



Nevada State College *Catalog* *2005-2006*



500 Hundred Acres of Possibility

~ Janell Mihelic, NSC Valedictorian – Class of 2005

This catalog is subject to change.

President's Message



Welcome to Nevada State College! We are the newest college within the Nevada System of Higher Education, with a fresh approach to higher education in our state. NSC is a college specializing in four-year baccalaureate education and dedicated to providing our students with outstanding teaching, mentoring, and advising. Nevada State College is committed to offering you a remarkable educational experience to help you acquire the skills necessary to enter your chosen profession and become an educated citizen. We have outstanding teachers and a staff dedicated to serving your needs. Nevada State College is the place to fulfill your educational goals.

Fred J. Maryanski

President

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NSC DIRECTORY INFORMATION

In accordance with the Nevada State College policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), NSC vigorously protects the privacy of student's education records. NSC does not release private records of individual students, such as grades and class schedules, without prior written consent of the student.

As permitted under federal law, the sole exception to the above practice is the release of "directory" information considered to be public in nature and not generally deemed to be an invasion of privacy. At NSC, the following categories are defined as "directory" information: Name, address, e-mail address, telephone number, dates of attendance, full-time/part-time status, academic major, college and grade level, academic honors, other academic institutions recently attended, participation in NSC organizations, and degrees earned and dates attended.

NSC uses directory information for non-commercial, educational purposes, such as to mail notices to students about changes in policies, services, or opportunities. Directory information may also be provided for commercial purposes to NSC affiliates, honors societies, the alumni association and foundation, or other individuals for purposes that may be beneficial to students. NSC exercises discretion in responding to requests for directory information and may or may not provide such information when requested, depending on the intended purpose of the request. NSC does not sell or rent student information for a fee.

You have the right to request that NSC not release directory information about you for commercial and/or non-commercial purposes.

WARNING: It is important to consider carefully the potential consequences of restricting the release of directory information. For example, if you restrict release for non-commercial educational purposes, NSC will be unable to place your name in publications such as honors and graduation programs; to confirm graduation and dates of attendance to potential employers; to verify enrollment with organizations such as insurance companies; or to send notifications about specialized scholarships.

If, after due consideration, you wish to restrict the release of directory information, please check one of the boxes below indicating your authorization.

Remove my name from directory information for commercial purposes. Commercial purposes would include such organizations that provide health insurance, tuition payment plans, invitations to join academic organizations, or the alumni association. The organizations provide students with information, services and benefits.

Remove my name from directory information for non-commercial purposes. Non-commercial purposes would include such purposes as publications in honors and graduation programs, verification of enrollment for health insurance, degree verification for employment, invitations to apply for specialized scholarships, or invitations to attend specialized activities or workshops.

Remove my name from directory information for both commercial and non-commercial purposes.

I previously asked to remove my directory information for one of the purposes listed above, and now wish to allow release of my directory information.

SIGNATURE

PRINT NAME

STUDENT ID

DATE

This authorization can be mailed, faxed, or delivered in person to the **Office of Admissions**, 1125 Nevada State Drive, Henderson, Nevada 89015, fax (702) 992-2226. This directive will apply permanently to your record, even following graduation, until you choose to reverse it by submitting a written authorization to the Office of Admissions.

This page intentionally left blank for those who wish to turn in the form on the reverse side.

COLLEGE CALENDAR

FALL SEMESTER 2005

Independence Day observed	M, July 4
Registration fees are due	F, Aug 19
New Student Orientation	F, Aug 26, Sa 27
Fall classes begin	M, Aug 29
Labor Day observed	M, Sept 5
Nevada Day observed	F, Oct 28
Veterans' Day	F, Nov 11
Thanksgiving Day	Th, Nov 24
Family Day	F, Nov 25
Fall classes end	F, Dec 16
Christmas Day Holiday observed	M, Dec 26

SPRING SEMESTER

New Year's Day Holiday observed	M, Jan 2
Winter Mini Session	T, Jan 3
Martin Luther King Jr. Birthday observed	M, Jan 16
New Student Orientation	F, Jan 20
Winter Mini Session ends	Sa, Jan 21
Spring classes begin	M, Jan 23
Presidents' Day observed	M, Feb 20
Spring Break	Su, Mar 12 – Su, Mar 19
Instruction ends	F, May 19
Commencement	Th, May 24
Memorial Day observed	M, May 29
Summer session begins	T, May 30
Independence Day observed	M, July 4

POLICY STATEMENTS

Where no specific policy is in place for Nevada State College the state College will follow the current applicable policy in force at the University of Nevada, Reno.

LEGAL NOTICE

Nevada State College General Catalog describes anticipated programs, courses and requirements, but these are subject to modification at any time to accommodate changes in College resources or educational plans. The catalog does not constitute a contractual commitment that the College will offer all the courses and programs described. The programs described do not constitute a contractual commitment with the student on the part of the College. The College reserves the right to eliminate, cancel, reduce or phase out courses, programs and requirements for financial, curricular or programmatic reasons; to limit enrollments in specific programs and courses; to change fees during the student's period of study; and to require a student to withdraw from the institution for cause at any time.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY

Nevada State College is an Equal Opportunity / Affirmative Action employer and does not discriminate on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and in accordance with College policy, sexual orientation, in any program or activity it operates. Nevada State College employs only United States citizens and aliens lawfully authorized to work in the United States.

ANTI-DISCRIMINATION POLICY

Nevada State College does not discriminate against faculty, students and staff on the basis of race, color, religion, sex, age, creed, national origin, veteran status, physical or mental disability, and in accordance with College policy, sexual orientation, in any program or activity it operates.



STUDENT RESPONSIBILITIES

It is the student's responsibility to:

1. Read and understand the contents of the College catalog.

2. Become familiar with all College policies and procedures.
3. Be aware of all College deadlines, including dates for registration, change of registration and fee payment.
4. Contribute to the maintenance of a campus environment conducive to intellectual curiosity, civility and diversity.
5. Keep the College informed of changes in address, phone number, enrollment changes which might affect financial aid awards and/or any other circumstances which could affect satisfactory progress toward a degree.

STUDENT EXPECTATIONS

Students are expected to:

1. Attend class and complete all assignments in accordance with the expectations established by their instructors and programs of study.
2. Conduct themselves in the classroom in a manner which contributes to a positive learning environment for all.
3. Familiarize themselves with all college policies and procedures.
4. Ask questions and seek clarification, direction and guidance to any class assignment, college policy or procedure which is unclear.

Students may be expected to complete class requirements beyond the published meeting times. This varies by course and instructor.



COLLEGE VALUES AND THE EXCHANGE OF IDEAS

The modern state college fosters the acquisition of knowledge and the distribution of newly discovered information. It enlivens curiosity, cultivates critical judgment and encourages the contribution of its informed students to the development of American society. Nevada State College is committed to these goals and to the maintenance of an academic environment, which advances the free exchange of ideas.

While prohibition of certain kinds of speech can have a chilling effect on the free and open exchange of ideas, a policy of civility and tolerance can protect an environment, which is free of intimidation to promote open debate.

Personal verbal harassment of one individual by another is uncivil behavior, which can taint or pollute the learning climate and discourage open expression of ideas on legitimate academic subjects.

The college is committed to an orderly learning environment, which protects the right of free speech and rejects personal intimidation of any kind. Accordingly, the Academic Master Plan approved by the Board of Regents in 1993 cites "graciousness" and "civility" as characteristics of the proper environment for encouraging "the honest and rational consideration of conflicting ideas and diverse opinions."

MISSION STATEMENT

Nevada State College is a comprehensive baccalaureate institution of higher learning. As a new member of the Nevada System of Higher Education, Nevada State College is dedicated to providing quality educational, social, cultural, economic, and civic advancement for the citizens of Nevada. Through student-centered learning, Nevada State College emphasizes and values; exceptional teaching, mentoring, advisement; scholarship; career and personal advancement; continuing education; and service to our community. The college helps address Nevada's need for increased students entering the higher education system and for students transferring from the state's community colleges.

The college offers a wide range of baccalaureate programs designed to meet the general needs of the State of Nevada and the specific needs of the southern region of the state. Special emphasis is placed on addressing the state's need for effective, highly educated and skilled teachers and nurses, and commitment is made to developing and promoting partnerships with Nevada's public school system, the state's health care providers, and Nevada's colleges and universities. The curriculum of Nevada State College will be based upon the community's needs, the needs of business and industry, and the desires and demands of the students.



ABOUT NEVADA STATE COLLEGE



CONTACT INFORMATION

- Web Address: <http://www.nsc.nevada.edu>
- Where to Write: 1125 Nevada State Dr.
Henderson, Nevada 89015
- Where to Call: (702) 992-2000
- Where to Fax: (702) 992-2226

Nevada State College is one of nine institutions within the Nevada System of Higher Education, and it is located in the city of Henderson in the Las Vegas Valley.

