

GREAT BASIN COLLEGE
PRESIDENT'S COUNCIL

February 12, 2013

1:30 p.m.

PRESENT: Mark Curtis, Mike McFarlane, Lynn Mahlberg, Sonja Sibert, John Rice, David Freistroffer, Bret Murphy, Kris Miller, Cathy Fulkerson, Alex Porter, Jolina Adams, Gaye Terras

1. Approval of Minutes – The minutes of the President's Council meeting on January 8, 2013, were approved.
2. SGA Update – Alex Porter reported that Love Your Body week is this week. SGA is hosting many events. Alex reported that four SGA offices will be attending the Nevada Education Day on February 25th in Carson City. The Nevada Student Alliance is taking a different approach this year and will be sending only key point people from each institution to have conversations with state legislators. Alex brought up the photos of the Regents should have the bios along with the photo and maybe put them in a more prominent location. The President's office will work on this. SGA is working on constitutional revisions that should be approved by the semester. The changes include making participation in SGA more vigorous.
3. Faculty Senate Update – David Freistroffer reported that Regent Kevin Melcher will be attending the next Faculty Senate meeting as a guest on February 15, at 9 a.m. The Faculty Senate will vote on a resolution to support hold harmless at the next meeting. Faculty Senate will review for a second time the service to institution which is loosening up the criteria.
4. Classified Council Update – Gaye Terras reported the Classified Council Bake Sale will be on February 14. The proceeds will fund the Tony Salvatierra scholarship.
5. Institutional Planning & Effectiveness – Cathy Fulkerson talked about the IPEDS feedback report for 2012. <http://www.gbcnv.edu/IR/docs/IDFR2012.pdf>. The IPEDS report is one of our key assessment tools in evaluating mission fulfillment. President's Council discussed some facts contained in the report. Cathy also presented the framework that has been put together for institutional effectiveness.

Great Basin College Institutional Effectiveness Framework

Each of the tools below is aligned with one or more core themes: 1) provide student enrichment; 2) build bridges; and 3) serve rural Nevada. Each is used in evaluating GBC's effectiveness in:

- 1) fulfilling GBC's mission, goals, and core themes;
- 2) planning;
- 3) allocating resources and institutional support; and
- 4) assuring student learning and program outcomes.

Core Theme Alignment	Assessment Tool	Primary Evaluation Measure	Secondary Evaluation Measure
1, 2, 3	GBC Strategic Plan (2009 – 2016)	1	2
1, 2, 3	GBC Advisory Board recommendations	1	2
1, 2, 3	Core Theme Objectives and Indicators	1	3
1, 2	National Community Colleges Benchmarking Project reports	1	2
1	IPEDS Annual Data Feedback Reports	1	2
1	NSHE Performance Indicators and reports	1	3
1, 3	NSHE Equity Studies	1	2
1, 2, 3	Strategic Plan web-based system for divisions and departments	2	3
1, 2, 3	Student Services and Academic Affairs Divisional Plans	2	1
1, 3	NSHE Disabilities Reports	2	3
1, 3	NSHE Equal Opportunity Employment Reports	2	1
1, 3	Faculty and Staff Satisfaction Surveys	2	3
1, 2, 3	Administrator Evaluation Surveys	2	4
1, 2, 3	GBC Foundation Vision 2020	2	3
1, 2, 3	Community Needs Surveys	2	1
1, 2, 3	Biennial Budgets	2	3
1, 2, 3	Annual NSHE Financial Reports on expenditures and revenue	3	2
1, 3	Faculty Senate Equipment Budget Committee Recommendations	3	2
1, 3	NSHE First-year and Third-year Program Reviews	3	4
1, 3	Remedial Education Studies for NSHE and local school districts	4	3
1, 3	Five-year Program Reviews	4	2
1, 2, 3	Specialized Accreditation Studies and Reports	4	3
1, 3	Student Satisfaction and Alumni Surveys	4	3
1, 2, 3	Employer Satisfaction Surveys	4	2
1, 3	Faculty Evaluations	4	3
1, 3	IDEA Class Ratings Summary Results	4	3
1, 3	Course Student Learning Outcomes Assessment Reports	4	3
1	Faculty Senate Assessment Committee Annual Report	4	3
1, 3	Operational Unit Outcomes Assessment Reports	4	2
1, 2, 3	Program Advisory Committee Recommendations	4	2

6. Community Service & Distinguished Alumni Awards – Mardell asked for nominations for the GBC Community Service Award and for the Distinguished Alumni Award. John said he would like to nominate Lynne Rubel for the Community Service Award. Lynn Rubel has run the community orchestra symphony for 20 years. President’s Council agreed through an email vote that Lynn Rubel should receive the Community Service award.

7. Policies & Procedures

Student Services Policies

6.1 Student Services – President’s Council approved updates of this policy through an email vote.

6.2 Student Advisement – President’s Council approved updates of this policy through an email vote.

6.4 Missing Student – President’s Council approved updates of this policy through an email vote.

Academic Affairs Policies

3.50 A Guide to the Credit Hour – NWCCU is required to check when they do evaluations to make sure we have a definition of what a credit hour is. The policy should be called Credit Hour Determination. The policy wording is directly from NWCCU as per their regulations. We need a review of courses which is what we are doing. President’s Council approved the policy with the name change to Credit Hour Determination pending approval from Faculty Senate.

Equal Opportunity Guidelines for Search Committees – President’s Council approved and a link to the procedure will be put in 5.50 Affirmative Action/Equal Employment Opportunity, Chapter 3, Section 4. This document will help the search committee conduct searches. It will be placed on the Personnel committee webpage.

<http://www.gbcnv.edu/fscommittees/data/Personnel/docs/00002.pdf>

8. Child Center Rates/Other Matters – Mike McFarlane & Sonja Sibert reported on this item. The Child Center has several programs for different age group. We are trying to consolidate things and make the Child Center more self-sufficient. To be consistent with the Child Center mission, “Busy Bees” will be eliminated as an all-day day care option. The mission is only for pre-school. Four pre-school sessions will be added. Student discounts will be changed to 20% discount for one session per child. These changes will be implemented this fall.

9. President’s Report – Mark Curtis reported refer to email he sent out yesterday to faculty.

Budget Update

Budget Shortfall x

President's Office x

Turn on highlighting

Print all

 Curtis, Mark

to GBC-Classified, GBC-Dean-VP, GBC-Faculty

Feb 11

Reply

More

Dear Faculty and Staff,

The budget picture is now in the hands of the legislature which went into session earlier this month. Currently there are three budget recommendations that we know of, the Board of Regents, the Interim Committee on the Funding of Higher Education and the Governor's as outlined in his State-of-the-State. The first two you have seen before. To these recommendations I have added the Governor's (see attached spreadsheet). The spreadsheet will show that we go from a hold harmless deal (i.e., no cut during this biennium) to the Governor's recommendation of nearly a 1.8 million dollar cut as of July 1, 2013.

I will be making initial visits to the legislature on February 15 and 25 to advocate on our behalf. Also, our representatives, Tom Grady, John Ellison and Pete Giocoechea have vowed to work diligently on holding us harmless. Additionally, the Northern Nevada Development Authority is advocating for us because of the important workforce development work we do. And finally during this legislative session the Chancellor has as his top priority additional dollars to mitigate the impact of proposed new funding formula. In short I remain optimistic in the near term and will have a much better understanding of the likely budgetary possibilities early in March.

Even if we are required to suffer a budget cut during this biennium, the conservative approach we have taken by not filling 15 open position (12.5 FTE's) will give us a significant buffer in the neighborhood of \$900,000. Having said that, we will still need to bring together the so-called President's Budget Task Force in mid March to deal with all we know at that time.

I hope this information is helpful and reassuring. Please let me know if you have any questions on this important subject.

Sincerely,

Mark

 GBC Funding Formula Effects 1-29-13.xlsx

14K

View

Open as a Google spreadsheet

Download

President Curtis will be traveling to Carson City on Thursday for a budget hearing on Friday. He will be attending the Nevada Education Day in Carson City on the February 25th.

10. Miscellaneous

President's Council discussed the Policies and Procedures that are coming up that either need to be changed quickly or wait until after accreditation. Searching is confusing. We will have to review the policies one at a time. We will have to develop a policy database or indexing system to make searching the policies less confusing.



POLICY AND PROCEDURE

Title:	STUDENT SERVICES
Policy No.:	6.1
Department:	Student Services
Contact:	Vice-President for Student Services

TABLE OF CONTENTS

Policy.....	3
Procedures.....	3
1.0 Admission to GBC.....	3
1.1 An Open Door College	3
1.2 The Students Right to Know	4
1.3 Use of Social Security Numbers	4
2.0 General Requirements for Admission	4
2.1 Application for Admission.....	5
2.2 Residency Requirements.....	5
3.0 Admission Requirements for Programs Requiring a Separate Application	6
4.0 Additional Requirements and Opportunities.....	6
4.1 Early High School Admission and Enrollment	6
4.2 Transfer Student Admission Requirements.....	6
4.3 Non-Traditional Credit.....	6
4.4 College Credit by Examination	7
4.5 Military Credit ACE.....	7
4.6 Tech Prep Credit	7
4.7 Students with Disabilities.....	8
4.7.1 The Admissions Process	8
4.7.2 Accommodations	8
4.7.3 Modification of Policies and Practices	10
4.7.4 Other Services.....	10
4.7.5 Documentation of Disability.....	10
4.8 International Student Admission.....	11
5.0 Registration	11
5.1 Registration Period.....	11
5.2 Placement Tests	11
5.3 Credit Load	12
5.4 Prerequisites	12
5.5 Part-Time, Full-Time Students.....	12
5.6 Independent Study.....	12
5.7 Continuing Service Courses.....	12
5.8 Audit to Credit or Credit to Audit	13

5.9	Adding/Dropping Courses	13
5.10	Change of Major or Advisor	13
5.11	Withdrawal from the College.....	13
6.0	Transfer Procedures.....	13
6.1	Transferring Credits to GBC	13
6.2	Transferring Credits from GBC	14
6.3	Transferring within the Nevada System of Higher Education	14
6.4	Transferring with an Associate's Degree	15
7.0	Academics	15
7.1	Grading System.....	15
7.2	Academic Recognition.....	16
8.0	Service to Students	16
8.1	Affirmative Action.....	16
8.2	Student Recruitment.....	16
8.3	Degree Audit Report –Academic Advisement Report (AAR) and Transfer Articulation	17
8.4	Admission, Advising and Career Center.....	17
8.5	Financial Services	17
8.5.1	General Information.....	17
8.5.2	Grants.....	18
8.5.3	Grants-In-Aid.....	18
8.5.4	Loans	18
8.5.5	Employment.....	18
8.5.6	Scholarships.....	18
8.5.7	Eligibility Criteria.....	19
8.5.8	Application Process	19
8.5.9	Student Rights and Responsibility	19
8.6	Student Housing.....	20
8.7	Student Support and Retention.....	21
8.8	Adult High School, GED Preparation, and Adult High School Diploma	22
9.0	Records	22
9.1	Retention and Disposition of Records.....	22
9.2	Confidentiality and Release of Information (FERPA)	22
10.0	The Rules	23
10.1	Student Grievance Procedure	23
10.2	Student Conduct/Rules and Sanctions.....	24
10.3	Policies and Programs Concerning Alcohol and Drug Use.....	26
10.4	Sexual Harassment.....	26
10.5	Rapid Response	26
10.6	Children on Campus.....	26
10.7	Laboratory, Technical, and Career Skills Course General Safety Procedures	28
11.0	Graduation Requirements	29
11.1	Catalog Year to Follow	29
11.2	Credit and Course Requirements	29
11.3	Grade-Point Average.....	29
11.4	Second Degrees.....	29
11.5	Application for Graduation	30

APPENDIX A-1: Request for Accommodation Form (Americans With Disabilities Act)	31
APPENDIX A-2: Release of Information Form (Americans With Disabilities Act)	34
APPENDIX A-3: Resources (Americans With Disabilities Act)	35
APPENDIX A-4: Request for Required Text in Alternate Format (Americans With Disabilities Act)	36
APPENDIX A-5: Acknowledgement Form – Tape Recording Lecture Notes	37
APPENDIX A-6: ADA Office	38
APPENDIX A-7: Audio Book Checkout Agreement Form	39
APPENDIX A-8: Acknowledgement Form	40
APPENDIX A-9: Appeal Protocol	41
APPENDIX A-10: Acknowledgement of Provisional Accommodations	42
APPENDIX A-11: Sign Language Interpreter	43
APPENDIX A-12: Documentation Evaluation Form	44
APPENDIX B: Policy on Sexual Harassment and Consensual Sex & Complaint Form	45
APPENDIX C: Disruptive Behavior In and Outside the Classroom	50

Policy

Student learning brings the academic mission and student services into balance. It is in this context that Student Services adopted the following mission:

The mission of Student Services at Great Basin College is to create and foster quality learning environments to assist students in defining and attaining academic personal goals.

