduation with distinction does not guarantee graduation with distinction. Graduation with distinction is based on the student's cumulative grade point average at the time of graduation.

Students seeking a second bachelor's degree are eligible for distinction designation. To qualify for graduation with distinction, a minimum of 60 credits completed at Colorado State is required after the first degree. In determining the grade point average of the student, only grades earned after the first degree are considered.

GRADUATION AS A UNIVERSITY AND/OR DISCIPLINE HONORS SCHOLAR

Students who complete the University Honors Program academic requirements and achieve at least a cumulative 3.5 grade point average earn the designation of University Honors Scholar and/or Discipline Honors Scholar. Scholars are recognized at graduation by the Honors Program and during the colleges' commencement ceremonies. The Honors Scholar designation appears on diplomas and transcripts.

For information about admission to the University Honors Program, visit or contact the Honors Program Office, Academic Village, Fort Collins, CO 80523-1025; (970) 491-5679 or visit on-line at www.honors.colostate.edu. Also see the chapter: Broadening Your Horizons.

University of Colorado

GRADUATION WITH DISTINCTION OR HONORS

Outstanding accomplishment by undergraduates at UCB is recognized in two ways: Graduation with Distinction and Graduation with Honors.

Graduation with Distinction is based solely on academic performance and is automatically conferred on all students graduating with a grade point average (GPA) of 3.75 or better, both at UCB and in all collegiate work completed.

Graduation with Honors requires a GPA of at least 3.3 plus active participation in an Honors program. Two types of Honors programs are available, General Honors and Departmental Honors.

The General Honors Program is operated solely by the Honors Department and emphasizes a broad liberal arts education rather than specialization. Candidates for General Honors must participate in at least four Honors Department courses and must take a series of written and oral

examinations as specified by the Honors Department. Students who wish to participate should contact the Honors Department.

The Departmental Honors Program is organized around a student research project undertaken in an individual department. It is not necessary to take Honors Department courses to qualify. Candidates for Departmental Honors must satisfy GPA requirements, complete a research project, prepare an Honors thesis describing the research project in a scholarly fashion and pass an oral examination as described below. MCDB Honors information is available at the Student Affairs Office MCDB A1B48 or download from MCDB Departmental Honors Program. Deadlines and applications are also available from the Student Affairs Office A1B48 or www.colorado.edu/honors/graduation.

Frequently Asked Questions from the UCB Honors Program Page **<http://www.colorado.edu/honors/faq.html>**

10. What are the GPA requirements for graduating Cum Laude, Magna cum Laude, and Summa cum Laude?

All students should understand that grades do not singularly determine the levels of honors you are awarded. There are, however, guidelines as follows:

- 7. Students with a minimum cumulative GPA of 3.3 are qualified to be considered for Honors, Cum Laude (with honors)
- Students with a minimum cumulative GPA of 3.5 are qualified to be considered for Honors, Magna cum Laude (with high honors)
- Students with a minimum cumulative GPA of 3.8 are qualified to be considered for Honors, Summa cum Laude (highest honors)

While the above guidelines qualify you for consideration for a given level of honors, the level you earn is based on the quality of your thesis and thesis defense. Grades do not solely determine your level of honors. If warranted by the quality of the theses and thesis defense, a committee may recommend you for an honors designation one level higher than the guidelines suggest.

13. Can I graduate with Honors without doing a thesis?

No, you can't graduate with Honors without a thesis. However, you may be able to graduate with Distinction, which is based on GPA. Check with the College of Arts and Sciences for more details.

14. How are designations decided?

There are several different steps to deciding the level of Honors (if any) a candidate will receive. The first step, of course, is maintaining a good GPA (generally 3.3 or better). The second step is writing a quality Honors thesis and doing an oral defense of your thesis. While you may turn in a final copy of your thesis, with corrections, to the Honors Program office after you defend, the copy of the thesis that the committee sees on your defense day is the copy on which they will base their recommendation.

After you have done your oral defense, your committee makes its recommendation to the Honors Council. The Honors Council then considers each candidate individually (strongly considering the recommendation of the defense committee, although they may grant a different designation). The Honors Council, which is made up of representatives from each department

that participates in the Honors Program (in other words, all departments in the College of Arts and Sciences, plus the School of Engineering and the School of Business). **Also see question 10.**

University of California, Davis

Graduation Honors

Honors at graduation are awarded to students who have a grade point average in the top percent of their college as shown in the table below. The College of Letters and Science requires that additional criteria be met for high and highest honors; see the sections below for more information.

| Total Quarter Units Completed at UC | Highest Honors | High Honors | Honors |
|-------------------------------------|----------------|-------------|-------------|
| 45-89 | 2% | next 2% | next 4% 8% |
| 90-134 | 3% | next 3% | next 6% 12% |
| 135+ | 4% | next 4% | next 8% 16% |

Grade point averages from the winter quarter prior to graduation are used to determine the averages that will earn an honors designation. Following are the averages for winter quarter 2010. These averages will be used through winter quarter 2011.