HISTORY

In 1997, the Nevada State Legislature determined the need for enhanced educational opportunities in southern Nevada. Since that time a great deal has been accomplished and on September 3, 2002, Nevada State College opens its doors to an avid first class of students. The history of the college to date demonstrates the active support of the community and the wise shepherding of the Board of Regents and the University and Community College System of Nevada (now Nevada System of Higher Education). In 1999, a feasibility study was funded and its recommendations accepted by the Board of Regents. In 2000, the Board of Regents approved the University of Nevada, Reno as the sponsoring institution and representatives of the university have been closely assisting the new college in the development of curriculum and student services. In 2000, the Board of Regents Chair Thalia Dondero formed three community task forces to aid in the planning and development of the college. In 2000, the Regents included the college in 2001-2003 biennial budget requests. In April 2002, the Board of Regents approved Nevada State College's curriculum and reaffirmed the approval of the college.

ACCREDITATION

Nevada State College is sponsored under the accreditation of the University of Nevada, Reno. The University of Nevada, Reno is accredited by the Northwest Association

of Schools and Colleges, which is an institutional accrediting body recognized by the Council for Higher Education Accreditation of the U.S. Department of Education. In serving as Nevada State's sponsoring institution, the University of Nevada, Reno provides accreditation oversight for Nevada State College's programs and services.

STATE APPROVALS

Nevada State College's teacher preparation program has provisional approval of the Nevada State Board of Education. The nursing program has provisional approval from the Nevada State Board of Nursing.

COMPUTER RESOURCES

Nevada State College's Office of Information Technology (OIT) currently supports two computer labs that provide free computer and Internet resources to all registered students, faculty, and staff. The DAW-106 lab contains 15 Windows XP based workstations and 13 Mac OS X based workstations with printing, scanning, and DVD/CD burning capabilities. In addition to the standard Microsoft Office Suite, the computers also contain applications currently used in academic courses. This lab is typically used for classes, but when not being utilized, is opened to students, faculty, and staff. The library computer lab contains 16 Windows XP based workstations with printing and scanning available. Like DAW-106, this lab contains academic software as well as the standard application suite. For more information such as hours, available hardware/software, and additional computing services, please visit the OIT website at <http://nsc.nevada.edu/infotech>.

Nevada State College conforms to the NSHE computing resources policy, approved 6/18/99. Inappropriate use of computing or networking resources, as defined in this policy, may result in the loss of computing privileges.

Students also have access to computer labs at the Community College of Southern Nevada (CCSN).



CLASS OFFICE

Nevada State College recognizes its responsibility and embraces the opportunity to meet the unique educational needs of students with disabilities. The Center for Learning Assistance and Support Services (*CLASS*) is dedicated to providing a coordinated program of support services for students qualifying as disabled under the Americans with Disabilities Act (ADA) and Section 504 guidelines. *CLASS* assists students in negotiating disability related barriers and strives to improve access, opportunity to participate in, contribute to and benefit from academic and campus life, and maximize independence. Confidential, sensitive, and individualized services are provided upon student request. Our services are free of charge.

If you have a documented disability that may require assistance, please contact Karen Heller at the Nevada State Center for Learning Assistance and Support Services (*CLASS*), by calling (702) 992-2003 voice, (702) 992-2098 TDD, or through electronic mail at karen_heller@nsc.nevada.edu.

APA FORMAT

APA format is the official format of Nevada State College. If you have any questions or concerns pertaining to APA formatting please see the APA publications manual.

LIBRARY SERVICES

The Nevada State College library's physical collection includes over 5,000 volumes that will serve the college in support of its academic mission. Students have access to a variety of specialized databases. The library is located in room 104. In addition to this collection, Nevada State College students have on-site circulation privileges and borrowing rights among NSHE Academic/Research Libraries. This includes UNLV and CCSN Libraries. Access to these library services is available on campus through a system network and from home and other locations via a personal computer with access to the Internet.



TEXTBOOK POLICY

The NSC Bookstore is located in room 105 in the Great Hall of the Dawson building. The bookstore carries

textbooks, Nevada State logo merchandise, school supplies, medical supplies and reference materials, as well as study aids and trade books. Visit our website to find out more about BookWatch, book buyback, the return policy and bookstore events.

NSC BOOKSTORE RETURN POLICY

The following conditions apply to ALL RETURNS:

1. Cash register receipt, credit card receipt and personal identification are required.
2. Charge Card purchases will be credited to your account.
3. The original credit card is required for return credit items must be in the same condition as when purchased, with price marks and/or tags attached.
4. All refunds are subject to Bookstore Director's approval.

We are unable to accept returns on the following items: food, sale items, items in broken or open packaging, or special orders.

TEXTBOOK REFUNDS

Textbooks are returnable during the first two weeks of the Fall and Spring semesters and the first week of all mini-sessions.

Textbooks that are shrink-wrapped are NOT returnable if the shrink-wrap has been removed.

If a textbook comes with a CD or other items, those items must be present and unopened to return the book.

If textbooks are bought in a bundle the textbooks cannot be returned separately.

NON-TEXTBOOK MERCHANDISE

Merchandise may be returned or exchanged within 30 days of purchase if items are in original condition and are currently in our stock.

DEFECTIVE ITEMS

Defective items may be replaced by the manufacturer. Please return such items with receipt to the Bookstore for further information.

CONTACT INFORMATION:

- Phone: (702)-992-2004
- Address: NSC Bookstore
1125 Nevada State Drive
Henderson, NV 89015
- E-Mail: nsc_bookstore@nsc.nevada.edu
- Homepage:

<http://www.nsc.nevada.edu/bookstore/index.asp>

STUDENT SUPPORT PROGRAMS

The Nevada State College Student Services Division recognizes that transition into college is exciting, challenging and, at times, overwhelming. Students who are coming to Nevada State straight from high school have to adjust to the differing expectations and culture of the college. At the same time, these students are undergoing the transition from dependence to independence, forming their identities as young adults, and meeting many new people. Returning adults must also undergo challenging transitions to meet the demands and rigors of college study. Many returning adult students are juggling family, career, caring for older parents and school. At Nevada State College, we are committed to helping you succeed. We offer a variety of Student Success Services that will help you deal with the academic, social, or personal issues that may arise during your time in college.

STUDENT ORIENTATION

Orientation takes place throughout the spring and summer for new students.

- Orientation helps students navigate the sometimes difficult transition of becoming a college student.
- Students receive essential information about college expectations, services and requirements.
- Students meet their fellow students and begin to form relationships and friendships that will make your college life more enjoyable and successful.
- Students are introduced to faculty and have an opportunity to learn more about major and career opportunities.
- Students who participate in orientation are much more likely to do well in their classes and graduate from college.
- Online orientation is available at www.nsc.nevada.edu. Click the orientation link.

STUDENT TUTORING CENTER

The Tutoring Center is located in the center of the Great Hall.

- The Student Tutoring Center (STC) offers free tutoring for the students of Nevada State College. Tutoring is offered in English/Writing, Mathematics, Biology, Chemistry, History, and Nursing. Assistance with study skills (e.g., time management, test anxiety) is also offered. Tutoring Center hours are posted at the front of the STC and offers convenient hours for NSC student. Call (702) 992-2061 for more information.
- Nevada State students also have access to the tutorial services on three Community College of

Southern Nevada campuses. Walk-ins are welcome at any Math, Writing, or Spanish lab.

- More information about the Tutoring Center can be found online at <http://nsc.nevada.edu/tutoring/index.cfm>.

STUDENT ACTIVITIES

Information about Student Government and Clubs is available through the Counseling Office and online at www.nsc.nevada.edu.

Student Government: The Nevada State Student Alliance (NSSA) plays an active role sponsoring activities on campus, coordinating student events and advising the faculty on student issues. The NSSA offers excellent opportunities to meet other students, have fun, create traditions and develop leadership skills.

Clubs: Nevada State College has a variety of clubs that students can participate in. Descriptions of the different clubs at the college are provided below:

- **African American Student Union:** The African American Student Union is an organization created to improve awareness of the African American culture at Nevada State College. The organization provides an avenue through which students may participate in political, cultural, educational, and social events in order to enhance their experience at NSC. The club also provides information that will assist students of African American descent achieve their academic and career goals.
- **A.L.M.A.:** A.L.M.A. de Escorpiones is an organization designed to provide advocacy and social support to Nevada State College's Latino students to attain their academic and career goals. The organization also provides a forum for students to learn and share their cultures and traditions.
- **National Student Nurses Association Club:** The National Student Nursing Association (NSNA) is an organization designed to represent and mentor students preparing for initial licensure as registered nurses as well as those enrolled in baccalaureate completion programs. The organization also promotes the development of skills that students will need as responsible and accountable members of the nursing profession.
- **Psychology:** The Nevada State College Psychology Club is an organization designed to establish sociability among students who share a common interest in psychology, whether they are psychology majors or not. The organization promotes the advancement of knowledge for its students and at the same time provides a relaxed social gathering for people to meet and generate thoughts.