In short Student Services in general and for each department: **We facilitate student success!**

Student Services is designed to provide leadership and support for the development of programs and services that help students clarify and achieve educational objectives, as well as talents that contribute to a constructive campus learning environment and student life. Student Services coordinates student efforts with the departments in each of the following areas: safety and security, outreach and recruitment for prospective students, admissions, registration and records, student financial services and scholarships, academic services, student support services and retention, enrollment management, services to students with disabilities, counseling and transfer services, housing, testing services, career development and placement activities, advising and guidance activities, orientation, student discipline and due process. Student Services facilitates activities of student organizations and activities.

Procedures

1.0 Admission to GBC

1.1 An Open Door College. GBC is an “open door” college which creates an opening to opportunity; it means no one is excluded from the chance to succeed in college. No one is denied admission because of age, disability, ethnicity, gender, national origin, race, religion, or sexual orientation. GBC is guided by the principle that there shall be no difference in the treatment of persons because of race, religion, color, age, sex, including a pregnancy-related condition sexual orientation, military status or military obligations, disability, including veterans with service-connected disabilities, or national origin, and that equal opportunity and access to facilities shall be available to all. Similarly, there shall be no difference in the treatment of persons who file charges of discrimination,

participate in a discrimination proceeding, or otherwise oppose discrimination. It is our policy to comply fully with the non-discrimination provision of all state and federal regulations with regard to recruitment, admission, financial aid, activities, hiring, promotions, training, terminations, benefits and compensation.

The *Admission Application* may be submitted at any time prior to seeking registration into a course(s). Programs such as nursing, radiology technology and the baccalaureate programs have a more rigorous admission standard. Their special application and admission requirements are listed below in the section “Admission to Degree Programs.”

Detailed information on the admissions requirements and procedures are published in the GBC catalog and class schedules. Policy is also outlined in Title 4, Chapter 16, of the *Board of Regents Handbook*.

Application forms are available on-line, upon request from the Admissions and Records office in Elko, or at any of the other GBC Centers. **The current tuition and fees are listed in the GBC General Catalog.**

1.2 The Students Right to Know. The U.S. Department of Education sets documentation requirements for P.L. 101–542 — the Students Right to Know. This legislation requires colleges to disclose completion of graduation rates of certificate or degree seeking, full-time undergraduate students entering such institutions. The information is available to current and prospective students prior to enrolling or entering into any financial obligation. Students are directed to the Office of Admissions and Records to obtain the information. In other words, the student has a “right to know” the percentage of students who complete a program in 150% of the conventional time to complete.

The reported percentages are based on the enrollment and completion dates of students and the type of program they enter. Students are allowed 150% of the time conventionally assumed for the completion of degrees. Thus, students would expect to complete the program as designated below:

Program	Conventional Length	150% of Conventional Length
Associate’s Degree	2 years	3 years
Bachelor’s Degree	4 years	6 years

The students counted must be first-time, full-time degree-seeking undergraduates. The percentage of those completing by 150% of the conventional length of a program will provide the reported data.

Graduation rates do not include students who left the school to serve in the armed forces, on official church missions, or in the foreign service of the federal government.

Full-time students are those enrolled in 12 or more semester credits.

1.3 Use of Social Security Numbers. In accordance with the Federal Privacy Act of 1974, applicants for admission and enrolled students at GBC are advised that DISCLOSURE and use of their social security number is voluntary. All students will be assigned a student identification number that will be used as a personal identifier at GBC. Your social security number or an assigned number, may be used: 1) to identify student records at GBC; 2) for registration and course enrollment; 3) to certify attendance and report student status; 4) as an identifier for housing, grants, loans, and other financial aid programs; and 5) for recording grade information. GBC uses social security numbers or student identifier numbers for identification purposes. Provision and use of these numbers for identification purposes will facilitate the provisions of services and compilation of information necessary to maintain accurate records on applications and students.

Students who are employed full-time or part-time by GBC or who receive federally funded educational aid have to disclose their social security numbers for payroll and other mandatory reporting purposes, but such students have a right to use their student ID number for other identification purposes.

2.0 General Requirements for Admission

By current Board of Regents policy (Board of Regents Handbook, Title 4, Chapter 16), applicants to Great Basin College must be at least a junior in high school, subject to approval of appropriate school and college officials. Younger students may be considered on a case-by-case basis.

- **Requirements.** All applicants for admission must satisfy at least one of the following: at least 18 years of age, or a graduate of a high school or its equivalent, or a qualified high school student, or a qualified international student. GBC has an “open door” policy. Anyone who meets the age requirement has the opportunity to succeed.
- **Diversity.** The college encourages diversity among its students.

2.1 Application for Admission (General)

- Submit an online application.
- Official transcripts from other colleges, along with test scores on the SAT and ACT, should be sent to Admissions and Records.
- There is a non-refundable application fee, which is paid at the same time as tuition fees are paid.
- Students may not attend class if they have not enrolled for either a grade or audit. Therefore, the *Admission Application* is the first step a student must take to attend a GBC state-supported course.
- Programs might have more stringent policies and procedures related to student conduct due to specific state regulatory and licensing requirements. Therefore, students should be aware of and comply with these specific program requirements prior to and throughout their enrollment.

2.2 Residency Requirements

By current Board of Regents policy, a “bona fide” resident of Nevada is a person who resides in this State with the intent of making it “his 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.”

- Individuals residing in Nevada less than 12 months are considered non-residents.
- Students moving to Nevada for employment purposes, and can verify the fact by providing to the director of admissions a letter written on company stationery from their employer stating that the employee is employed in a permanent, full-time position, may qualify for in-state resident status. The spouse or dependent of someone who has moved to Nevada for permanent, full-time employment is also eligible for in-state residency status. The student should contact admissions and records for information regarding the required documentation.
- Students who are current enrollees or graduates of a Nevada high school shall not be charged out-of-state tuition.
- Once a student is determined to be a non-resident, it takes twelve months of continuous residence in the State to apply for reclassification. (The form and list of required supporting documentation for reclassification of resident status is available from the admissions and records office.) Reclassification requires more than physical presence in Nevada for twelve months; the student must take steps to establish residency as soon as he or she has arrived in Nevada (such as car registration, driver’s license, voter registration.) Approved reclassification becomes effective the next registration period.
- WUE (Western Undergraduate Exchange) provides for undergraduate study to residents of participating western states. When a student is admitted as a WUE student, the student will pay 150% of GBC’s regular resident tuition, plus any fees that all students are required to pay. A student who was initially enrolled in a NSHE institution as a WUE student will not automatically be reclassified as a resident student following matriculation. WUE students may apply for reclassification if the material facts of a student’s residency, or the parents’ or legal guardian’s residency, have substantially changed following matriculation, but the student must first disenroll in the WUE process for 12 months.
- A financially dependent student whose spouse, parent, or legal guardian is a bona fide resident of the State of Nevada at the date of matriculation may be considered to be a resident student. Documentation will be required. The student will need to provide appropriate documentation.

Residency regulations are complex. For additional information, see the Board of Regents Handbook, Title 4, Chapter 15.

3.0 Admission Requirements for Programs Requiring a Separate Application.

Great Basin College has several degrees requiring a separate application process. These include some associate degrees in the Health Sciences and all GBC baccalaureate degrees. See the GBC Catalog for the specifics of each application process.

For specific associate's and all bachelor's programs, consult current GBC catalog for requirements.

4.0 Additional Requirements and Opportunities

4.1 Early High School Admission and Enrollment

- A high school student may be admitted with permission of the high school principal or counselor, and parent or guardian.
- Before beginning Great Basin College classes, high school students must submit a *Special Admission Form* for high school students signed by the student, and parent, or guardian. Also, students who want their college credits to apply toward their high school diploma (i.e., receive "dual credit"), must also submit a signed *Release of Student Grades to High School* form. These forms only have to be submitted one time.
- Every time a high school student registers for college courses, the *High School Permission Form*, signed by the high school principal or counselor, must also be submitted.
- The Board of Regents has approved a special course fee (plus any lab fees) to qualifying high school students who enroll in college credit courses that are delivered via distance education.
- High school students who want to attend a Continuing Education course for zero credits do not need to provide the *Special Admission*, *Release for High School Students*, or *High School Permission* forms.

4.2 Transfer Student Admission Requirements

- Students should fill out online a *GBC Admission Application*, making sure that they have declared a major. At the same time, students should pick up transcript request forms (in Admissions and Records or at a center) which they mail to the other colleges they have attended requesting their academic transcript be sent directly to Admissions and Records.
- When transcripts have been received, and if a student has declared a degree objective, a transfer evaluator will determine which classes will be used towards a GBC degree.

GBC will accept credits from a combination of sources; i.e., transfer credits, credit by examination, non-traditional credit. When receiving a GBC associate's degree/certificate, a minimum of 15 credits must be taken through GBC. When receiving a bachelor's degree, a minimum of 32 credits must be taken through GBC.

4.3 Non-Traditional Credit. Students may receive up to 15 credit hours for non-traditional education from any combination of the following sources: military training; correspondence courses; extension courses; post-secondary proprietary institutions, including business colleges; P.O.S.T. (Peace Officers Standard Training) certificate training; and other recognized sources. Students must take the initiative of compiling documents to be used in petitioning for credit. Such documents may include training certificates, certificates of completion, licenses, résumés, job descriptions, work evaluations, length and content of training, and letters of verification from employers.

A GBC faculty member in the appropriate discipline and the Academic Standards Committee of Faculty Senate will assess prior learning. The recommendation will then be voted on by the full faculty senate. Non-traditional forms of learning must be shown to be worthy of college credit. Learning which is certified by GBC for credit must be equivalent to the classroom experience.

Judgments used by the faculty committee on non-traditional learning will vary greatly from discipline to discipline. Certain common denominators, however, will guide the assessment: the quality, the authenticity, the appropriateness, and the breadth of learning.

Non-traditional education credit can only be applied toward an Associate of Applied Science, an Associate of General Studies, or a Certificate of Achievement. The student must have at least 15 semester credits at GBC before non-traditional credit is considered.

Obtain a petition and receive instruction regarding your non-traditional education from Admissions and Records, Berg hall, 775.753.2102.

4.4 College Credit by Examination. There are three ways to receive college credit by examination: College-Level Examination Program (CLEP), College Board Advanced Placement Examination (CBAPE), and Challenge Examinations. Students may earn a maximum of 30 semester credits from credit by examination, using any combination of the exams listed below.

College-Level Examination Program (CLEP). The College-Level Examination Program (CLEP) helps you gain recognition for what you know and can do, no matter how or where you learned it. You may test in numerous subject areas which require a score of 50 for three credits. Normally CLEP exams should be completed prior to the second semester. See the GBC website for course equivalencies based on CLEP scores. To arrange a CLEP exam, contact the Academic Success Center.

College Board Advanced Placement Examination. Great Basin College credit may be granted to students who have achieved appropriate scores on one or more of the College Board Advanced Placement Examinations. These tests are administered each year in May and are available to high school students who have taken Advanced Placement courses in high school. Please contact Admissions and Records for more information. See the GBC catalog for the College Board Advanced Placement Examination course grid.