An honors notation is made on students' diplomas and on their permanent records in the Office of the University Registrar.

Grade Point Average by College

| Percent Determining Cut-Off Point | Agricultural & Environmental Sciences | Biological Sciences | Engineering | Letters and Sciences |
|-----------------------------------|---------------------------------------|---------------------|-------------|----------------------|
| 2% | 3.902 | 3.948 | 3.923 | 3.894 |
| 3% | 3.869 | 3.925 | 3.887 | 3.850 |
| 4% | 3.822 | 3.900 | 3.854 | 3.814 |
| 6% | 3.769 | 3.833 | 3.770 | 3.750 |
| 8% | 3.694 | 3.773 | 3.700 | 3.705 |
| 12% | 3.595 | 3.668 | 3.594 | 3.620 |
| 16% | 3.517 | 3.588 | 3.494 | 3.540 |

College of Letters and Science: Graduation with "honors" requires that a student meet the appropriate grade point requirement described in the above table for all UC courses completed. Students who meet the grade point requirement for graduation with honors, and who complete the Honors Program of the College of Letters and Science, may be recommended by their departments for graduation with high honors or highest honors on the basis of an evaluation of their academic achievements in the major and in the honors project in particular. Graduating students will not be awarded honors with the bachelor's degree if more than eight units of grade / (Incomplete) appear on their transcripts. The College Committee on Honors may consider exceptions to this condition. Petitions for this purpose should be submitted to the deans' office.

The Honors Program of the College of Letters and Science

The Honors Program in the College of Letters and Science permits students to pursue a program of study in their major at a level significantly beyond that defined by the normal curriculum. It represents an opportunity for the qualified student to experience aspects of the major that are representative of advanced study in the field. Successful completion of the College Honors Program is a necessary prerequisite to consideration for the awarding of high or highest honors at graduation.

Entrance into the honors program requires that a student have completed at least 135 units with a minimum grade point average of 3.500 in courses counted toward the major. Other prerequisites for entrance into the program are defined by the major. The program consists of a project whose specific nature is determined by consultation with the student's major adviser. It may involve completion of a research project, a scholarly paper, a senior thesis, or some comparable assignment depending on the major. The project will have a minimum duration of two quarters and will be noted on the student's record by a variable unit course number or special honors course designation. Successful completion of the honors program requires that a minimum of six units of credit be earned in course work for the project.

Iowa State University

Graduation with Distinction. Undergraduates who have a cumulative grade point average of 3.50 or higher at the beginning of their final term are eligible to graduate "with distinction" provided they have completed 60 semester credits of coursework at Iowa State University at the time they graduate, including a minimum of 50 graded credits. Students who graduate with a cumulative grade point average of 3.90 or higher will graduate Summa Cum Laude; those who graduate with a cumulative grade point average of 3.70 to 3.89 will graduate Magna Cum Laude; and those who graduate with a cumulative grade point average of 3.50 to 3.69 will graduate Cum Laude. This recognition appears on the student's official transcript and diploma and in the commencement program.

Candidates for the bachelor of liberal studies degree may be graduated with distinction providing that they (a) have completed 45 semester credits of coursework at the three Iowa Regent universities at the time of graduation, (b) have earned at least a 3.50 cumulative grade point average at ISU, and (c) their combined grade point average for coursework taken at the three Iowa Regent universities meets the honors cutoff specified above.

University of Oregon

Latin Honors

Graduating seniors who have earned at least 90 credits in residence at the University of Oregon and have successfully completed all other university degree requirements are eligible for graduation with Latin honors. These distinctions are based on students' percentile rankings in their respective graduating classes, as follows:

- Top 10 percent **cum laude**
- Top 5 percent **magna cum laude**
- Top 2 percent **summa cum laude**

Post-baccalaureate students are not eligible for Latin honors. The Office of the Registrar computes Latin honors upon graduation.