- **Scorpion Student Theatre Association:** The Scorpion Student Theatre Association is an organization designed to promote discussion of and critical thinking about dramatic scripts and performances. The organization provides a forum of informative interactions among students who share similar interests.
- **Student Ambassadors:** The Student Ambassadors club is designed to provide student members with an opportunity for leadership and interpersonal development through participation in the College recruitment efforts and activities.
- **Student Organization of Science:** The Nevada State College's Student Organization of Science is designed to facilitate career explorations and academic development in all science fields. The organization promotes discussion of and critical thinking about current issues related to science.
- **Student Union of Nevada State High School:** The Nevada State College's Student Union of Nevada State High School is an organization designed to represent the entirety of the student body of the Nevada State High School. The organization provides an official voice for student questions, complaints, and suggestions regarding student activities at the college and high school.
- **Teachers of Principle:** The Nevada State College's Teachers of Principle Club is an organization designed to provide a place for education majors to socialize and promote the advancement of education knowledge. The club also provides information that will assist students in succeeding in their current and future professions.
- **Voice:** The Nevada State College's Voice club is designed to organize the motivated homosexual, heterosexual, bisexual, and transgender student community at Nevada State College. The organization promotes the advancement of GLBT knowledge for NSC students and at the same time provides a safe and accepting environment for GLBT students at NSC.

JOBS AND CAREER PLANNING

Located in the Counseling Office in room 206.

- **Individual Appointments:** One-on-one counseling sessions are available to help students clarify their occupational interests, take and interpret career inventories, and select a career field and major that is right for them.
- **College Central Network:** Students can visit the Nevada State College website for additional information regarding resume development, job searching and local and national career opportunities. Visit the College Central Network website at www.collegecentral.com.

COUNSELING

Available in the Counseling Office in room 206.

- **Academic Success Initiative:** Students encountering academic difficulties receive guidance and monitoring over a specified period of time.
- **Peer and Faculty Mentoring:** Counselors can mentor or set up specialized mentoring sessions with peers and faculty to discuss academic and social issues and to determine key strategies for progression and growth.

ACADEMIC ADVISING

Locations vary. For more information about advising, visit www.nsc.nevada.edu/advising/index.cfm.

- **First Year Students:** First year students are advised by the First Year Program Coordinator. Call (702) 992-2061 for additional information.
- **Decided Majors:** Students are advised mostly by faculty members according to major. Students are urged to consult with their faculty advisors prior to registration to ensure that they are signing up for appropriate courses.
- **Undecided Students:** The Counseling Center provides academic advising and guidance for students who have not selected a major.



PSYCHOLOGICAL SERVICES REFERRALS

Contact the Counseling Office for a referral.

- The Center for Individual, Couple and Family Counseling at the University of Nevada, Las Vegas provides free psychological services for the students of Nevada State College.
- The Center provides counseling for those experiencing personal, marital, or family difficulties. The Center does not provide psychiatric evaluations, medications or substance abuse treatment.

ADMISSIONS INFORMATION

GENERAL ADMISSION POLICIES

1. All applicants for admission to Nevada State College must be at least fifteen years old.
2. All new students are required to furnish satisfactory evidence of good moral character as evidenced by a certificate of graduation or of honorable dismissal from the school last attended
3. All applicants for admission shall complete such tests and furnish such information as required by the regulations published in the Admissions Information section of the applicable catalog.
4. All students admitted to Nevada State College, are required to take appropriate tests for use in academic advisement and proper course placement in accordance with the Board of Regents Handbook, Title 4, Chapter 16, Section II.
5. Admission to the college does not mean admission to the program of your choice. Specific programs, such as nursing and education, may have additional admission requirements, review specific program requirements.

FRESHMAN ADMISSION

The following is required for *freshman admission* to Nevada State College:

1. Nevada high school diploma with a minimum grade-point average (GPA) of 2.0 on a 4.0 scale; or
2. GED; and
3. All of the following equivalent courses:

High School Course(s)

- **English:** Emphasis on composition, rhetoric, and American English and world literature 4
- **Mathematics:** Algebra or higher level mathematics, including first and second year algebra, geometry, analytic geometry, trigonometry, pre-calculus, probability and statistics and other advanced mathematics 3
- **Natural Science:** (lab or simulation) Including biology, chemistry or physics, with at least one year in a laboratory science 2
- **Social Science/Studies:** Including world history and geography, U.S. history, economics, government or law 3

HIGH SCHOOL SENIORS

High school seniors may be permitted to enroll, prior to actual graduation, under the following conditions:

1. High school students who are at least 15 years of age may be permitted to enroll as non-degree students in a maximum of six undergraduate credits or equivalents per semester.
2. Provisional freshman admission is offered to qualified high school students who have completed the junior year with a minimum 2.0 grade point average reported on official high school transcripts. Students must submit final official high school transcripts indicating award of diploma immediately upon graduation.
3. Students who are denied admission to the college may petition, in writing, to the Office of the Registrar 10 days of receipt of their denial letter. The Admissions Review Committee will review the petition and make a determination of admissibility. The maximum number of applicants who may be admitted each year under these special conditions may not exceed six percent of the total freshman enrollment at NSC for the previous fall semester, as published in the NSHE enrollment report. The maximum number will increase to 10% starting fall 2006.

ALTERNATIVE ADMISSION PROGRAM

The criteria for admission under the *alternative admission program* are:

1. A combination of test scores and grade point average that indicate potential for success.
2. Special talents and/or abilities such as, but not limited to, the visual or performing arts.
3. Other evidence of potential for success.
4. Improvement in the high school record.
5. Overcoming adversity or special hardship.
6. Other special circumstances.
7. Students admitted under these provisions shall be identified in the student information system as "Alternative Admissions."
8. Students admitted under these provisions whose high school cumulative and/or academic grade point averages are less than 2.0 will be admitted "on probation" and identified as such in the student information system.

ADVANCED UNDERGRADUATE STANDING

Admission with *advanced undergraduate standing* is granted to a student transferring from another accredited college or university provided that:

1. The applicant is in good standing and eligible to return to the educational institution last attended.
2. An official transcript has been presented to the Office of Financial Aid showing an overall 2.0 average or above on all acceptable or transferred credits, provided that, if less than 12 acceptable transfer credits are involved, freshman entrance requirements shall also be satisfied.

TRANSFER STUDENTS

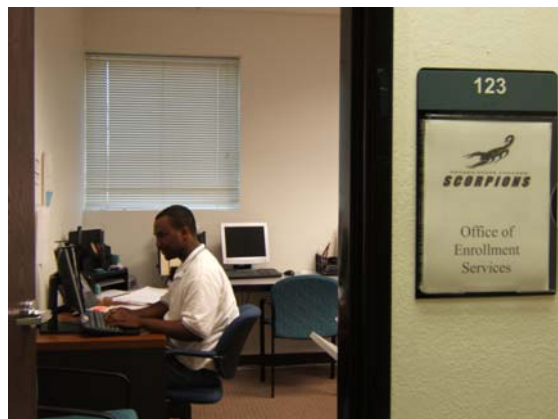
Students transferring from a regionally accredited College or University must have a minimum 2.0 grade point average. Transcripts from the institution(s) attended must be submitted with the application for admission.



REGISTRATION AND RECORDS

PERIOD OF REGISTRATION

Instructions and specific dates for registration are available on the web and in the Office of the Registrar before the beginning of each semester. Fees are due according to the instructions listed each semester in the schedule of classes. Registration will be cancelled for nonpayment of fees.



RETURNING STUDENTS

Students returning to the college after an absence of one or more semesters are required to resubmit an application for admission by *March 1* for the fall semester or *November 1* for the spring semester.

Each individual who attends another educational institution since last enrolling at the college must submit official transcripts from each school attended whether credit was earned or not. If transferring from another college, any disciplinary sanction must be declared.

If you are an ineligible student and are approved for registration on the basis of incomplete or fraudulent credentials, or misrepresentations in your written application for registration:

1. Your registration shall be cancelled without refund of any fees;
2. The total credits you have earned following readmission will be rescinded;
3. Future registration at the college will be prohibited.

The Office of the Registrar is responsible for the verification of documents and credentials. If it is determined that a student sought registration on the basis of incomplete or fraudulent credentials, or misrepresentations in the written application for registration, the student is notified in writing of the Office of the Registrar's intention to take action as listed above. The student then has 10 days to reply in writing. The Office of the Registrar makes a determination and then takes appropriate action, notifying the student in writing. The student may file a written appeal to the college President within 10 days. The President's decision is final.

LATE REGISTRATION FEE

Students who enroll once instruction begins are charged late registration fees.

CLEARANCE OF ACCOUNTS

Students with records that indicate a delinquent indebtedness to the college are not permitted to register, or receive a transcript of record or certification of enrollment.

PLANNING AND SCHEDULING CLASSES

Prior to registration, students must seek academic advisement from their college advisor. For advising information, visit the advising website at www.nsc.nevada.edu/advising/index.cfm.

REQUIRED COURSES

(Refer to the College Core Curriculum and degree sections of this catalog.)

REQUIREMENTS FOR REGISTRATION

Registration instructions appear each semester in the schedule of classes, which may be obtained from the Office of the Registrar or at the NSC website at www.nsc.nevada.edu.