Challenge Examinations Guidelines. Challenge examinations may be given to enrolled students who have accumulated a great deal of information outside the classroom without formal instruction. Students who would like to “challenge” a course must obtain a *Petition for Credit by Examination* from the admissions and records office or from the branch campuses and pay a non-refundable fee of for each course challenged.

- Each student is responsible for obtaining a *Petition for Credit by Examination*, seeking approval(s), arranging to complete the challenge examination, and requesting the official score be posted on the petition and sent to the admissions and records office.
- A maximum of 15 credits in a single subject area may be obtained through challenge examinations.
- Courses cannot be challenged if a student has taken a more advanced course in the same area.
- Challenge examinations do not apply toward the 15-credit residency requirement for graduation.
- Challenge examinations do not count as part of the student’s credit load for any given semester.
- Challenge exam credits cannot be used for financial aid credit load standing.
- Challenge examinations are not usually transferable and in many cases, will not count for licensing agencies.
- Successful challenge examinations are posted as a “P” (Pass) on the student’s transcript.
- Students must complete the challenge during the same semester in which the request was made.
- Great Basin College reserves the right to deny any petition for credit by examination.

4.5 Military Credit, American Council on Education (ACE). Credit may be granted and a grade of “P” assigned for selected courses or programs recommended in the *American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services* and the *National Guide to Educational Credit for Training Programs*. The awarding of credit is subject to the approval of the Director of Admissions and is based on the students’ official military transcript and the American Council in Education (ACE) recommendations

4.6 Tech-Prep Credit. GBC is a member of the Northeastern Nevada Career Education Partnership (NNCEP). Members of this consortium include Elko, Eureka, Humboldt, Nye, and White Pine County School Districts. High school students in these counties who complete a qualifying Career and Technical Education (CTE) course at their

high school with a “B” or better may be eligible for college credit. The high school course must be completed during the junior or senior year and the student must pay a GBC fee to receive their credits. Students who enroll at GBC and pay the New Student Fee are exempt from paying this fee.

By taking advantage of Tech Prep credits, students can save time and money. Tech Prep currently offers career pathways in Accounting, Agriculture, Business Administration, Retail Management, Computer Officer Technology (Graphic Communication, CADD/GIS, Information Specialist, Office Technology, and Web Specialist), Diesel Technology, Education, Electrical Technology, Nursing, and Welding Technology. The credits earned while in high school will be awarded on a GBC transcript and a “P” grade will be assigned. Interested high school students may contact the high school counselor, CTE teacher, or the GBC Tech Prep Office at 775.753.2303. More information about Tech Prep classes and how to register is available at www.gbcnv.edu/TechPrep.

4.7 Students with Disabilities (ADA). It is the policy and practice of Great Basin College to comply with the Americans with Disabilities Act, Section 504, and with the state and local requirements regarding students with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs and activities of Great Basin College.

In carrying out Great Basin College's policy regarding students with disabilities, the College recognizes that disabilities include mobility, sensory, health, psychological, and learning disabilities; efforts will be made to provide reasonable accommodations to students with disabilities to the extent it is readily achievable to do so. The College is unable to make accommodations that are unduly burdensome or that fundamentally alter the nature of a program. While the legal obligation relates to disabilities of a substantial and long term nature,¹ it is the practice of the college to also provide accommodations, when possible, to temporary challenges, such as a broken leg or pregnancy.

4.7.1 The Admissions Process (ADA)

Application Form. Students are strongly encouraged to identify disabilities requiring accommodations early, even upon requesting information or taking the placement tests. In some cases this will allow adequate time for evaluating documentation, for working out the specific accommodation, for arranging scheduling for barrier free classrooms, for working out arrangements including funding for auxiliary services and for arranging accommodations for placement tests, orientation, tutors and similar services. Last minute requests for accommodations such as interpreters may not be accommodated by the time classes begin because of the time required to make such arrangements. All requests for services are made to the director of services for students with disabilities.

Documentation of the Disability. If a student wishes to have accommodations for a disability, it is usually necessary for the student to provide documentation of the disability. (See below, under heading *Documentation Policy*, for the information relating to documentation requirements and payment for the documentation.)

Registration and Schedule Changes. Many accommodations take a considerable amount of time to arrange. Students requesting accommodations should register for classes at least one month prior to the start of instruction, whenever possible, and should notify the disability office of any changes to their schedule as soon as possible. Registration changes made less than one month before the start of instruction or changes made to the student's schedule may delay accommodations until after the start of classes.

4.7.2 Accommodations

Identifying the Need for Accommodations. Students with disabilities who require accommodations must make those needs known to the disability office as soon as possible. It is the responsibility of the student to make these needs known in a timely fashion and to provide documentation and evaluation in appropriate cases. Students should not assume that the disability office staff will contact the enrolling student.

Students who do not require accommodations need not make their disabilities known.

¹ Federal law applies to individuals with substantial impairments affecting one or more major life activities, those with records of such impairments, and those who are regarded as having such impairments. These individuals must be able to carry out the essential requirements of the program with reasonable accommodations.

Accommodations. GBC will make reasonable accommodations for documented disabilities. These accommodations may include course load modifications, exam accommodations, readers, interpreters, and note takers. Such accommodations will not be provided if they fundamentally alter the nature of the course or if they would be unduly burdensome either financially or administratively. Students requesting accommodations should identify their needs as early as possible to the director of services for students with disabilities. The disability office will meet with the student to develop an accommodation plan. Requests for academic modifications should be made to the disability office. In some cases, the adjustment will be made in consultation with faculty.

Auxiliary Services. Auxiliary services may include interpreters, note takers, readers, assistance with photocopying, the library, or other support services in connection with academic programming. Services for personal use are NOT provided. Purchase of special equipment to be used at the college may also constitute an auxiliary service.

The college does provide tutorial assistance for students who need more help in a class.

Texts in Alternative Format. Students that require text books in enlarged or audio format should make that request, in writing, six weeks before the start of instruction. A request form for this is available through the disability office. Students will be required to purchase the book in regular format and must provide a copy of the receipt for the book prior to checking out the alternative format book. The modified books must be returned at the end of the semester.

Exam Modifications. Exam modifications may include additional time to take the exam, time allowed for rest breaks, use of a reader, being allowed to eat during test times, separate exam room, or taking the exam at a time other than the regularly scheduled time. Students requesting exam modifications must notify the disability office at the same time other requests for accommodations are made.

Because of the time required to arrange these requests, students must make such requests no later than a month before exams are to be taken. Requests for readers or assistants to be provided by the disability office should be made sooner to ensure that they are adequately staffed. Exam accommodation requests **must be renewed annually**. Depending on the nature of the disability, new or updated documentation may be required.

Architectural Barriers. Unfortunately, some of GBC's buildings were built before federal law required accessible design, although some barriers in the older buildings have been overcome. While there are many aspects of the college that are readily accessible, there are some barriers that require planning to overcome. GBC recognizes the barriers and continues to work on removing as many barriers as possible. Suggestions for removing barriers are welcome and should be directed to the facilities officer.

Parking: There are several accessible parking spaces near each building on each campus. A state issued handicap parking designation is required to park in the spaces.

Ramped Entrances: Entrance into the GBC buildings on the Elko, Ely, Battle Mountain, and Winnemucca campuses is available by ramp or level access. For events sponsored by GBC and held off campus, students requiring accessibility accommodations should make their needs known to the host of the event.

Accessible Rest Rooms: Accessible rest rooms are located in each college building.

Elevators: A passenger elevator is available in the Library hallway of McMullen Hall. There is an elevator in the EIT building.

Classrooms: All classrooms are accessible, but some are easier to reach than others. For this reason, students with mobility impairments are requested to advise the disability office as early as possible of their mobility issues when choosing their classes. When necessary, classes for these students will be moved.

4.7.3 Modification of Policies and Practices. Students who believe that registration or other policies and practices should be modified should direct these requests to the disability office.

4.7.4 Other Services

Financial Aid. Arrangements for financial aid need to be made through student financial services in Berg Hall, Elko.

Counseling and Job Placement. Academic and career advising, along with referral services are available to all students. Appointments can be made to see a counselor through student services in Berg Hall in Elko. In Ely, Winnemucca, and Pahrump appointments can be made to see an advisor through the educational center director's office. Job placement is also available through GBC at the admission advising and career center in Berg Hall.

Appeal Protocol. If a student believes he/she was denied equal access, the student must follow the procedures below:

1. If a student believes he/she was denied equal access, the student must inform the Director of Services for Students with Disabilities in writing consisting of a single, concise document, about the concern or problem, within 30 days of the alleged infraction.
2. The Director of Services for Student with Disabilities will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.
3. The Director of Services for Students with Disabilities will serve as the student's advocate to resolve the problem/situation.
4. If resolution cannot be reached, the Director of Services for Students with Disabilities will file a report with the Vice President for Student Services. The VPSS will review the facts of the allegation and consult with the appropriate college departments, administration, and faculty. Recommendations will then be made with the goal of resolving the conflict.
5. If the above steps do not bring about a satisfactory resolution, the individual may contact the Affirmative Action Officer of GBC to follow the established procedures of that office.

4.7.5 Documentation of Disability

Verification of Disability. Great Basin College strives to comply with every aspect of the Americans with Disabilities Act and in doing so, it reviews each individual application for accommodations individually and on a case by case basis. The Office of Services for Students with Disabilities asks that each student submit documentation of the presence of a disability and documentation that supports the need for requested accommodations. However, it is our goal to ensure that the burden of providing documentation of a disability not be unnecessarily burdensome or unnecessarily discourage individuals with disabilities from establishing the need for a reasonable accommodation. GBC asks that students provide documentation that contains the following documentation prepared by an appropriate professional, such as a medical doctor, psychologist, or other qualified diagnostician, whenever possible. The required documentation should usually include one or more of the following:

- A diagnosis of your current disability and supporting information concerning the diagnosis, including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis.
- A description of how the disability affects the individual and if it disrupts any major life activities.
- A description of how the disability may affect the individual's academic performance.
- The credential of the diagnosing professional

Individuals that cannot provide documentation should contact the Director of the Office of Services for Students with Disabilities (775-753-2271) for an individual review.

All documentation is reviewed on a case by case basis.

The student shall provide the verification documentation to the director of services for students with disabilities. The cost of obtaining the professional verification shall be paid by the student.

If the initial verification is incomplete or inadequate to determine the presence of a disability and appropriate accommodations, the College shall have the discretion in rare circumstances to require supplemental assessment of a disability. The cost of the supplemental assessment shall be paid by the student.

Verification of Temporary Disability. Students seeking accommodations on the basis of a temporary disability must provide documentation verifying the nature of the condition, stating the expected duration of the condition, and describing the accommodations deemed necessary. Such verification must be provided by a professional health care provider who is qualified in the diagnosis of such conditions. The assessment or verification of disability must reflect the student's current level of disability, and shall be no older than 60 days. The cost of obtaining the professional verification shall be paid by the student.

If the initial verification is incomplete or inadequate to determine the extent of the disability and appropriate accommodations, the college shall have the discretion to require supplemental assessment of the temporary disability. The cost of the supplemental assessment shall be paid by the student.

Documentation should include the following:

1. A diagnosis of the current disability and supporting information concerning the diagnosis, including the date of the diagnosis and the diagnostic criteria or tests used in making the diagnosis
2. A description of how the disability affects the individual and if it disrupts any major life activities.
3. A description of how the disability may affect the individual's academic performance.
4. The credential of the diagnosing professional.

4.8 International Student Admission. Foreign credentials must be translated and evaluated by a professional transcript evaluation service. A list of agencies approved by the Nevada Commission on Professional Standards in Education from the Nevada Department of Education is available in the admissions and records office. Costs associated with the evaluation of these transcripts must be paid for by the student.

International student applicants must qualify for admission to the college by satisfying the following conditions:

- Official evidence, written in English, of an educational level equivalent to graduation from an accredited United States high school.
- A passing score on the TOEFL (Test of English as a Foreign Language), taken within twelve months of admission: 500 on the paper-based exam, 173 on the computer-based exam, or 61 on the Internet-based exam. The required scores will be listed on the GBC webpage.
- Adequate proof of financial responsibility or sponsorship by a reputable United States citizen or organization for all obligations while attending the college.
- Students wanting to complete college in the United States should obtain an F-1 visa.
- Procedures and forms are available at www.gbcnv.edu/international.
- Courses transferred to GBC from outside the United States, must have the transcript evaluated by an approved evaluation agency.