Oregon State University

Degrees With Distinction

Grade point averages are computed on the basis of all work attempted at OSU. Graduates who have been in attendance at OSU for at least two years are awarded degrees with distinction as follows:

| Academic Distinction | OSU GPA Range | Graduation Honor Cord Color |
|----------------------|---------------|-----------------------------|
| Cum Laude | 3.50–3.69 | Orange |
| Magna Cum Laude | 3.70–3.84 | Gold |

| | | |
|-----------------|-----------|-------|
| Summa Cum Laude | 3.85–4.00 | White |
|-----------------|-----------|-------|

These distinctions are noted on diplomas.

University of Nebraska, Lincoln

Honors Convocation Recognition Requirements

Honors Convocation recognition requirements for students entering the University after the Spring Semester 2004 require that those eligible for recognition be in the top ten percent of their college class based on their cumulative grade point average (but with a cumulative GPA no lower than 3.6) and meet the additional requirements stated below.

Students whose first college matriculation at UNL (after high school graduation) occurred before June 2004 will be recognized on the basis of recognition requirements in force at that time. This policy will also apply to transfer students from UNO and UNK whose first college matriculation at those institutions preceded the June 2004 implementation of the recognition criteria.

Honors Convocation criteria for students entering the University in the 2004-05 academic year and after are listed below. Students will be recognized only for the highest award for which they qualify.

High Scholarship. Students must be in the top ten percent of their college class based on their cumulative grade point average and meet the following specific requirements:

1. Required semesters in residence at UNL: juniors and seniors must have completed at least 3 semesters or 42 credit hours at UNL; sophomores must have completed at least 2 semesters or 28 credit hours; freshmen must have completed at least 1 semester or 12 credit hours.
2. Hours completed first semester: seniors must complete a minimum of 9 hours, of which 6 must be graded A through F. (Student teachers in the College of Education and Human Sciences may be exceptions.) Students graduating in December may take only those hours needed for graduation. Juniors, sophomores, and freshmen must complete a minimum of 12 hours first (fall) semester, at least 9 of which are graded A through F.

Superior Scholarship. Superior scholarship students are seniors graduating between December and August who:

1. meet the requirements for high scholarship for seniors, and
2. are in the upper three percent of the senior class of their college or have been on the UNL Honors Convocation list each year since matriculation as a freshman.

Chancellor's Scholars. Seniors graduating between December and August qualify for this award if they meet the following criteria.

1. Graduating seniors must have earned the grade of A in all graded collegiate work at UNL and at other institutions and a grade of P for all classes taken in the Pass/No Pass grading option (excluding foreign study and collegiate work taken prior to the student's graduation from high school. The student must request the exclusion of a grade taken prior to graduation from high school and the re-calculation of the GPA in writing to the University Honors Program, 118 NRC, 0659, by March 1). At least 42 graded semester hours must have been earned at UNL by the end of first (fall) semester of the academic year of graduation.
2. During first semester, a student must complete a minimum of 9 total hours with no more than 3 hours of Pass/No Pass course work. (Student teachers in the College of Education and Human Sciences may be exceptions.) Students graduating in December may take only those hours needed for graduation.

General Information for Honors. Students with grade changes or students finishing incompletes after January 1 should contact the Office of the University Honors Program to see

that these changes have been recorded.

All grades are averaged in figuring cumulative GPA. Students repeating a class to remove C-, D, or F grades will have both the original and the repeat grade used to calculate GPA.

Only those seniors recognized as Superior Scholars and Chancellor's Scholars (see above) need to order caps and gowns for the Honors Convocation ceremonies. The Honors Convocation invitation will give appropriate instructions.

NOTE: Only University of Nebraska system grades are used to compute the GPA for Honors. For computing the GPA for Honors, a student may request the exclusion of a University of Nebraska system grade earned in a course taken prior to graduation from high school. This request for a re-calculation of the GPA must be made in writing to the University Honors Program, 118 NRC, 0659, prior to March 1. UNL, UNO, UNK, and UNMC students are considered resident students.

NOTE: Each college also has their own recognition.

Recognition of Outstanding Academic Achievement

In addition to providing qualified students with an opportunity to enrich their academic programs by taking honors courses, the University and its colleges recognize the academic achievements of all their talented and dedicated students.

The Honors Convocation: University and Chancellor's Scholars

In April of each year, the Chancellor hosts the All-University Honors Convocation at which students who meet recognition requirements are honored as University Scholars. Special recognition is given to Chancellor's Scholars, graduating seniors who have maintained a perfect 4.0 grade point in all their collegiate work.