CREDIT LOAD

The maximum number of credits students may take each semester, with the approval of the assigned faculty advisor, is 21 undergraduate credits. Noncredit courses are considered as credit equivalents. Any exception to these regulations requires the advance written approval by the Provost.

ADDITION OF COURSES

Students may add courses or change course sections until the late registration period closes.

AUDIT TO CREDIT

Students who initially register for a course as auditors and then seek to take the course for credit must make the change on or before the last day to add classes.

CREDIT TO AUDIT

Students may change courses from credit to audit during the first eight weeks of the semester. After the eighth week of the semester, no changes are acceptable.

DROPPING A COURSE

Students may drop courses during the first eight weeks of the semester. If a course is dropped between the sixth day of classes and the end of the eighth week of classes, a grade of "W" appears on a student's transcript. Students who withdraw from the college after the eighth week of classes, and who are passing all of their classes, receive grades of "W" on their transcripts. Students who withdraw after the eighth week, and who are not passing all of their classes, receive grades of "F."

Students are not permitted to drop individual courses or change courses from grade to audit during the ninth week through the end of the semester. Under extenuating circumstances, including illness, accident or similar medical emergency or other hardship, as described in the incomplete policy, students have the option of either requesting an incomplete grade in one or more courses, or withdrawing from the college. In both cases, students must follow the rules listed in sections of the catalog regarding policy for the incomplete grade and withdrawal from the college.

WITHDRAWAL FROM THE COLLEGE

Students wishing to withdraw from the college for the semester should contact the advising staff for an exit withdrawal interview and assistance in finalizing their withdrawal from the college. Students who leave the college without officially withdrawing receive a failing grade in all courses.

CHANGE OF MAJOR

Students may change their major by obtaining the Change of Information form from the Office of the Registrar and securing the required signatures. The completed form must be filed in the Office of the Registrar before it becomes final.

REMOVAL FROM A MAJOR

Students on disqualification are removed from a major status by the Office of the Registrar. Students may also be removed from a major at any time if they are not making satisfactory progress toward a degree, are in violation of college conduct regulations or of the ethical standards of a professional program in which they are majoring. This action must be approved in writing by the Provost, upon recommendation of the Academic Directors, and filed with the Office of the Registrar.

CHANGE OF NAME

A student may change his or her name by completing a Change of Information form in the Office of the Registrar, and then submitting a copy of appropriate, supporting documentation.

CANCELLATION OF COURSES

The college reserves the right to cancel any course in which the enrollment is insufficient to warrant offering the course.

CLASS ABSENCES

There are no official absences from any college class. It is the personal responsibility of the student to consult with the professor regarding absence from class.

It is the policy of NSHE to be sensitive to the religious obligations of its students. Any student missing class, quizzes, or examinations or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make up will apply to the

religious holiday absence only. It is the responsibility of the student to notify the instructor in writing, according to the policy of the institution offering the class, if the student intends to participate in a religious holiday which does not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution which could not have reasonably been avoided.

Any student who is denied a make up option after appropriately notifying the instructor shall have the right to appeal that decision through the normal appeal mechanism in place at the college.

SATISFACTORY/UNSATISFACTORY

Students pursuing a bachelor's degree may earn a maximum of 30 semester credits in courses graded on a satisfactory/unsatisfactory (S/U) basis, subject to the approval of each program.

1. Transfer students may earn a maximum of one-fourth of their remaining credits at the college on an S/U basis, providing the total does not exceed program policy.
2. Transfer students with more S/U credits than allowed by program policy are ineligible for additional S/U registration, except for required courses offered on an S/U basis only.
3. Each course taken to satisfy a college requirement must be completed with a regular letter grade, unless the course is only offered for S/U.
4. Each program is responsible for determining the total number of credits earned with grades of "S", and the specific courses (transfer, elective or required) that are acceptable toward a degree in that program, within the limits of the college maximum.
5. Each course that is approved for S/U grading only is so designated in this catalog for reference.
6. Credits and grades recorded in accordance with the satisfactory/unsatisfactory policy are applicable toward meeting graduation requirements, but are excluded when calculating the grade-point average.
7. Credit by exam is S/U only, except for those courses used to satisfy college, major or minor program requirements that require a letter grade.

CATEGORIES OF STUDENTS

REGULAR

An individual who is admitted to a degree program is defined as a regular student and is classified according to the total number of semester credits completed. A regular student may enroll either full-time or part-time for any given semester.

NONDEGREE

An individual who is not admitted to a degree program is defined as a **nondegree** student. Individuals who have earned a bachelor's degree are not eligible for nondegree status. A nondegree student may register for a maximum of fifteen undergraduate-level semester credits (or equivalent) in classroom instruction in one semester. This includes students in noncredit courses and those students registered as auditors. Although there is no limit to the number of credits that may be earned as a nondegree student, a maximum of 32 semester credits is acceptable toward a baccalaureate degree. Nondegree students are not eligible for financial aid, including student loans. All nondegree students are governed by college regulations, including academic warning and probation, and are encouraged to seek official admission at the earliest possible date.

AUDITOR

Students who wish to enroll for no credit may register as **auditors** with the approval of the department offering the course. While no credit or grade may be earned, auditors may, at the discretion of the instructor, receive the same class privileges as other students.

Auditing students whose performance in class is considered unsatisfactory may be dropped from the college, if a written authorization, signed by the instructor, Academic Director, and Provost is filed in the Office of the Registrar. Auditors are not eligible to receive financial aid, including student loans.

CLASSIFICATION OF STUDENTS

Undergraduate Standing: Students are classified by the Office of the Registrar based upon the number of semester credits they have completed:

Freshman	29 credits or less;
Sophomore	30-59 credits;
Junior	60-89 credits;
Senior	90 credits or more.

Students usually must be classified as juniors or seniors in order to register for courses numbered 300 through 499.

Undergraduate Nondegree: Students not admitted to degree programs who have not earned bachelor's degrees. Nondegree students are not eligible for financial aid.

FULL-TIME AND PART-TIME STUDENTS

UNDERGRADUATE

Regular students who register for at least 12 credits in a given semester are defined as full-time. Those students registering for 11 credits or less are defined as part-time.

NONDEGREE

Nondegree students are limited to a maximum of fifteen undergraduate credits or equivalent of classroom instruction each semester.

GRADES AND EXAMINATIONS

GRADES AND MARKS

"A" the highest grade, is given for work of exceptional quality. Each credit earned with a grade of "A" carries 4.0 grade points. "A-" carries 3.7 grade points for each credit earned.

"B+" carries 3.3 grade points for each credit earned. "B" is awarded for better-than-average work. Each credit earned with a grade of "B" carries 3.0 grade points. "B-" carries 2.7 grade points for each credit earned.

"C+" carries 2.3 grade points for each credit earned. "C" represents average work. Each credit earned with a grade of "C" carries 2.0 grade points. "C-" carries 1.7 grade points for each credit earned. **Grades below a "C-" carry no credit towards major requirements.**

"D+" carries 1.3 grade points for each credit earned. "D" carries 1.0 grade point for each credit earned. "D-" carries 0.7 grade points for each credit earned. "D-" is the lowest passing grade for undergraduate credit that is allowed.

"F" represents failure. No credit or grade points are earned with a grade of "F." Failed courses count as credits attempted.

"S" and "U" indicate satisfactory or unsatisfactory performance in courses offered with this grading option. The grade of "S" indicates achievement equivalent to a "C" or above. The grade of "U" represents performance equivalent to a "C-" or below. Neither the "S" nor "U" grades are assigned a grade-point value.

"AD" indicates audit and is given when a student registers in a course for no credit and no grade.

"W" signifies that a course has been dropped or that a student has withdrawn from the college with passing grades. The grade of "W" is not included in the grade-point average. After the first eight weeks of the semester, an "F" is given to students who are failing when they withdraw from the college.

"I" is a neutral mark and represents incomplete. An "I" is given when a student is performing passing work, but for some uncontrollable reason is unable to complete the course requirements during the instructional period. "I" mark is excluded from grade-point average computation. Nonattendance, poor performance or requests to repeat the course are unacceptable reasons for issuance of the "I" mark. When the student's request for an incomplete mark is deemed acceptable, the instructor is required to indicate the specific work that is necessary to complete the course. **Marks of "I" are automatically changed to "F" if they are not made up by the last day of the next regular semester (Summer Session excluded).** Students are not permitted to graduate with an outstanding incomplete mark issued under this policy. The extension of an incomplete mark for one semester must be requested and approved by

the instructor. The instructor will need to notify the Office of the Registrar at least two weeks before the end of the semester in which the approved "I" mark expires. Students may make up incomplete marks by completing outstanding course requirements before the end of the next regular semester. The requirements must be submitted to the student's instructor, who is responsible for reporting the final grade and acquiring the approval of the Academic Director. The written approvals must appear on the Grade Change Form before the form can be filed with the Office of the Registrar.

"NR" signifies that an instructor has failed to assign a grade to a student's course work. This grade is assigned by the Office of the Registrar until the proper grade is determined. Students may not graduate with grades of "NR" on their record. All grades of "NR" must be resolved by the last day of the following semester. Unresolved grades of "NR" become grades of F.