5.0 Registration

5.1 Registration Period. GBC has several methods of registration: Walk-in at Admissions and Records in Elko or any of the Centers, mailing a signed registration form to Admissions and Records, registering online at www.gbcnv.edu, faxing to 775-753-2311, or scanning and emailing.

- Instructions and the specific dates for registration are in the Class Schedule published in the Fall and Spring, or in publications released for Alternate or Summer sessions and are available online at: www.gbcnv.edu.
- Fees for classes/labs are due and payable prior to students attending class.
- Any student whose fees are to be paid by a Federal or State agency or employer must make arrangements for "authorization of an accounts receivable" with the controller's office prior to registration.
- Students wishing to defer payments or who are recipients of financial aid must contact the Student Financial Services office prior to registering. Students with three credits or more may defer payments by filling out the deferred payment agreement at the Controller's Office or at student financial services, or they may activate the deferred payment option on-line through their personal student account.
- Student enrollment will be canceled for non-payment of fees according to the date advertised in the **Class Schedule**.
- **Late fee.** There will be a late fee assessed if fees are not paid by 5 p.m. of the fee due date published in the course schedule. After this date, the late fee will be assessed if the fees are not paid at the time of registration.

- Current tuition and fees are listed in the GBC *General Catalog*, available from student services or any campus office. The full schedule of tuition and fees for GBC and other NSHE institutions is located in the *NSHE Procedures and Guidelines Manual*, Chapter 7. (B/R 7/07)

Reinstatement fee. Students who are dropped from classes, due to non-payment of fees or failure to make an official financial agreement with the college, will be required to pay a reinstatement fee. Students can request reinstatement and be enrolled with the instructor's permission. A fee will be charged each semester a student is reinstated. As of July 1, 2013, reinstatement fees will no longer be assessed.

5.2 Placement Tests. The purpose of Placement Testing is to ensure appropriate placement in English and mathematics courses. All students should take a Placement Test prior to registering in the English or mathematics courses. The Internet registration procedures will block enrollment in these courses unless the Accuplacer Test, ACT, or SAT scores are in the student's records. New students can receive the results of their Placement Test immediately after taking it. The Accuplacer assessment may only be taken two times during the following annual period: July 1 – June 30.

English Placement. Any student taking English courses at GBC must take the English Accuplacer Test at the GBC Academic Success Center or center, unless s/he would prefer to use an ACT, SAT, or CLEP score. Refer to the GBC Catalog or Quick Link on the GBC website for the most current English placement chart.

Mathematics Placement. Any student planning on taking mathematics or science courses at GBC must take the Mathematics Accuplacer Test at the Academic Success Center or a GBC Center unless they would prefer to use an ACT or SAT score. Refer to the GBC catalog or Quick Link on the GBC website for the most current math placement chart.

Completion of developmental classes (ENG 095; MATH 091, 095, 096, and 097) should be a priority for all degree-seeking students. Students requiring remediation must complete all required coursework prior to completion of 45 college-level credits unless otherwise authorized by the institution. **Postponing completion of developmental classes may significantly delay a student's education.**

5.3 Credit Load. The maximum number of credits a student may take per semester is 18. Registration for additional credits needs the approval of the Director of Admissions, a Center Director, or an advisor.

5.4 Prerequisites. Some classes require a background of information or skill level from previous course work. Students may not enroll for a class with a prerequisite until the required course has been completed, or with instructor's approval.

5.5 Full-Time, Part-Time Students. GBC students are considered to have "matriculated" or have been admitted to the college when they have submitted online their *Admission Application* and have paid their fees. **Full-time students** are enrolled for 12 or more credits for Fall and Spring session; 6 or more credits for Summer session. **Part-time students** are enrolled for 11.5 credits or fewer for Fall and Spring session; 5.5 or fewer for Summer session.

5.6 Independent Study. Students who wish to pursue academic study but find they cannot attend regular classes or for other reasons choose to study independently may enroll in courses, upon approval of the instructor and the department chair.

5.7 Continuing Education Courses. Some GBC classes are not meant for associate's degrees, occupational certificates, or developmental education. These are considered non-state supported Continuing Education classes. Many Continuing Education workshops are only a few hours in length with topics ranging from physical fitness to personal development. Students may not need to be formally admitted to the college to enroll in these classes. Youth below the age of 15 may register with permission of the instructor.

5.8 Audit to Credit or Credit to Audit

- A student desiring to change from audit to credit or credit to audit must complete the change form by Friday of the 9th week of the semester for full-semester courses, and for short-term courses longer than

two days, the student must make the change during the first 60% of the course.

5.9 Adding/Dropping Courses

- A student may add full-semester courses or change sections (providing the courses are open) up to the close of the registration period. Exceptions may be made after the published date with the approval by the instructor to be filed in the Admissions and Records Office
- For full-semester courses, dropping courses after the first week of class will automatically place a “W” or withdrawal on the student’s permanent transcript.
- Under extenuating circumstances, including illness, accident, or similar medical emergency or hardship cases, students have the options of requesting an incomplete in one or more classes or requesting an official withdrawal from the college.

Exceptions to the refund schedule/policy require a written request, along with the necessary documentation from the student explaining any extenuating circumstances to the Assistant to the Vice President for Student Services or the Admissions and Records Office.

5.10 Change of Major or Advisor. A student may change major or advisor by obtaining a *Student Information Change* form from Admissions and Records or the nearest center, or downloading it from the Admissions forms web page. Advisor changes can be made at the request of the student or the advisor.

5.11 Withdrawal from the College. A student wishing to withdraw from GBC should immediately follow this procedure:

- Obtain an *Add/Drop* form from Admissions & Records.
- If unable to submit the request in person, a letter should be written to the Admissions and Records Office requesting an “official” withdrawal.
- The student who has withdrawn from classes may still be responsible for unpaid balances.
- See the ***Class Schedule*** for refund deadlines for full semester, summer, and short-term courses.
- If the student receives **financial aid**, the student should contact the Office of Student Financial Services immediately.

6.0 Transfer Procedures

6.1 Transferring Credits to GBC. Students who would like to have credits from other regionally accredited institutions transferred to GBC should have the institution where they received credit send an official transcript directly to the Admissions and Records Office, 1500 College Parkway, Elko, NV 89801. In order for classes to be transferred to GBC, students must have applied to Great Basin College and declared a major.

The transcript evaluator in Admissions and Records will determine how the courses will transfer in. When clarification is needed, the transcript evaluator will consult with the appropriate academic department. When the process is complete, the student is sent an email and can review the articulation by logging into MyGBC and going to the Student Center.

If the student disagrees with the decision of the transcript evaluator, the student can discuss the areas of concern with the evaluator and/or provide additional documentation, such as catalog course descriptions and course syllabi. The evaluator will then review the transcripts again, conferring with faculty as needed.

If the student is still dissatisfied, he or she should contact the registrar in writing, outlining specific concerns and request, providing documentation, if appropriate. The registrar will then work in consultation with the appropriate faculty and make a final determination.

A student transferring to GBC with an Associate of Arts (AA), Associate of Science (AS), or Associate of Business (AB) from an NSHE Institution, or an Associate of Arts (AA) or an Associate of Science (AS) from a regionally accredited college, will be considered by GBC to have fulfilled the GBC lower-division general education requirements.

If students are transferring with a bachelor's degree from any regionally accredited college or university, all general education requirements (lower- and upper-division) are considered to be met. These students are not required to take Integrative Seminars (INT 339, INT 349, INT 359, INT 369) if they already have a bachelor's degree, unless the INT seminar is a specific program requirement.

It is the responsibility of students with foreign transcripts to provide Great Basin College with a copy of the transcript, translated and evaluated by a nationally recognized evaluation agency. The agency must be approved by the Nevada Commission on Professional Standards in Education or the National Association of Credential Evaluation Services. A list of these agencies is available at the admissions and records office. This process can be quite lengthy, thus students are advised to begin the process as early as possible, especially when applying to specific programs within GBC. Students are responsible for ascertaining and meeting all deadlines.

Courses transferred from other institutions may be used to satisfy GBC requirements and if accepted, the total of transfer credits and the name of the institution will appear on the GBC transcript.

6.2 Transferring Your Credits from GBC. Students may plan to transfer from GBC to other colleges. Transferring students should plan to complete a program of classes they know will become a part of a baccalaureate degree because they have studied the university catalog, talked with advisors advisor, and been assured that they can transfer courses.

Some students, however, do not take such precautions. They complete courses at GBC that were not designed to transfer, and later they are disappointed. Even with printed guides such as college catalogs, students should work closely with advisors.

GBC cannot, of course, guarantee that colleges and universities will accept GBC courses, but the experience of GBC transferees has been overwhelmingly positive.

6.3 Transferring within the Nevada System of Higher Education. The universities and colleges of the Nevada System of Higher Education (NSHE) participate in regular discussions about the "transfer status" of courses within the System. The following common course numbering system is recognized among the colleges of the Nevada System of Higher Education:

GBC Non-transferable Development Courses
(courses with numbers less than 100) 001-099

GBC Non-transferable Courses
–Some courses (100-299) offered at Great Basin College may not be used for an Associate of Arts, Associate of Science, or Bachelor of Arts degree. These courses may not be transferrable to other Nevada colleges. These courses are identified in the course catalog descriptions.

GBC Non-transferable Zero Credit Courses
(courses with a "Z" designator or all 000s) 001Z-999Z

GBC and University lower-division courses and
Community college transfer courses 100-299

GBC and University upper-division courses 300-499
(Upper –division courses with any affixes are transferable to UNR, UNLV, NSC)

University graduate courses 500-799

GBC schedules always indicate NSHE course transfer status with these designations. Naturally, "transfer" courses do not all transfer the same way. Some transfer as equivalents, some as departmental electives, and others as general electives. This catalog provides the information students need, but even with this printed guide, they should meet with their advisor before registration because courses and programs may change. With the assistance of the advisor, students can make informed decisions.

For more information and to access NSHE course transfer status information, visit the UNR website at <http://www.cis.unr.edu/TransferArticulation/> or the UNLV website at <http://www.transfercenter.unlv.edu/>

6.4 Transferring with an Associate's Degree. Completion of an Associate of Arts or an Associate of Science degree will be the basis for admission to upper-division study with junior status at universities and the state college in Nevada. Completion of either degree automatically fulfills the lower-division, general education requirements. Other baccalaureate-level courses included as part of the Associate of Arts or Associate of Science degrees will transfer to the University of Nevada, Reno, and the University of Nevada, Las Vegas, or the Nevada State College at a minimum as general elective credit. Completion of an Associate of Arts or Associate of Science degree does not guarantee satisfaction of all lower-division program requirements at the universities. The receiving institution will evaluate all transfer courses completed at GBC and any other educational institution attended.

7.0 Academics

7.1 Grading System

Grades and Marks

Grades	Grade Point Value
A Superior	4.0
A-	3.7
B+	3.3
B Above Average	3.0
B-	2.7
C+	2.3
C Average	2.0
C-	1.7
D+	1.3
D Below Average	1.0
D-	0.7
F Failure	0.0
NR Not Reported	0.0

“W” signifies the dropping of a course, or withdrawal from the college, and is not included in the grade-point average. “I” represents incomplete, and is given when a student is performing satisfactory work and has completed at least three-fourths of the course with a grade of “C” or better, but for a reason beyond his or her control is unable to complete the required work during the semester or term. The student arranges for the incomplete with the instructor, who determines what work the student must complete, and by when it must be completed. An “I” that is not removed by October 15 for spring/summer semesters or March 15 for fall semester may become an “F” or a “W.”

A grade of NR (not reported) means that the instructor has not turned in grades. As soon as the grade is received, it is entered into computer and student is notified.

Repeat Policy. Students may repeat any course with only the highest grade counting as part of the total grade-point average. Both courses will appear on transcript. Any course may be repeated, regardless of the grade received. Credit will be allowed only one for successful completion of the course, except for the courses designated in the catalog as allowable repeats. The original grade will remain on the student's academic record, but only the higher grade will be included in the grade-point average.

Grades and Grade-Point Averages

Final Grades The instructor is responsible for the proper evaluation of each enrolled student throughout the instructional period. Each instructor is responsible for determining and submitting final grades online through the Faculty Center in PeopleSoft.

Grade-Point Average. A student's GPA is determined by dividing the total number of grade points earned by the

total number of semester hours attempted, excluding courses in which a grade of P, AD, W, NR, or I was recorded. All grades of W, F, and I must be accompanied with the last date of the student's attendance of an academically related activity (e.g., exams, paper, class, quiz).

Grade Changes. After the final grades are filed in admissions and records, a grade **may be changed for valid cause, such as an error by the instructor.** For these changes, the instructor must file a completed *Grade Change/Removal of Incomplete* form approved by the Director of Admissions. Any changes made more than one year after the end of the semester will need the approval of the vice-president of academic affairs.

Students may appeal grades or employee (instructor) professional conduct. The procedure is in the GBC *General Catalog* and on the GBC website.

7.2 Academic Recognition. Each semester, students with a declared major, a 3.50 to 4.0 grade-point average, and confirmed enrollment for 12 or more credits (pass/withdraw, developmental, or community education courses not included) with a course number of 100 or higher, are acknowledged by the Vice President for Student Services and the Vice President for Academic Affairs with a personal letter and have the distinction posted on their transcripts. Students who receive any incomplete grades at the end of the semester will not be considered for this distinction.

Credits transferred from other institutions will not be used for academic recognition. Students must complete 45 credits at GBC to earn honors designation for an associate's degree or a certificate. For a bachelor's degree, a student must complete 45 upper-division credits at GBC for the honors designation.

During the May commencement ceremonies, GBC will distinguish certain graduates by categories of academic achievement, as follows:

Cum Laude – Associate's and bachelor's degree graduates with cumulative grade-point averages of 3.50 to 3.74

Magna Cum Laude - Associate's and bachelor's degree graduates with cumulative grade-point averages of 3.75 to 3.99.

Summa Cum Laude - Associate's and bachelor's degree graduates with cumulative grade-point averages of 4.0.

8.0 Service to Students

8.1 Affirmative Action. The GBC policy applies to educational programs as well as to both employment and admissions to the college. Refer to Section 1.1.

All procedures and rules pertaining to posters, banners and distribution of materials on campus will be fairly, equally and consistently enforced, regardless of the nature of the sponsoring group or individual of the philosophy being expressed. (See policies for posters, etc., in GBC Policy & Procedures 4.xx.)

Please revise all departmental missions as per the 2012-2017 Priorities for Student Services

8.2 Student Recruitment. The recruitment department provides potential students with general information regarding Great Basin College and the Elko community. The office works in partnership with faculty, staff and administration, school counselors, school districts, community members and employers to identify potential students and organize recruitment programs. The mission is recruit prospective students by providing information about Great Basin College and informing them of the academic and personal opportunities attributed to a higher education. Outreach to potential students and campus tours are major components accomplishing the mission.

Outreach. Outreach to potential students includes visits to high schools, career fairs, community agencies and events, and on-campus activities. Off-campus visits are made predominately during fall and spring. On-campus activities are coordinated throughout the year with emphasis during late fall, winter and early spring and summer.

Campus Tours. Campus tours are hosted by the recruitment department; they provide visitors with an opportunity to interact with our students, faculty, and staff. Visitors will become familiar with academic programs, college services, housing options, student life, and experience our campus environment.

Although Great Basin College welcomes visitors throughout most of the calendar year, the best time to visit our campus is on a weekday when school is in session. Weekends, federal holidays, and final exam periods, are times during which visitation activities are suspended or limited.

Campus tours begin promptly at the designated time and location. The tour generally begins with an information session presented by a Recruitment staff member. The presentation includes information about courses offered, housing, admissions, financial aid, and extracurricular activities. Following the presentation is a walking tour of the College's main campus led by a Student Success Coach or other staff member. The walking tour includes visits to academic program areas, the library, student services departments, and the housing facilities. Special arrangements can also be made to visit specific departments of Great Basin College.

8.3 Degree Audit Reports –Academic Advisement Report (AAR) and Transfer Articulation.

Degree audit and Transfer Articulation Academic Advisement Reports (AAR) are comprehensive reports which reflect GBC and/or transfer coursework. The AAR is available through MyGBC, or from your advisor, Center, or the Admissions and Records Office. DARS Degree audits are generated for academic progress and eligibility for graduation.

8.4 Admission, Advising and Career Center. The center provides a number of services to students and prospective students:

Career and Academic Advising. Advisors assist students in planning academic programs and exploring vocational and career options as well as in preparing to transfer from GBC to other institutions.

Student Employment Services. In addition to maintaining an up-to-date online database of jobs for students and graduates, the Center also provides assistance in preparing resumes, cover letters, and faxes. See *GBC Policy and Procedures Manual*, Chapter 6.3, for further information on employment services.

Career Resource Center. GBC provides a broad array of resources and assessment tools to assist students in career and academic pursuits, including student workshops and classroom presentations on topics such as grade improvement, career exploration, resume writing, and interviewing skills. Career and Personality Assessments, the Myers-Briggs Type Indicator (MBTI), Strong Interest Inventory, and the Nevada Career Information Systems (NCIS), are available for personal and career development.

8.5 Financial Services. The Office of Student Financial Services administers financial assistance programs. It is important for students to understand eligibility requirements and to complete applications accurately and timely. Students also have responsibilities to maintain required GPA, to enroll in specified minimum number of credits, and to repay loans in a timely manner. Failure to maintain eligibility requirements could result in suspension. Students may appeal their suspension status through the financial aid appeals committee. The student is only allowed up to three financial aid appeals.

8.5.1 General Information (Financial Services). Several financial aid programs are available for students through the office of student financial services. Programs available are as follows:

- Grants — funds which do not have to be repaid as long as all courses are completed and are used to cover educational expenses.
- Loans — funds which must be repaid and usually supplement grant funding. Loan funds may help meet educational costs in excess of institutional funding.
- Scholarships — are awarded based on academic excellence, goals, or financial need.
- College Work-Study — students may earn money on or off campus through this program. Generally, hours are flexible and planned around class schedules, not to exceed 19.5 hours per week.

Students should contact student financial services for more information on the following:

8.5.2 Grants:

- Pell Grant
- Supplemental Educational Opportunity Grant (SEOG)
- Regents Service Program
- Nevada Financial Aid Grant/Student Access Grant

8.5.3 Grants-In-Aid

Both in-state and out-of-state ~~in-state~~ grants-in-aid are awarded for one semester at a time. Grants-in-aid available for summer study depend on the availability of funds. Awards may be based upon academic proficiency, financial need, and special service to the community college.

Grants-In-Aid, Registration Fee. Grant-in-aid funds awarded to an institution for the payment of a specified portion of students' registration fees may be provided to undergraduate students who are residents of Nevada, not to exceed a number equal to three percent of the total matriculated enrollment of students at that institution for the last preceding fall semester.

Grants-In-Aid, Native Americans. A separate category of grants-in-aid has been established for the payment of a specified portion of the consolidated registration fee for members of federally recognized Native American tribes, who currently reside on tribal lands located wholly or partially within the boundaries of the state of Nevada. (B/R 6/02) The board of regents annually determines the number of such grants-in-aid to be allocated.

At the end of each semester, a review is performed for the recipients of such grants-in-aid, and no such grant-in-aid is continued unless the recipient has a minimum 2.0 grade point average for the immediate preceding semester.

Grants-In-Aid, Out-of-State Tuition. Students grants-in-aid may be provided to nonresident undergraduate and graduate students, including foreign students, not to exceed a number of equal to three percent of the total matriculated enrollment of students for the preceding Fall semester for the payment of nonresident tuition as authorized by Nevada Revised Statutes 396.540. B/R 12/09

The board of regents shall annually review and approve the allocation of such grants-in-aid.

8.5.4 Loans:

- Direct Loans (subsidized and unsubsidized)
- PLUS Loan Program
- Emergency Loans

8.5.5 Employment

See *GBC Policy and Procedures Manual*, Chapter 6.3, Student Employment Services

8.5.6 Scholarships

Scholarships are awarded primarily on the basis of academic achievement with factors of financial need, character, service, and certain specialized talents also bearing upon selection. All scholarships are administered by the student financial services office. Scholarship applications are to be submitted to the student financial services office before the middle of March for awarding of scholarships for the subsequent academic year. (For further information on scholarships, see the financial aid section of the GBC catalog.).

Scholarships awarded for the academic year are divided into two equal parts with half awarded for fall, and half awarded for spring enrollments. Scholarships are not generally available for summer study. Payment of the spring semester stipend is contingent upon the student completing the enrolled credits during the preceding fall semester and remaining in good academic standing.

Required Scholastic Average for Scholarship Recipients. Applicants for regular scholarships must have a minimum 2.0 grade point average for all college work and enrolled in six or more credits.

8.5.7 Eligibility Criteria. Although each application process may be slightly different, in general, the following eligibility requirements apply:

A student must:

- be enrolled or accepted for enrollment in a degree program or other program leading to a recognized educational credential.
- be a citizen, national, or a permanent resident of the United States; or other eligible non-citizen.
- maintain satisfactory academic progress towards a degree or certificate.
- not be in default on any Title IV loans — Perkins (NDSL), Stafford (GSL), Supplemental Student Loan (SLS), Parent Loan for Students (PLUS), or owe a repayment on any Title IV Grant — Pell, SEOG, ACG, Smart, or SSIG received for attendance at any institution.
- have a recognized high school diploma or GED. Students who graduate with an adjusted diploma or Certificate of Attendance are not eligible. A student enrolled in elementary or secondary school is not eligible for aid from the Federal Student Aid programs even if he/she is simultaneously enrolled in an eligible postsecondary program.
- must be registered with the Selective Service, if required by law. This mandate applies to men who are at least 18 years old, and are not on active duty with the armed forces.
- have completed a free application for federal student aid, before applying for any federal student loans.
- present a valid social security number.
- have not been convicted of any offense involving the sale or possession of a controlled substance while receiving federal student aid such as grants, loans or college work study.

8.5.8 Application Process. For all federal financial aid programs, *Free Application for Federal Student Aid* (FAFSA) and supplemental forms provided by the college must be completed. Students must be aware that financial aid is **not automatically** renewed each year.

The most critical issue in applying for a type of aid is providing complete and accurate information. In determining need for financial aid these elements are considered:

- contribution from parental income, and
- contribution from parental assets, if applicable
- contribution from student income and assets.

8.5.9 Student Rights and Responsibility. After supplying complete and accurate information for the application, all students are entitled to an equitable determination of eligibility for funds. It is also the student's right to have access to information about all types of aid and the information concerning repayment terms.

In turn, students have certain responsibilities:

- Students must be accepted into a degree or certificate seeking program and maintain satisfactory progress toward completion in order to remain eligible for student aid funds.
- Students are also expected to complete their education within a reasonable length of time.
- Students must maintain a cumulative GPA of at least 2.0 for most grants and loans. All financial aid funds are to be used for education related expenses only.

- Any time a student experiences a change in financial status — e.g. marriage, residency, employment— the student should ~~must~~ notify student financial services.

8.6 Student Housing. Great Basin College’s residence halls provide convenient, affordable housing for single students, single parents, married students, and married students with children. Housing students must be enrolled in 9 GBC credits or more. The resident suites are located across the street from the main campus, and the apartments for married and family housing are located two blocks away.

GBC student housing is designed and operated to provide opportunities for students, for friendships in a safe, secure, and clean environment that enhances the college experience.