REPEAT

Students may repeat a maximum of 12 lower-division credits to replace original grades. The course(s) must be repeated during the next regular semester in which the course is offered and the student is enrolled. The most recent grade earned in the course will be used in the grade-point calculation. Students who wish to repeat courses must file an application in the Office of the Registrar.

Other college courses may be repeated to gain additional grade points. The numbers of credits repeated are added to those attempted, but no additional credits are earned.

GRADES AND GRADE-POINT AVERAGE

EXAMINATIONS

Instructors are responsible for the proper evaluation of enrolled students throughout the instructional period.

FINAL GRADES

Instructors are responsible for determining and submitting final grades to the Academic Director concerned who, in turn, files the grades in the Office of the Registrar, where they become official records of the college. The grades shown on the student's grade report are considered final unless the student notifies the Registrar within six months of the date of issuance that an error has occurred.

GRADE-POINT AVERAGE

The grade-point average (GPA) is determined by dividing the sum of the earned grade points by the total number of credits attempted for a regular letter grade. The "I," "AD," "W," "NR," "X," and "U" marks are excluded in computing the GPA.



GRADE CHANGES/ APPEALS

CHANGING A FINAL GRADE

After the final grades are filed in the Office of the Registrar, a grade may normally be changed only to correct a clerical error. For these changes, the instructor must file a completed Change of Grade Form in the Office of the Registrar. The form must be approved by the Academic Director or the Provost.

APPEALING A FINAL GRADE

Students may appeal a final grade by filing an Intent to Appeal a Grade Form with the Provost within 20 days of issuance of official grades by the Registrar. Students who do not file the proper forms within the specified deadlines forfeit the right to appeal that grade. Appeal forms and specific regulations for this policy are available upon request in the Office of the Registrar.

APPEALING GRADES RECEIVED FOR IMPROPER WITHDRAWAL

Under certain circumstances, students who do not withdraw from the college in accordance with official procedures may appeal the grades they have received that semester. The appeal procedure applies only to emergency or hardship situations, defined as follows:

1. Personal illness or accident involving extended hospitalization.
2. Sudden and unexpected departure from the area resulting in the student's inability to return to the college, e.g., death in the immediate family, induction to military service.

The appeal must be made for all course work in the semester in question and must be made within six months of the issuance of final grades, unless the student can demonstrate incapacity beyond that date.

It is the student's responsibility to support the appeal with written, documented evidence, such as an official hospital record, to substantiate the claimed hardship. In addition, if the date of departure from the college came after the free drop period, the student must also provide documented evidence from each instructor that he/she was passing each course listed on the record for that semester.

Students who meet the specified criteria and elect to file an appeal must submit a written statement with supporting documentation to the Provost and the Office of the Registrar.

ACADEMIC RENEWAL

Under certain circumstances, undergraduate students may petition the Registrar for academic renewal. If the petition qualifies, students may have a maximum of two consecutive semesters of course work disregarded in all calculations regarding academic standing, grade-point average and graduation eligibility. If summer work is to be included in the disregarded course work, then a five-week summer term shall count as one-half semester. Eligibility for academic renewal is subject to the following conditions:

1. At the time the petition is filed, at least five years must have elapsed since the most recent course work to be disregarded was completed.
2. In the interval between the completion of the most recent course work to be disregarded and the filing of the petition, students shall have completed at least 15 acceptable credits of course work at a regionally accredited institution of higher education with a grade-point average of at least 2.50 on all work completed during that interval. Courses taken during the interval may be repeats of previously attempted college work.

The student's filed petition will specify the semester(s) or term(s) to be disregarded. If more than one semester or term is to be disregarded, the semester(s)/term(s) must be consecutive, be completed within two calendar years and include no intervening enrollments at the college. If the petition qualifies under this policy, the student's permanent academic record will be suitably marked to indicate that no work taken during the disregarded semester(s), even if satisfactory, may apply toward graduation requirements. However, all course work will remain on the academic record, ensuring a true and accurate academic history.

Academic renewal can only be applied prior to graduation from the first undergraduate degree. Once a student graduates, academic renewal cannot be retroactively applied.

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 college in courses graded "A" through "F."
3. Transfer students must satisfy the GPA requirement at the college and have a combined,

transfer-college 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.

UNDERGRADUATE ACADEMIC STANDARDS

CLASS CONDUCT

Students may be dropped from class at any time for negligence or misconduct, upon recommendation of the instructor and with approval of the Director. Students may also be dropped for non-attendance upon indication of the instructor.

UNSATISFACTORY ACADEMIC STATUS

Undergraduate students who have less than a 2.0 GPA for any given semester as well as less than a cumulative 2.0 on all college work are making unsatisfactory academic progress. This endangers students' academic standing and leads to the penalties described in the following sections on warning, probation and disqualification. Students must be in good academic standing to receive financial aid. Students pursuing the bachelor's degree may not earn credits or grade points in college courses numbered below 100 in an attempt to apply those credits toward a four-year degree or to raise their GPA.

ACADEMIC WARNING

Anytime an undergraduate student's cumulative GPA falls below a 2.0 but is above the probationary cutoff, the student is placed on academic warning. The cutoff is based on the number of credits earned.

A student who has earned:

- **0-29 credits** are placed on academic warning if his/her cumulative NSC GPA is 1.6 or above, but below a 2.0.
- **30-59 credits** are placed on academic warning if his/her cumulative NSC GPA is 1.8 or above, but below a 2.0.
- **60 or more credits** are placed on academic warning if his/her cumulative NSC GPA is 1.9 or above, but below a 2.0.

(This policy is currently under review by Faculty Senate.)

ACADEMIC PROBATION

ACADEMIC ACTION

Academic action consists of warning, probation and disqualification. Students are placed on warning and probation at the end of each fall and spring semester. Disqualification occurs only at the end of the spring semester.

COLLEGE ACADEMIC PROBATION

Undergraduate students are placed on academic probation when the student's cumulative NSC GPA is below the warning threshold as defined by credits.

A student who has earned:

- **0-29** credits and has a cumulative NSC GPA of less than a 1.6.
- **30-59** credits and has a cumulative NSC GPA of less than a 1.8.
- **60 or more credits** and has a cumulative NSC GPA of less than 1.9.

Students who are placed on academic probation are requested to meet with the counselor of academic skills to review an academic plan and prepare and sign a plan of action contract. Students who do not do so may have their subsequent term's registration blocked.

PROGRAM PROBATION

A program may place a student on probation whenever satisfactory progress toward degree objectives is not maintained. The credit load of a student on probation is determined in consultation with the assigned faculty advisor and, when necessary, the Academic Director.

RELEASE FROM COLLEGE PROBATION

Undergraduate students are removed from probation when their NSC cumulative GPA places them above the probation threshold.

- 0-29 credits and has a cumulative NSC GPA of above a 1.6.
- 30-59 credits and has a cumulative NSC GPA of above a 1.8.
- 60 or more credits and has a cumulative NSC GPA of above a 1.9.

RELEASE FROM PROGRAM PROBATION

The program defines release from program probation.

(This policy is currently under review by Faculty Senate.)

DISQUALIFICATION

COLLEGE DISQUALIFICATION

After probation and failure to raise the cumulative NSC GPA above the probation threshold, the student will be advised by the Office of the Registrar that he/she has been placed on academic disqualification from the college. (Academic disqualification is enacted at the end of the spring semester only.)

PROGRAM DISQUALIFICATION

Disqualification removes a student from his/her academic program/major, places the student in an undeclared status, and the student will continue as such until his/her cumulative NSC GPA is above the probation threshold. Once the student's cumulative NSC GPA is 2.0 or above, the disqualified student can petition for readmission to a major.

REQUIREMENTS FOR GRADUATION

CATALOG

A student enrolled at a NSHE institution may elect to graduate under the catalog of the year of enrollment in a baccalaureate-level program or the year of graduation. However, college core curriculum requirements for graduation are determined by the year of admission to the college as a regular degree-seeking student.

Students who change their major must choose the catalog of the year of the latest change of major or the year of graduation.

Whichever catalog is used, it cannot be more than 10 years old at the time of graduation.

In the case of NSHE transfer students, any exceptions to this policy will be handled by the transfer agreement contract process.

NSHE institutions do not guarantee the awarding of a degree based upon the unchanged requirements of a particular catalog. Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational qualifications or the expectations of accrediting authorities. If such revisions have occurred, the college may require a reasonable adherence to the degree requirements of a recent or current catalog. Degrees, diplomas or certificates may not be granted unless all college requirements are fulfilled. A degree, diploma or certificate that is awarded in error, or upon fraudulent claims, will be withdrawn immediately and the student's record will be corrected accordingly.

ACADEMIC REQUIREMENTS

In order to graduate, students are required to have a minimum cumulative GPA of 2.0, including all postsecondary course work attempted. In addition, students must earn a NSC GPA of at least 2.0. This requirement includes all repeated courses and excludes those courses in which the student has received marks of "AD," "I," "NR," "X," "S," "U" and "W" (Audit, Incomplete, Not Reported, In Progress, Satisfactory, Unsatisfactory and Withdrawal). Additional academic requirements may be established by the Director of an individual program or by the Provost.