Features of Resident Suites/ Apartments

- Full-sized cooking range
- Laundry hookups
- Full-sized refrigerator
- Close parking
- Dishwasher
- Lawn areas
- Internet in each apartment

Single Student Resident Suites. These facilities consist of two-and three-bedroom suites. Each suite contains a common living/dining room, kitchen, and bathroom. Students may request their own roommates provided all parties are agreeable. Otherwise, the College will assign a roommate based on the information provided on the Residence Hall Application.

Costs (includes all utilities except telephone and cable TV):

Private Room: Refer to the GBC catalog for pricing.

Payment Plans:

Option I: Pay full housing fees by the semester “instruction begins” date (see Class Schedule) and receive the appropriate discount. For more information, refer to the GBC catalog.

Option II: Pay four scheduled installments each semester (as outlined in the housing agreement)

Extended Semester for career and technical students.

Private Room: Refer to the GBC catalog for pricing.

Griswold Hall. GBC provides traditional dorm living for students at an affordable price. Features of Griswold Hall include TV and study rooms, parking, a shared kitchen area, lawn and gathering areas, Laundromat. Griswold Hall students are assigned a room either with single or double occupancy. Each room has a bathroom; however, students will use centrally located shower facilities.

Costs: (includes all utilities except cable TV and telephone):

Guaranteed private room Refer to the GBC catalog for pricing.

Double Room Refer to the GBC catalog for pricing.

Extended semester (48-week career and technical programs):

Guaranteed private room Refer to the GBC catalog for pricing.

Double occupancy Refer to the GBC catalog for pricing.

Married and Family Housing Apartments. Students can choose from two- and three-bedroom apartments. Lawn and play areas for children are available.

Costs (utilities are not included):

Two-bedroom apartment
Three-bedroom apartment

Refer to the GBC catalog for pricing.
Refer to the GBC catalog for pricing.

On-campus Housing Application Process

Step 1:

Acquire an application online or pick one up by going to the housing office at 735 Walnut Street.

Step 2:

Upon receipt, complete the License Agreement; return it to the Housing Coordinator with the appropriate processing fee and deposit. See the GBC catalog for processing fee and deposit information. To obtain a brochure or information, please see the housing website: www.gbcnv.edu/housing.

Housing Coordinator
Great Basin College
1500 College Parkway
Elko, NV 89801
775.753.2360

8.7 Student Support and Retention. GBC is able to retain and serve students by coordinating college-wide efforts to provide appropriate, effective support services and resources to students, preparing them to achieve their collegiate goals. Faculty and staff have access to retention tools and resources, provided by the Student Support and Retention office, optimizing early detection of students at-risk of failing or dropping out, and providing a support system to assist faculty members in increasing their students' success.

Several services are available to students to aid in academic success and promote retention, such as: individualized coaching provided by a retention staff member geared to help students adjust to college life, recognize and overcome obstacles to academic success, and achieve individual goals; access to a Student Success Coach, an experienced peer mentor trained to assist students in academic achievement; access to Student Success Workshops, offered live, IAV, and online, aimed at helping students build and master academic skills; and resource referrals to appropriate GBC and community resources ranging from mental health counseling to community welfare agencies, etc.

Retention tools and resources provided for faculty include an Early Alert System and opportunities to request presentations and workshops, conducted by retention staff, to supplement student learning and support. The Early Alert System allows faculty to quickly alert the Student Support and Retention office about any student who is at-risk (has poor academic performance or shows potential for failing/dropping out of GBC.) A faculty member submits an alert through MyGBC Self-Service and it is directly sent to the Retention Coordinator. The student is then contacted by a member of the retention team, receives one-on-one coaching, and when necessary, is directed to appropriate support services. The goal of the Early Alert System is to identify at-risk students early in the semester, intervene, and help them self-regulate their own academic success. Faculty may also request a special session of any Student Success Workshop for their students, or a group of students, to be conducted either during or outside of class; the workshop can be developed, at the request of the faculty member, to address specific academic issues, or it can be developed to provide information about basic college study skills.

A Recruitment/Retention Specialist works closely with the students and faculty in Career and Technical Education programs, providing the same support and retention services to this specialized subgroup. This is a 2 year grant funded position.

Student Resource Connections Center. This is a designated area for students to find resources, referrals, and information on matters important to them. Students are frequently reluctant to ask professionals about delicate matters such as pregnancy, drug use, or relationship issues. This area will provide a place where students can find information and professional resources for many issues and situations.

8.8 Adult High School, GED Preparation, and Adult High School Diploma Contact the local school district in your area for updated information. The Elko County School District provides the Adult High School Diploma and GED Preparation programs under Nevada State Statutes. The programs are free, individualized, and competency based. Students may enter or leave the programs at any time during the school district's academic year.

9.0 Records

9.1 Retention and Disposition of Records. Physical student records are managed and stored in the GBC admissions and records office according to American Association of Collegiate Registrars and Admissions Officers (ACCRAO) Guidelines:

- Records are systematically reviewed and shredded once the information they contain is no longer valid or useful and archival requirements have been met (see attached page from the GBC General Catalog explaining the institutions records retention policy).
- All hard copy student academic records are maintained in fireproof storage. GBC is in the process of transferring to a document imaging storage process. Documents are scanned and stored on a Novell network server which is secure and backed up through the computing services office.
- Record retention policies are periodically reviewed and modified as mandated by changing legal and NSHE requirements.
- Official academic records originating from another institution are not reproduced or distributed to an external source.
- Release, review or transfer of student records is done according to regulations set forth by the Federal Educational Rights and Privacy Act (FERPA).

If student records data has been released inappropriately immediate steps will be taken to notify all individuals that may have had data released, faculty, staff, or community members. Also, the FERPA Compliance Officer is contacted. If there is any reason to believe that the record release was done illegally or with criminal intent the proper police agency will be asked to investigate.

The following records are retained permanently:

- Student Permanent Academic Record (transcript)
- General Education Development (GED) Test Scores

The following records are retained until five years after the last date of attendance:

- Transcript from previously attended institution
- Military service documents
- Final graduation degree audit – Academic Advisement Report (AAR)

The following records are retained for five years and then destroyed:

- Correspondence
- Refund exceptions

The following records are retained for one year and then destroyed:

- Transcript requests
- Enrollment verification
- Registration source documents

9.2 Confidentiality and Release of Information (FERPA). In accordance with the Family Education Rights and Privacy Act (FERPA) of 1974, P.L.93-380, as amended by P.L.92318, students upon reaching the age of 18 or attending a post-secondary institution, must be permitted to inspect and review their own educational records, have the opportunity to correct information in those records, and limit disclosure of information from those records.

No one shall have access to, nor will GBC disclose, any information from a student's educational records without the written consent of the student. Official exceptions and *Directory Information*, which may be released, are listed in the GBC Catalog, and in the *Public Notice of Designating Directory Information*, which is made available to students upon request.

All GBC staff requesting access to student records must submit an application for an "administrative account" by

completing the *Application for Administrative Account* form. Applicant's signature certifies that they have read, understand, and agree to the Security Policy on the back of application.

FERPA compliance is required of all educational institutions which either receive funds directly from the U.S. Department of Education or which have students in attendance who receive funds through programs administered by the U.S Department of Education.

Students may obtain a "release" form in the admissions and records office that will allow parents and others access to their educational records. This release is posted to the student's record on the computer. The request will apply permanently to the record, even following graduation, until the student chooses to reverse it by submitting a written authorization to admissions and records.

Students have the option to request that GBC not release directory information about themselves for commercial and/or non-commercial purposes. Students requesting non-release of directory information are required to fill out the *Disclosure of Student Records Opt Out Form* or make the changes online in their Student Center through MyGBC. The following list of options is available:

- Remove my name from directory information for commercial purposes. Commercial purposes would include organizations that provide services such as health insurance or tuition payment plans, verification of enrollment for health insurance, degree verification for employment, invitations to join academic organizations, or the alumni association. These organizations provide students with information, services, and benefits.
- Remove my name from directory information for non-commercial purposes. Non-commercial purposes would include purposes such as publication in honors and graduation programs, 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.

This request will apply permanently to the student's record, even following graduation, until the student chooses to reverse it by submitting a written authorization to admissions and records.

10.0 The Rules

10.1 Student Grievance Procedure. Any student who believes he/she has suffered an academic injustice may implement the following grievance procedure:

- 1) Formal grievance procedures are initiated only after informal attempts have been found unsatisfactory in reaching a just solution. A grievance must be filed in writing to the appropriate vice-president within **30 instructional days** of the alleged infraction.
- 2) Members of a grievance committee will be selected by the appropriate vice-president. This committee will consist of the appropriate vice-president, two faculty members, one student, and one representative from the GBC Student Government Association.
- 3) The student and involved parties will be given the opportunity to present their case in a formal hearing to the selected grievance committee.
- 4) The committee will then recommend a course of action to the college president.
- 5) The student will receive written notification of the final decision from the college president.

10.2 Student Conduct/Rules and Sanctions. The following rules and sanctions are from the Nevada System of Higher Education Code. Because Great Basin College is part of the university system, all rules and sanctions apply. They, along with an explanation of the procedures from their administration, a description of the responsibilities of the administrative officers, and conditions for hearings, are located in a booklet entitled *Rules and Procedures for Members of the University Community*, which may be obtained at the Office of the Vice President for Student Services.

The administrative officer for these rules and procedures at GBC is the vice-president of student services.

The Nevada System of Higher Education prohibits:

- 1) Any acts interfering with academic freedom.
- 2) The use of or threat to use, force of violence against any member or guest of the university community, except when lawfully permissible.
- 3) Interference by force, threat or duress with the lawful freedom of movement of persons or vehicles on NSHE premises.
- 4) The intentional disruption or unauthorized interruption of functions of the NSHE, including but not limited to classes, convocations, lectures, meetings, and recruiting interviews, on or off GBC property.
- 5) Willful damage, destruction, defacement, theft or misappropriation of property belonging to NSHE or to a member of NSHE.
- 6) Knowing possession on any NSHE premises of any firearms, explosives, dangerous chemicals, or other instruments of destruction, or other dangerous weapons as defined by laws of the state of Nevada, without written authorization of the chief administrative officer of the campus or his authorized agent unless such possession relates to duly recognized functions by appropriate member of the faculty, staff, or students.
- 7) Continued occupation of buildings, structures, or grounds belonging to NSHE after having been ordered to leave by the president of the institution or the designated chief campus officer present.
- 8) Forgery, alteration, or destruction of system documents or furnishing of false information in documents submitted to the NSHE of Nevada system.
- 9) Making intentionally false accusations against any member of the NSHE community by the filing of a complaint or charges under these rules.
- 10) The repeated use of obscene or abusive language in a classroom or public meeting where such usage is beyond the bounds of generally accepted good taste and which, if in a class, is not significantly related to the teaching of the subject matter.
- 11) Willful incitement of persons to commit any of the acts herein prohibited.
- 12) Disorderly, lewd, or indecent conduct occurring on or off-campus at a NSHE recognized or NSHE sponsored activity.
- 13) Any act prohibited by local, state, or federal law which occurs on a NSHE campus or at a NSHE sponsored activity.
- 14) The use of threats of violence against a faculty member or his family to secure preferential treatment for grades, loans, employment, or any other NSHE service or privilege.
- 15) Any act of unlawful discrimination based on race, creed, color, sex, sexual orientation, age disability, or national origin.
- 16) Any act of sexual harassment when submission to a request or demand of a sexual nature is either an explicit or implicit term or condition of employment or academic grading, or where verbal or physical conduct of a sexual nature has the effect of creating an intimidating, offensive, or hostile work or classroom environment.

- 17) Acts of academic dishonesty, including but not limited to cheating, plagiarism, falsifying research data or results, or assisting others to do the same.
- 18) Willfully destroying, damaging, tampering, altering, stealing, misappropriating or using without permission any system, program, or file of the system.
- 19) Acts of hazing. Hazing is defined as any methods of initiation into or affiliation with the university or community college community, a student organization, a sports team, an academic association, or other group engaged in by an individual that intentionally or recklessly endangers another individual.
- 20) Any other conduct which violates applicable state policies or rules of the divisions of the system. In addition, "Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom, by the instructor) will not be tolerated."

Nevada System of Higher Education Sanctions

- 1) Warning: Notice, oral or written, that continuation or repetition, within a stated reasonable period of time, of conduct found wrongful may be the cause for more severe disciplinary action.
- 2) Reprimand: formal censure or severe reproof administered in writing to someone engaging in prohibited conduct.
- 3) Restitution: the requirement to reimburse the legal owner for loss due to defacement, damage, or misappropriation of funds or property.
- 4) Probation for Students: A trial period not exceeding one year. Probation may include exclusion from participation in privileged or extracurricular activities.
- 5) NSHE Policies: The person placed on probation shall be notified, in writing, that repetition of the act or other acts prohibited by these rules will lead to more severe sanction. The official transcript of the student shall be marked DISCIPLINARY PROBATION for the period of the probation and any exclusions noted; the parents are notified of the action for students under majority age.
- 6) Suspension for Students: Exclusion for a definite period of time from attending classes and participating in other NSHE activities as set forth in a notice to the student. The official transcript of the student shall be marked "Disciplinary Suspension Effective"; the parents are notified of the action for students under majority age. A student who is not currently enrolled at the college and who graduated at the end of the previous semester may request that the notation of the disciplinary suspension be removed from his permanent record when two years have elapsed since the expiration of the student's suspension. Such request must be submitted in writing to the college president. If the request is not granted, the student may submit another request after one year.
- 7) Suspension for Employees: Exclusion from assigned duties with or without pay for a specified time period.
- 8) Expulsion of Students: Termination of student status for an indefinite period of time. Permission of the college president shall be required for readmission. The official transcript of the student shall be marked "DISCIPLINARY SUSPENSION EFFECTIVE"; the parents are notified of the action for students under majority age.

Expunging of Student Disciplinary Records. By Board of Regents' policy, records of disciplinary actions resulting in a student's suspension, expulsion, or termination shall be maintained for a period of at least six years from the date of the disciplinary action, unless pursuant to a written request, an official order to expunge a specific disciplinary record and removal from the student's transcript is issued by the President or his designee. Refer to the Board of Regent's Handbook, Title 2, Section 6.3.8.

Revocation of a Degree. GBC reserves the right to withdraw academic degrees in the event that a case is brought after graduation for material academic misconduct that impacts the reputation of the institution. Refer to the Board of Regent's Handbook, Title 2, Section 6.3.9.

10.3 Policies and Programs Concerning Alcohol and Drug Use. In order to reduce and prevent alcohol-related problems, GBC has developed a substance abuse prevention program. During the academic year, GBC will offer information and programs which will include identifying the values and attitudes related to drinking:

- recognizing one's own motives for choosing to drink and developing appropriate decision-making skills;
- presenting information regarding alcohol and its potential effects on the individual and society, intervention and referral services pamphlets, films, posters, and other information on alcohol and other drugs. In addition, as part of the Drug-free Schools and Communities Act, campuses are asked to provide students with information on campus rules and regulations pertaining to alcohol and other drugs, the health and social effects, legal sanction, and counseling and treatment programs available.

Standards of Conduct (Alcohol). *The Board of Regents Handbook*, Title 4, Chapter 20, Section 4, states the NSHE beverage policy. It governs storage, possession, and use of alcoholic beverages by people of legal age. It also mandates disciplinary action against "any student who exhibits offensive behavior on NSHE-owned or supervised property while under the influence of alcoholic beverages."

Legal Sanctions. Legal sanctions are governed by the Nevada Revised Statutes. Such sanctions result from a police report filed with the district attorney's office. Legal sanction may take place concurrently with campus disciplinary action.

Campus Disciplinary Sanctions.

Alcohol: 3-hour education seminar (based on social norms) for violations of campus policy related to possession or use. Counseling and assessment; campus probation; campus disciplinary probation; extended probation with counseling; suspension and/or expulsion for violations of campus policy which include other offense or recidivist behavior.

Drugs: Disciplinary probation and referral to assessment; suspension and/or expulsion for violations involving possession or use.

For more information, or to arrange for program services and assistance, contact the vice-president of student services.

10.4 Sexual Harassment.

Note: See Appendix B of this document, Sexual Harassment, for further detail.

10.5 Rapid Response. When a faculty observes student behavior or hears reports of student behavior that is cause for concern the protocol on Appendix C should be followed.

10.6 Children on Campus. Children are not allowed in the classrooms, lab areas, or access areas. GBC is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only enrolled students should be present in classrooms, field trips, fitness center(s) and lab facilities.

If the situation is not immediately reconcilable, on the Elko campus reports should be made to a Security Officer, Director of Environmental Health, Safety and Security, or the Vice President of Student Services. Concerns for all centers should be reported to the director or manager, the Director of Environmental Health, Safety, and Security, or the Vice President for Student Services.

In carrying out policy, please note:

- Minor children are under eighteen years of age and who are not emancipated.
- Minors under the age of eighteen who are enrolled in credit classes or who are enrolled in a fee-based program (which is supervised); or high school students working in High Tech Center(s) shared facilities, using the library, community center (e.g., Cafe X, Bookstore, etc.) are exempt (unless they are disruptive).
- In the classroom, lab area, or for field trips, exceptions would be very rare and at the discretion of the instructor. An adult may be asked to leave with the child(ren), if it is later determined that the behavior is distracting and/or disruptive.
- Minor children may not be left unattended in public areas such as the library, High Tech Center, community center, left to wait in access areas (e.g., outside the classroom, or outside the ground).
- If a child, under the age of eighteen, is left unattended, child protective services or the appropriate law enforcement agency may be notified.

Mandatory Reporting of Child Abuse or Neglect

Policy

Within the State of Nevada persons within named professional or occupational capacities are required to be mandatory reporters of child abuse or neglect when identified within NRS 432B.220 (see definitions). Each person who knows or has reasonable cause to believe that a child has been abused or neglected shall report the abuse or neglect to an agency which provides child welfare services or to a law enforcement agency.

NRS 432B.220, 4, defines mandatory reporters as

- (e) A social worker and an administrator, teacher, librarian or counselor of a school,
- (f) Any person who maintains or is employed by a facility or establishment that provides care for children, children's camp or other public or private facility, institution or agency furnishing care to a child.
- (l) Any adult person who is employed by an entity that provides organized activities for children.

Annually, and no later than October 15th of each year, the Director of Environmental Health, Safety and Security shall send to every full and part time employee of GBC an e-mail with a link to the college's procedure regarding mandatory reporting of child abuse for all college programs and activities that children under the age of 18 may be participating in.

Procedure

If any person; faculty, staff, student or member of the campus community, has knowledge of a child (anyone under the age of 18 yrs.) in immediate danger of abuse or from neglect, the local Police agency must immediately be notified by calling 911. Once that call has been made, as soon as it is safe for the person to do so, the Center Director or Director of Environmental Health, Safety & Security must be notified.

If any person; faculty, staff, student or member of the campus community, has knowledge of a child (anyone under the age of 18 yrs.) who appears to be the victim of abuse or neglect, the Center Director or Director of Environmental Health, Safety & Security should be notified immediately. Once the Director has determined the basic facts of the situation they will notify the Vice President of Student Services, Vice President of Academic Affairs or the Chief Business Officer and the President. Notification must be made to the local Police agency or the Division of Child and Family Services as soon as reasonably practicable but not later than twenty-four (24) hours after the person knows or has reasonable cause to believe that the child has been abused or neglected (NRS 432B.220,1, (b)).

Definitions

NRS 432B.020 "Abuse or neglect of a child" defined.

1. "Abuse or neglect of a child" means, except as otherwise provided in subsection 2:

- (a) Physical or mental injury of a nonaccidental nature;
- (b) Sexual abuse or sexual exploitation; or
- (c) Negligent treatment or maltreatment as set forth in [NRS 432B.140](#),

...of a child caused or allowed by a person responsible for the welfare of the child under circumstances which indicate that the child's health or welfare is harmed or threatened with harm.

2. A child is not abused or neglected, nor is the health or welfare of the child harmed or threatened for the sole reason that:

(a) The parent of the child delivers the child to a provider of emergency services pursuant to [NRS 432B.630](#), if the parent complies with the requirements of paragraph (a) of subsection 3 of that section; or
(b) The parent or guardian of the child, in good faith, selects and depends upon nonmedical remedial treatment for such child, if such treatment is recognized and permitted under the laws of this State in lieu of medical treatment. This paragraph does not limit the court in ensuring that a child receive a medical examination and treatment pursuant to [NRS 62E.280](#).

3. As used in this section, “allow” means to do nothing to prevent or stop the abuse or neglect of a child in circumstances where the person knows or has reason to know that a child is abused or neglected.

NRS 432B.140 Negligent treatment or maltreatment. Negligent treatment or maltreatment of a child occurs if a child has been abandoned, is without proper care, control and supervision or lacks the subsistence, education, shelter, medical care or other care necessary for the well-being of the child because of the faults or habits of the person responsible for the welfare of the child or the neglect or refusal of the person to provide them when able to do so.

10.7 Laboratory, Technical, and Career Skills Course General Safety Procedures. Great Basin College is committed to providing a safe learning environment for all faculty, staff and students. All members of the Great Basin College (GBC) campus community are expected to know, understand and follow the safety procedures listed below. This is a listing of general safety practices that shall be followed in every course, laboratory, clinical setting or workforce-training program. However, it is not the only safety procedures or policies that you will be expected to follow. During your coursework, you will receive instruction in and be required to follow course specific safety procedures and policies.

Common sense is expected in Laboratories, Technical classrooms and Skills courses. Students are expected to work in a responsible manner and exercise good judgment. Unsafe classroom practices, failure to follow the safety procedures listed below or those provided by your faculty member may have an adverse affect on your successful completion of your class. Disregard of safe classroom procedures may result in disciplinary sanctions as described in the Student Conduct Policy available for review in the GBC General Catalog.

Safety Procedures

1. All books, backpacks, coats and other personal items should be stored in designated locations not in the area of chemicals, machinery or other work locations.
2. Students are responsible for learning where the first aid kit, fire extinguishers, eye wash stations, M.S.D.S binder and safety personal protective equipment are located and how to use them.
3. When working or moving equipment in classrooms, laboratories or clinic locations students must ensure that all exits have a clear pathway to the door 36” wide. They should also keep all areas in front of electrical panels, fire extinguishers, emergency showers, eye wash station and AEDs clear for easy access in an emergency.
4. Students will wear all personal protective equipment required for their specific course. This will include safety glasses/goggles, welding helmets, gloves or lab coats
5. Eating and drinking inside the laboratory is subject to the approval of instructor.
6. When students arrive, they should be in a condition fit for the safe performance of the skills required in their class. Students that are extremely tired, under the influence of alcohol or illegal substances may cause harm to their fellow students, faculty or themselves.
7. Great Basin College is committed to providing a place of instruction that is conducive to learning; and that is, to the greatest extent possible, free from distractions. Only authorized personnel and enrolled students should be present in classrooms and lab facilities.
8. Hand washing should be a regular part of the laboratory routine. Wash hands after taking off gloves, before leaving for break to eat or smoke and at the end of the class time.
9. All accidents and incidents should be reported immediately to the Lab Manager, Instructor and/or Professor. Emergency procedures must be followed as set forth in the emergency plan for that specific lab or as defined by the M.S.D.S for the chemicals involved.

10. Hazing, horseplay and unauthorized experiments are forbidden in any classroom or lab.
11. It is the responsibility of the student to read, understand and follow all safety handouts, posters and policies.
12. All products used in the laboratory should be clearly labeled with either a manufacturer label or approved NMIS/NFPA label. No product should be used that is not labeled without specific instructions from the instructor. All safety and use directions on a label should be followed unless given specific directions from the instructor.
13. It is the student's responsibility to clean their work area, put away all tools and equipment and properly dispose of all chemicals, sharps, scrap materials, etc. before leaving the classroom or laboratory.
14. No student should be working alone in a classroom, laboratory or clinical setting there should always be an Instructor or Lab Aide present anytime students are working.
15. All students must comply with all campus safety policies as stated on the Safety and Security website.
<http://www2.gbcnv.edu/security/>

11.0 Graduation Requirements

11.1 Catalog Year to Follow. A student may elect to graduate under the catalog/degree requirements of the year of admission and registration (provided its not over six years old for an associate's degree and ten for a bachelor's), or the year the student declares/changes a major, or the year of graduation, but not a combination of these.