RESIDENT CREDIT REQUIREMENTS

Candidates for a bachelor's degree at Nevada State College must complete 32 upper-division credits in residence.

Resident credits are defined as regular classroom instruction, as well as correspondence courses, continuing education classes, and other distance education courses offered through Nevada State College. Students who have completed the residency requirement and have no more than 12 credits remaining to complete their degrees may petition to graduate in absentia. Students must obtain permission from the Academic Director to graduate in absentia. Students must not exceed the total number of transfer credits allowed toward the bachelor's degree.

APPLICATION FOR GRADUATION

Nevada State College students should follow these instructions in applying for graduation:

1. Upon payment of the \$20 graduation application fee students will be given an Application for Graduation form.
2. Students should complete the application carefully and thoroughly.

Students may complete a second major after graduation from the college provided all of the requirements mentioned above are met. The second major will be posted on the student's transcripts upon receipt of confirmation of completion of major requirements from the student's advisor and Academic Director.



UNDERGRADUATE MINORS

A minor program requires students to complete at least 18 credits, including nine or more credits in upper division courses. 24 credit minors are available for Integrated Studies majors.

Students who complete the program requirements must list the minor on the application for graduation. The application must be approved by the student's advisor and the Academic Director before it is filed in the Office of the Registrar. The student's minor is indicated on his/her official records when all graduation requirements are satisfied.

TRANSCRIPT OF RECORD

Upon the written request of eligible students and the

payment of proper fees, the Office of the Registrar issues official transcripts of the student's permanent records. (Refer to the Fees section of this catalog for the college's statement on payment of accounts.) Transcripts of record do not show grades or credit earned on work in progress until the respective semester or registration period officially closes. Transcript orders must be placed in advance to provide adequate time for processing.

REGISTRATION INFORMATION

The following transactions must be completed in person at the Office of the Registrar. A student ID is always required for in-person transactions.

1. Registering for full classes (instructor's written permission must be obtained on official department letterhead)
2. Registering for two classes with a time overlap (written permission from both instructors must be obtained on official department letterhead)
3. Changing to S/U option in classes that are offered for both letter-grade and S/U option
4. Changing to audit option (requires written program approval)
5. Changing class grading option, including:
 - Credit to audit (requires written department approval)
 - Audit to credit
 - Letter grade to S/U

Registering for credit overloads/more than 21 credits with the Academic Director's approval required. Overloads are not permitted for nondegree students.

REGULATIONS FOR STUDENT RECORDS

CONFIDENTIALITY AND RELEASE OF INFORMATION

The confidentiality and security of student educational records are of primary importance to the college. As amended, the Family Educational Rights and Privacy Act (FERPA) of 1974 ensures that eligible students have the right to inspect and review educational records, files and other data; to waive the right of inspection and review of confidential letters and statements of recommendation filed since January 1, 1975; to challenge the content of educational records to ensure that it is not misleading or inaccurate; and to preclude any or all directory information from being released.

Most college discipline records are defined as education records by FERPA and therefore protected from disclosure without written consent of the student. Two exceptions to

this are: (1) the outcome of any disciplinary proceeding alleging a sex offense must be disclosed to the accuser, and (2) some records of the Police Department created and maintained solely by that unit are not protected from disclosure by FERPA.

Student access is not permitted to the financial statements of parents; to confidential statements and recommendations filed prior to January 1, 1975; to records that the student has waived the right to inspect; to records of instructional, supervisory and administrative personnel; to records created by a law enforcement unit, for a law enforcement purpose, and maintained by a law enforcement unit; to records that are created and maintained by a physician, psychiatrist, psychologist or other recognized professionals or paraprofessionals acting or assisting in a professional or paraprofessional capacity; or to college records that contain only information relating to a person after that person is no longer a student. Requests for review of educational records are processed within 45 days of submittal. The college does not allow access to, or the release of, educational records or other personally identifiable information without the written consent of the student, and, when in person, verification through picture identification, except that the college must disclose information to students requesting review of their own records and to authorized governmental officials or agencies for audit and evaluation of state and federally supported programs.

The written consent must be signed, dated and should include the birth date of the student. The written consent must specify the educational records to be disclosed, the purpose or purposes of the disclosure and the party or parties to whom the disclosure may be made.

The college may disclose, without a student's written consent, educational records or other personally identifiable information to full-time college employees having authorized access; to the Office of Admissions, the Office of the Registrar and/or appropriate officials of another school or school system in which the student intends to enroll; to people or organizations providing student financial aid; to accrediting agencies involved in accrediting functions; to parents of a student whose status as a dependent has been established according to the Internal Revenue Code of 1954, Section 152; to an alleged victim of any crime of violence the results of any institutional disciplinary proceeding against the alleged perpetrator of that crime with respect to that crime; in compliance with a judicial order or lawfully issued subpoena, provided, the college makes a reasonable attempt to notify the student of the order or subpoena in advance of compliance, except if commanded not to do so in a subpoena, if the subpoena has been issued for a law enforcement purpose or by a federal grand jury; to authorized officials in connection with an emergency, if knowledge of the information is necessary to protect the health or safety of a student or other people. Directory information is considered public and may be released without written consent unless specifically prohibited by the student concerned. Data defined as directory information includes: student names, addresses,

telephone numbers, e-mail addresses, major fields of study, student participation in officially recognized activities, dates of attendance, degrees and awards received, and listings of the most recent educational agency or institution that students have attended. In general, directory information is not available until each registration period closes.

A student may restrict the publication of information by completing the form on page 3 or by contacting the Office of the Registrar.

Each office in which students' financial records are filed maintains a record of requests for the release of personally identifiable information.

RETENTION AND DISPOSITION

The maintenance, retention and disposition of documents relating to student educational records are governed by institutional policy.

A listing of documents and disposition schedules filed in the Office of the Registrar includes:

1. The permanent academic records of students which are retained indefinitely.
2. Applications for admission and/or readmission; transcripts issued by other institutions; applications for resident fees; military service documents; undergraduate admission evaluations; advanced standing admission evaluations, including CBAPE, CLEP and ACT PEP; changes of major or advisor; and pertinent correspondence which are retained for one year after the student's last date of attendance. In the case of a student who graduates, only the permanent academic record is maintained.
3. The admission files of students who do not register, disapproved or incomplete admission files, transcript requests and disciplinary action notices which are retained in the Office of the Registrar for one year.

REGULATIONS FOR DETERMINING RESIDENCY FOR TUITION

REGULATIONS FOR TUITION CHARGES

The Office of the Admissions is responsible for determining, for tuition purposes, the residence status of students enrolled at Nevada State College.

Each student claiming legal residence in Nevada must submit an Application for Resident Fees. Recent Nevada high school graduates, whose parents' permanent address is listed as being in Nevada, are exempt from this procedure.

Information and application forms are available upon request in the Office of the Admissions.

The following regulations are Board of Regents' policy for all institutions in the Nevada System of Higher Education. These regulations are subject to change. Changes become effective immediately upon Board of Regents adoption.

Title 4 - Codification of Board Policy Statements

Chapter 15- Regulations for Determining Residency and Tuition Charges

Section 1. Purpose

These regulations have been enacted to provide uniform rules throughout the University and Community College System of Nevada (the "System"), and all member institutions thereof, for the purpose of determining whether students shall be classified as resident students or nonresident students for tuition charges. (B/R 5/95)

Section 2. Definitions

For the purposes of these regulations, the terms stated below shall have the following meanings:

1. "Alien" means a person who is not a citizen of the United States of America.
2. "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard, on active duty and does not include the National Guard or other reserve force, with the exception of active members of the Nevada National Guard. (B/R 3/04)
3. "Clear and convincing evidence" means evidence that is clear in the sense that it is not ambiguous, equivocal or contradictory and convincing in the sense that it is of such a credible, reliable, authentic and relevant nature as to evoke confidence in the truth of it.
4. "Continuously enrolled" means enrollment within a normal academic year for which continuous enrollment is claimed. A person need not attend summer sessions or other between-semester sessions in order to be continuously enrolled.
5. "Date of matriculation" means the first day of instruction in the semester or term in which enrollment of a student first occurs, except that at the University of Nevada School of Medicine it means the date that a notice of admittance is sent to a student, and at the community colleges it excludes correspondence courses and community service courses that are not state funded. A person who enrolled in an institution of the University and Community College System of Nevada but withdrew enrollment during the 100% refund period may, for the purposes of these regulations, be deemed not to have matriculated and any determination concerning residency status shall be voided until such time as the person again enrolls at a System institution.
6. "Dependent" means a person who is not financially independent and is claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person for the most recent tax year.
7. "Family" means the natural or legally adoptive parent or parents of a dependent person, or if one parent has legal custody of a dependent person, that parent.
8. "Financially independent" means a person who has not been and will not be claimed as an exemption for federal income tax purposes under Section 152 of the Internal Revenue Code (26 U.S.C. § 152) by another person, except his or her spouse, for the most recent tax year.
9. "Most recent tax year" means the income tax return submitted for the prior income year.
10. "Legal guardian" means a court-appointed guardian of a dependent person, who was appointed guardian at least twelve (12) months immediately prior to the dependent person's date of matriculation and for purposes other than establishing the dependent person's residence.
11. "Nonresident" means a person who is not a resident.
12. "Objective evidence" means evidence that is verifiable by means other than a person's own statements.
13. "Relocated," means evidence of permanent, full-time employment or establishment of a business in Nevada prior to the date of matriculation.
14. "Residence" a term which for the purposes of these regulations is synonymous with the legal term "domicile," and means that location in which a person is considered to have the most settled and permanent connection, intends to remain and intends to return after any temporary absences. Residence results from the union of a person's physical presence in the location with objective evidence of an intent to remain at that location for other than a temporary purpose.
15. "Resident" means a person who has established a bona fide residence in the State of Nevada with the intent of making Nevada the person's true, fixed and permanent home and place of habitation, having clearly abandoned any former residence and having no intent to make any other location outside of Nevada the person's home and habitation. The term also includes a member of the Armed Forces of the United States who has previously established a bona fide residence in the State of Nevada, but who has been transferred to a military posting outside of Nevada while continuing to maintain a bona fide residence in Nevada. When residence for a particular period is required under these regulations, this shall mean that the person claiming residence for the period must be physically present and residing in

Nevada during all of the period required, excluding temporary, short-term absences for business or pleasure.

16. "Returning student" means a student who re-enrolls after a break in enrollment of one or more semesters. A "returning student" retains prior resident status, if any, as long as there is no indication that the student has established residency elsewhere. (B/R 11/96)
17. "Student" means a person who is enrolled at an institution of the University and Community College System of Nevada.
18. "Tuition" means a monetary charge assessed against nonresident students, which is in addition to registration fees, or other fees assessed against all students. (B/R 5/95) (B/R 8/04)

Section 3. Tuition

Tuition shall not be charged to current enrollees or graduates of a Nevada high school.

Tuition shall be charged to nonresident students, except that at the community colleges no tuition shall be charged for registration in community service courses, which are not state funded. (B/R 6/02)

Section 4. Resident Students

As supported by clear and convincing evidence, any person to whom one of the following categories applies shall be deemed a resident student for tuition purposes:

1. Except as provided otherwise in this section, a dependent person whose spouse, family or legal guardian is a bona fide resident of the State of Nevada at the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment:
 - a) Evidence of Nevada as the spouse's, parents' or legal guardian's permanent, primary residence at the date of matriculation (examples of evidence include home ownership, a lease agreement, rent receipts, utility bills).
 - b) The student's birth certificate or proof of legal guardianship.
 - c) The spouse's, parents' or legal guardian's tax return for the most recent tax year, which indicates the student claimed as a dependent.
 - d) A Nevada driver's license or Nevada identification card for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - e) A Nevada vehicle registration for the spouse, parent or legal guardian issued prior to the date of matriculation.
 - f) Nevada voter registration for the spouse,
2. Except as provided otherwise in this section, a financially independent person whose family resides outside the State of Nevada, if the person himself or herself is a bona fide resident of the State of Nevada for at least six (6) months immediately prior to the date of matriculation. Some or all of the following pieces of objective evidence of Nevada residency may be required with the student's application for enrollment:
 - a) Evidence of six months physical, continuous presence in the State of Nevada prior to the date of matriculation (examples of evidence include a lease agreement, rent receipts, utility bills).
 - b) The student's tax return for the most recent tax year, indicating a Nevada address. If no federal tax return has been filed by the student because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year that indicates the student was not claimed as a dependent.
 - c) The student's Nevada driver's license or Nevada identification card issued prior to the date of matriculation.
 - d) The student's Nevada vehicle registration issued prior to the date of matriculation.
 - e) The student's Nevada voter registration issued prior to the date of matriculation.
 - f) Evidence that the student, and/or the person's spouse, has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).
3. A former member of the Armed Forces of the United States who was relocated from Nevada as a result of a permanent change of duty station pursuant to military orders will be considered a Nevada resident for tuition purposes under the following conditions:
 - a) He/She was a resident of Nevada prior to leaving the state as a member of the Armed Forces;

parent or legal guardian issued prior to the date of matriculation.

- g) Evidence that the student's spouse, family, or legal guardian has relocated to Nevada for the primary purpose of permanent full-time employment or to establish a business in Nevada (examples of evidence include a letter from the employer or copy of business license).

- b) He/She maintained his/her Nevada residency while a member of the Armed Forces; and
 - c) He/She returns to the State of Nevada within one year of leaving the Armed Forces. It will be necessary for the student to supply documentation in support of each of these conditions (e.g., driver's license, property ownership, evidence of absentee voting, etc.)
4. Licensed educational personnel employed full-time by a public school district in the State of Nevada, or the spouse or dependent child of such an employee. (B/R 11/96)
 5. A teacher who is currently employed full-time by a private elementary, secondary or postsecondary educational institution whose curricula meet the requirements of NRS 394.130, or the spouse or dependent child of such an employee. (B/R 11/96)
 6. An alien who has become a Nevada resident by establishing bona fide residence in Nevada and who holds a permanent immigrant visa, or has been granted official asylum or refugee status, or has been issued a temporary resident alien card, or holds an approved immigration petition as a result of marriage to a U.S. citizen. An alien holding another type of visa shall not be classified as a resident student, except as may be required by federal law or court decisions and upon due consideration of evidence of Nevada residence. (B/R 8/04)

Application for Residency Based on Parent's State of Legal Residency

1. Acceptable reasons for applicant residing outside the state and using parent's residency include: attendance at an out-of-state institution of higher learning, a year abroad, extended travel, temporary employment in another state or country, Peace Corps, military duty, etc.
2. Applicants who are applying for Nevada residency status based on their parents' state of legal residency must document that:
 - a) At least one parent has lived in Nevada continuously for at least twelve (12) consecutive months immediately prior to the date of the **August 15 application deadline for Fall Semester**.
 - b) At least one parent must have claimed Nevada as their state of legal residence on their Federal Income Tax return.
 - c) The applicant must be 26 years of age or under at the time of the **January 15 for Spring Semester**.

Section Update:

Pursuant to the passage of Senate Bill 32 (Chapter 374, *Statutes of Nevada 2005*), as of July 1, 2005, a financially independent student must be a bona fide resident of the State of Nevada for at least 12 months prior to matriculation to qualify for in-state tuition. Further, for a dependent student to qualify for in-state tuition, the student's family must reside in the state for at least 12 months prior to matriculation.

In August 2004, the Board of Regents revised its residency policy to conform to state law providing that a student must reside in the Nevada for only 6 months in order to qualify for in-state tuition. **To accommodate students during the transition from the 6-month to 12-month residency rule, each student who is a resident of the State of Nevada for at least 6 months but less than 12 months before the date of matriculation for Fall 2005 shall be deemed for tuition purposes a bona fide resident.**

Sections 5-7 are not applicable to NSC.

Section 8. Reclassification of Nonresident Status

There is a rebuttable presumption that a nonresident attending an institution of the University and Community College System of Nevada is in the State of Nevada for the primary or sole purpose of obtaining an education. Therefore, a nonresident who enrolls in an institution of the System shall continue to be classified as a nonresident student throughout the student's enrollment, unless and until the student demonstrates that his or her previous residence has been abandoned and that the student is a Nevada resident. Each student seeking reclassification from nonresident to resident student status must satisfy the following four conditions:

1. Application and Written Declaration

The student must apply in writing to the appropriate Records Office of the institution for reclassification to resident student status. The application must include a written declaration of intent to relinquish residence in any other state and to certify to the establishment of bona fide residence in Nevada. A declaration form prescribed by the Chancellor and approved by the Board shall be utilized by each institution. The filing of a false declaration will result in the payment of nonresident tuition for the period of time the student was enrolled as a resident student and may also lead to disciplinary sanctions under Chapter Six of the University and Community College System of Nevada Code. Disciplinary sanctions include a warning, reprimand, probation, suspension or expulsion. (B/R 02/05)
2. Bona fide Residence in Nevada

The student, or the parents or legal guardian of the student, must document continuous physical presence as a Nevada resident for at least twelve (12) months immediately prior to the date of the application for reclassification. No fewer than four (4) of the following pieces of objective

evidence must be submitted with the application for reclassification:

- a) Ownership of a home in Nevada.
- b) Lease of living quarters in Nevada.
- c) Mortgage or rent receipts and utility receipts for the home or leased quarters.
- d) Nevada driver's license or Nevada identification card issued twelve (12) months prior to the date of application.
- e) Nevada vehicle registration issued twelve (12) months prior to the date of application.
- f) Nevada voter registration issued twelve (12) months prior to the date of application.

3. Financial Independence

The student must provide evidence of financial independence. A dependent person whose family or legal guardian is a nonresident is not eligible for reclassification to resident student status. The following piece of objective evidence must be submitted with the application for reclassification:

- a) A true and correct copy of the student's federal income tax return for the most recent tax year showing a Nevada address. If no federal tax return has been filed because of minimal or no taxable income, documented information concerning the receipt of such nontaxable income must be submitted. If the student is under the age of 24, a copy of the parent's or legal guardian's tax return for the most recent tax year must be submitted that indicates the student was not claimed as a dependent.

4. Intent to Remain in Nevada

The student must present clear and convincing, objective evidence of intent to remain a Nevada resident. No fewer than three (3) of the following pieces of objective evidence must be submitted with the application for reclassification:

- a) Employment in Nevada for twelve (12) months immediately prior to the date of the application for reclassification;
- b) A license for conducting a business in Nevada;
- c) Admission to a licensed practicing profession in Nevada;
- d) Registration or payment of taxes or fees on a home, vehicle, mobile home, travel trailer, boat or any other item of personal property owned or used by the person for which state registration or payment of a state tax or fee is required for the twelve (12) month period

immediately prior to the date of the application;

- e) A Nevada address listed on selective service registration;
- f) Evidence of active savings and checking accounts in Nevada financial institutions for at least twelve (12) months immediately prior to the date of the application;
- g) Evidence of summer term enrollment at a UCCSN institution;
- h) Voting or registering to vote in Nevada; or
- i) Any other evidence that objectively documents intent to abandon residence in any other state and to establish a Nevada residence.

5. The presentation by a person of one or more items of evidence as indicia of residence is not conclusive on the issue of residency. Determinations of residence shall be made on a case-by-case basis and the evidence presented shall be given the weight and sufficiency it deserves, after taking all available evidence into consideration.

6. Because residence in a neighboring state other than Nevada is a continuing qualification for enrollment in the Good Neighbor, Children of Alumni, or WICHE Western Undergraduate Exchange Programs at a UCCSN institution, a student who was initially enrolled in a System institution under any of these discounted tuition programs shall not normally be reclassified as a resident student following matriculation. A nonresident student who subsequently disenrolls from the Good Neighbor, Children of Alumni, or WICHE Western Undergraduate Exchange Programs and pays full nonresident tuition for at least twelve (12) months may apply for reclassification to resident student status. An application for reclassification may also be submitted under the provisions of this section if the material facts of a student's residency, or the parents' or legal guardian's residency, have substantially changed following matriculation.

7. When a student has been reclassified to resident student status, the reclassification shall become effective at the registration period in the System institution immediately following the date the student receives notice of the reclassification decision.

8. No reclassification under these regulations shall give rise to any claim for refund of tuition already paid to the University and Community College System of Nevada.
(B/R 8/04)

Section 9. Administration of the Regulations

Each institution of the Nevada System of Higher Education shall designate an appropriate office to implement and administer these regulations.

1. Each designated office shall make the initial decisions on the resident or nonresident student status of persons enrolling in the institution.
2. Each designated office shall make the initial decisions on applications for reclassification from nonresident to resident student status.
3. The President of each System institution shall establish an appellate procedure under which a person may appeal decisions of the designated office concerning tuition or status as a resident or nonresident student to an appellate board.
 - a) A person may appeal a decision of the designated office to the appellate board within thirty (30) days from the date of the decision of the office. If an appeal is not taken within that time, the decision of the designated office shall be final.
 - b) The appellate board shall consider the evidence in accordance with the standards and criteria of these regulations and shall make a decision that shall be final. No further appeal beyond the appellate board shall be permitted.
4. In exceptional cases, where the application of these regulations works an injustice to an individual who technically does not qualify as a resident student, but whose status, either because of the residence of the student or his family, is such as to fall within the general intent of these regulations, then the appellate board shall have the authority to determine that such a student be classified as a resident student. It is the intent of this provision that it applies only in the infrequent, exceptional cases where a strict application of these regulations results, in the sole judgment of the appellate board, in an obvious injustice. (B/R 11/96, 8/04)

Section 10. Uniformity of Decisions

The decision of an institution of the University and Community College System of Nevada to grant resident student or nonresident student status to a person shall be honored at other System institutions, unless a person obtained resident student status under false pretenses or the facts existing at the time resident student status was granted have significantly changed. Students granted nonresident student status by an institution retain the right to apply for reclassification under the provisions of the chapter. (B/R 8/04, 2/05)

TUITION CLASSIFICATION INFORMATION

Your initial residency classification is determined from the information you supply on your application for admission to the college. You may file a petition if you wish to contest out-of-state classification status or if you feel that you have

subsequently become eligible for in-state status. Until a decision has been made on your residency, you will be considered a non-resident. If your petition is denied, you may appeal to the College

Residency Appeals Board within thirty days. If you do not appeal within the thirty day period, the decision of the Office of the Admissions is final. If you do file an appeal with the College Residency Appeals Board, the decision of that board is final. There is no further appeal beyond this board. The fact that you do not qualify for in-state status in any other state does not guarantee in-state status in Nevada, because residency status is governed by Board of Regents policy. Residency classification for tuition purposes clearly places the burden of proof upon you to provide clear and convincing evidence of eligibility.

Information submitted to qualify for in-state classification is subject to independent verification. Individuals submitting false information or falsified supporting documents are subject to both criminal charges and college disciplinary procedures.

APPEALING A RESIDENCY DECISION

A student may appeal the decision for residency classification made by the Office of Admissions. This appeal must be filed with the Residency Appeals Board within thirty days of the decision of the Office of the Admissions. If the appeal is not filed within this time frame, the decision of the Office of Admissions becomes final.

Please contact the Office of the Admissions for instructions regarding the appeals process. Decisions of the Appeals Board are final. There is no further reconsideration beyond this board.

REGULATIONS FOR REDUCED NONRESIDENT TUITION

On February 23, 1990, the UCCSN Board of Regents approved the following policy to be effective beginning with the 1990 fall semester:

GOOD NEIGHBOR NONRESIDENT TUITION POLICY

A graduate of a high school or community college in a California county, bordering on Nevada, may be charged reduced nonresident tuition when enrolling at UCCSN institutions. Furthermore, an individual who resides in a qualifying county, and who has maintained a legal, bona fide, resident status for a period of at least 12 consecutive months prior to the first day of the semester in which enrollment is sought, may also be charged reduced nonresident tuition.

The policy is effective for each qualified student who is approved for admission and enrollment effective for the next semester. Students approved under this policy are ineligible for any claim for refund of nonresident tuition already paid to the Nevada State College.

The list of approved Good Neighbor counties includes: California: Alpine, El Dorado, Inyo, Lassen, Modoc,

Mono, Nevada, Placer, Plumas, San Bernardino and Sierra counties.

Application forms are available upon request from the Office of the Admissions.

WESTERN UNDERGRADUATE EXCHANGE (WUE)

Students who claim residence in a state that participates in the Western Undergraduate Exchange may be eligible to attend the college at reduced tuition cost. For further information, contact the Western Interstate Commission for Higher Education (WICHE) office in your state. In Nevada, contact the WICHE office at (775)754-4900.

FEES

PAYING YOUR FEES

Fees may be paid online: go to <http://www.nsc.nevada.edu> Click Current Students, click Student Account Information. Or, you may pay your fees at any Community College of Southern Nevada Bursar's Office.



NEVADA NATIONAL GUARD FEE WAIVER

Title 4, Chapter 17, Section 13.4

Pursuant to the passage of Senate Bill 78 (Chapter 181, *Statutes of Nevada 2005*), as of July 1, 2005, the pilot fee waiver program for active members of the Nevada National Guard **is now a permanent program**. As specified in Board policy, eligibility criteria for the program are as follows:

Any member of the active Nevada National Guard, including a Nevada National Guard recruit, may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s).

1. **This policy is applicable during Fall and Spring terms only.**
2. **Independent study and correspondence courses are not eligible for waiver under this policy.**
3. **Laboratory fees associated with all courses numbered below the 300 level are eligible for**

waiver under this policy. Exceptions to the waiver of laboratory fees includes: 1) per semester fees, such as the Health Service fee; 2) special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements; 3) fees for actual class cost in excess of \$100; and 4) technology fees.

4. **A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.**
5. **To be eligible for the fee waiver, the person must be a member in good standing or a recruit of the active Nevada National Guard at the beginning of and throughout the entire semester for which the waiver is granted.**
6. **The member or recruit of the Nevada National Guard must achieve at least a minimum 2.00 semester grade point average in order to maintain subsequent eligibility for the fee waiver.**
7. **The institution may request the Adjutant General to verify the membership in the active Nevada National Guard of a person who is seeking or has been granted the fee waiver.**
8. **If a fee waiver is granted to a Nevada National Guard recruit and the recruit does not enter full-time National Guard duty within one (1) year after enlisting, the student shall reimburse the Board of Regents for all previously waived registration fees and laboratory fees if the failure to enter full-time National Guard duty is attributable to the recruit's own conduct.**
9. **If a fee waiver is granted to a member of the Nevada National Guard and the member does not achieve at least a minimum 2.00 semester grade point average and remain a member in good standing with the Guard, the student shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.**
10. **Registration fees associated with the William S. Boyd School of Law, the University of Nevada School of Medicine, and the UNLV School of Dental Medicine are not eligible for waiver under this policy.**