When course offerings of prerequisites within the academic major have changed, the academic department shall determine acceptable alternative(s) that should be documented on a **Course Waiver/Substitution** form that can be obtained in the Admissions and Records Office or the centers. This form then becomes a part of the student's permanent GBC file.

11.2 Credit and Course Requirements. A minimum of 120 credits is required for a baccalaureate degree, 60 credits for an associate's degree, and 30 credits for a certificate. The **General Catalog** has specific core and total credit requirements for each degree.

Credits in Residence. Students must complete at least 15 credits at GBC (challenge exams, non-traditional credit, and work experience may not be counted toward the residency credit) for an associate's degree or a certificate; 32 credits at GBC are required for a baccalaureate degree.

Course Requirements. General education requirements for associate's and bachelor's degrees are listed in the current GBC General Catalog. Certificate core requirements require students to have completed three semester hours of English/Communications, a human relations course, and a demonstration of computation skills.

11.3 Grade-Point Average. Students receiving a degree from GBC are required to maintain a minimum cumulative GPA of 2.0. GBC's GPA includes all courses with a letter grade of "A" through "F" (repeated courses counted by the highest grade only). Audit, Incomplete, and Pass/Withdraw are excluded from the GPA count. Additional GPA requirements may be established by individual departments.

11.4 Second Degrees

Second Associate's Degree. A second associate's degree requires a minimum of 15 credits in residence beyond the first degree and the completion of the specific course requirements of the second degree.

Second Bachelor's Degree. A second bachelor's degree requires a minimum of 32 credits in residence beyond the first bachelor's degree and the completion of the specific course requirements for the second degree.

11.5 Application for Graduation. Students must formally apply for graduation by obtaining from Admissions and Records, a GBC Center, or the GBC website an *Application for Graduation*. It must be returned on or before March 15 for Spring graduation, October 15 for Fall, and July 1 for summer graduation along with a fee to begin processing. Students who fail to meet degree requirements by the end of the following semester will need to submit a new application and pay the fee again. Admissions and records will do a final degree audit upon receiving application and student will be notified of his or her graduation status.

Prior to graduation, students must not have a financial obligation towards GBC or NSHE. Caps and gowns are

purchased in the GBC Bookstore. There is only one commencement ceremony in May but students can receive their degrees at the end of the Fall or Summer term provided they have completed all requirements.

Applications must be turned in to the controller's office along with the fee. Money is deposited in the graduation account and the student's application is returned to admissions and records for processing. All graduates are invited to participate in the ceremony, but it is not mandatory.

Revised: May 2007, September 30, 2002

Revised and approved by President's Council: February 12, 2013, May 8, 2012, January 11, 2011, August 24, 2010, July 24, 2007

Contact the assistant to the president for any questions, corrections, or additions.

Appendix A-1

Great Basin College
Office of Services for Students with Disabilities
Accommodation Request Form

Date: _____ Term: _____

Name: _____
Last First MI

E-mail address: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone Number: _____ Cell Phone Number: _____

Social Security Number or Student Id Number: _____

Birth Date: _____

High School Attended: _____

Emergency Contact: _____
Last First Middle

Phone Number: _____ Cell Phone Number: _____

Please mark all that apply:

____ I received a standard high school diploma. ____ I had an IEP in high school.

____ I received a special high school diploma. ____ I am a Nevada Millennium Scholar.

____ I did not graduate from high school. ____ I am a Nevada resident.

____ I am working on my GED. ____ I am not a resident of the state of Nevada.

____ I have received my GED. Please list the state you are a resident of. _____

Program of study: _____

Student Status (mark the one that best describes you):

- ☐ New Applicant
☐ Current Student
☐ Not Yet Applied
☐ Transfer Student
☐ Dually Enrolled in High School & College

Disability (Please mark all that apply and indicate specific diagnosis when applicable)

____ Hearing Impaired: _____
____ Visually Impaired: _____
____ Physical impairment: _____
____ Learning impairment: _____

Disability: _____
 _____ Psychological/Psychiatric
 Impairment: _____
 _____ Speech Impairment: _____
 _____ ADD/ADHD: _____
 _____ Cognitive: _____
 _____ Developmental: _____
 _____ Chemical Dependency: _____
 _____ Temporal: _____
 _____ Other Health _____
 Related: _____

How does your disability limit you? _____

How did you find out about our services? _____

Have you received disability support services from any other College or University?

___ Yes ___ No In Yes, explain: _____

Complete the table below:

Medications that you are taking.	Length of time you expect to take the medication.	Effects the medication may have on your studies.

Please list all agencies/organizations of which you are a client (e.g. Division of Blind Services, Dear Service Center, Office of Vocational Rehabilitation, and Veterans Administration)

Please list accommodations that you feel that you need. The Director will be in contact with you and can help you develop your list. Additionally, all accommodations will need supporting documentation before being approved and cannot alter the basic nature of the course(s).

Courses that you are or will be registered in:

Note:

Students wanting to receive services from the Disability Resource Center must supply some documentation of their disability. Each request for services and each article of documentation is reviewed on a case by case basis. The ADA Officer can discuss documentation and can be reached at (775)753-2271.

Appendix A-2
Great Basin College
Office of Services for Students with Disabilities

Release of Information

I _____, authorize Great Basin College, Office of Services for Students with Disabilities to disclose information to the following Agency/Person(s):

Name/Agency: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

Fax: _____

Information to be shared (mark all that you would like sent):

_____ Application for Services with GBC, Office of Services for Students with Disabilities.

_____ Documentation of Disability, on file with GBC, Office of Services for Students with Disabilities.

_____ Accommodation Memos sent to faculty at GBC.

This Authorization shall remain in effect until:

(Fill in expiration date)

I understand that I have the right to revoke this authorization, in writing, at any time by sending such written fortification to the GBC, Office of Services for Students with Disabilities, 1500 College Parkway, Elko, NV 89801 or fax to (775)753-2311.

I understand that information used or disclosed pursuant to the authorization may not be re-disclosed to entities outside of GBC without my written consent.

Name of Student: _____

Address _____

City: _____ State: _____ Zip: _____

Phone: _____ E-mail: _____

Student Signature: _____ Date: _____

Updated: 4/26/12

**APPENDIX A-3
Great Basin College
RESOURCES**

Offices at GBC: Elko, Ely, Pahrump Battle Mountain, & Winnemucca

Director of Services for Students with Disabilities.....	775-753-2271
Administrative Officer, Berg Hall, Elko.....	775-753-2282
Affirmative Action Officer, Berg Hall, Elko	775.753. 2181
Admissions and Records Office, Berg Hall, Elko	775.753.2102
Admission Advising and Career Center Department, Elko	775.753. 2168
Coordinator of Battle Mountain Center, Battle Mountain.....	775.635.2318
Director of Ely Center, Ely.....	775.289.3589
Director of Winnemucca Center, Winnemucca	775.623.1804
Ely Educational Center, Ely	775.289.3589
Job Placement, Berg Hall, Elko	775.753-2168
Library, McMullen Hall, Elko	775.753.2222
Office for Student Financial Services, Berg Hall, Elko.....	775.753-2399
Pahrump Education Center.....	702.727-2000
President's Office.....	775.753.2265
Vice President for Academic Affairs..... Lundberg Hall	775.753.2266
Vice President for Business Affairs..... Berg Hall	775.753.2227
Vice President for Student Services, Berg Hall	775.753.2282
Winnemucca Educational Center, Winnemucca.....	775.623.4824

APPENDIX A-4
Great Basin College
Request for Required Text in Alternative Format

Name: _____ Date: _____

Please list the books needed in alternative text:

Title: _____

Edition: _____
Author: _____
Publisher: _____
Copy Right Year: _____
ISBN Number: _____

Describe the needed format. If you need an enlarged text please include the desired font.

Title: _____

Edition: _____
Author: _____
Publisher: _____
Copy Right Year: _____
ISBN Number: _____

Describe the needed format. If you need an enlarged text please include the desired font.

Note: It can take up to six weeks to obtain your text in alternative format. As with all services for students with disabilities requesting services, you must first request alternative text format as an accommodation and provide appropriate documentation supporting that request. You will need to purchase the books in regular format and provide a receipt for the book before receiving the book in alternative format. Books provided in alternative format are the property of Great Basin College and must be returned at the end of the semester. Students are responsible for lost or damaged books.

APPENDIX A-5

Acknowledgement Form – Tape Recording Lecture Notes

I _____ agree to the following:

- All recordings of lectures ultimately belong to the instructor and can only be used to augment my class notes.
- Recordings cannot be given to or heard by anyone other than myself.
- All recordings must be destroyed at the end of the semester.
- The lecture cannot be recorded if I am not present.

Signature

Date

Appendix A-6
Great Basin College – ADA Office

Policy on ADA Equipment Use and Liability

Great Basin College provides ADA equipment to GBC students in the course of providing reasonable accommodations.

Due to the portability of these types of equipment, it is very important that Great Basin College students exercise responsibility and good judgment in the use and transport of this equipment.

Receiving this equipment is an important responsibility. In order to be issued portable ADA devices owned by the college, students must read, agree to, and sign the liability statement below.

ADA Equipment Issuance Agreement

By my signature below, I acknowledge that I have read, and agree to abide by, all of the following statements related to ADA equipment issued by Great Basin College:

I agree that damage to, or loss of, Great Basin College equipment (listed below) will require me to pay for repair or replacement at the current replacement cost.

I agree that Great Basin College may use any appropriate means to collect the amount owed, to repair or replace the issued equipment.

I agree that while this equipment is being issued to me it remains the property of Great Basin College and must be returned to the ADA Officer at the end of each academic semester or sooner if notified by the ADA Officer. If I withdraw from or stop attending college courses before the end of the semester, I understand that the equipment must be returned immediately.

I agree that the purpose of this equipment is for Great Basin College course work and should not be used for any other purpose and that I will conform to GBC use policies and guidelines.

I agree that I am personally responsible for any inappropriate or illegal use of this equipment while it is in my possession and Great Basin College bears no responsibility or liability.

I agree to cooperate fully with GBC staff as they fulfill obligations to inventory equipment, upgrade software, and/or check for compliance with college policies.

I agree to delete all software loaded on my computer, at the time that I am no longer enrolled at GBC. If I do not remove software, I understand that I will be responsible for any fine incurred by the use of unlicensed software.

Device(s) issued/Serial Number	Date issued	Date returned
_____	_____	_____
_____	_____	_____
_____	_____	_____

Student's Printed Name

Student's Signature

Date

APPENDIX A-7

Great Basin College Office for Services for Students with Disabilities

Audio Book Checkout Agreement Form

I _____ Agree to the following:

- To return the book _____ to the Office for Services for Students with Disabilities at the end of the _____ semester.
- To maintain the audio book in its original form and to not attempt to duplicate it.
- I will pay for the replacement cost of the audio book should it be lost or damaged prior to my returning it to this office.

Signature

Date

Appendix A-8 Great Basin College

Acknowledgement Form - Student Responsibilities

I _____ acknowledge
that I am responsible for the following:

- Giving a copy of my accommodation memo to each of my faculty, each semester and having a brief meeting with them concerning the memo.
- Signing the accommodation memo and ensuring the faculty have signed the memo (after the brief discussion) and then submitting a copy of the signed memo to the Director of Services for Students with Disabilities. Note: accommodations are not in effect until the signed memo and a copy of this form are returned to the Director of Services for Students with Disabilities. Therefore, this process needs to be completed at the beginning or before the start of each enrolled class.
- If I need a new copy of my accommodation memo, I must notify the Director for Services for Students with Disabilities and request a new copy.
- Immediately notifying the Director of Services for Students with Disabilities anytime accommodations are not being fully provided by faculty.
- Immediately notifying the Director of Services for Students with disabilities anytime equipment that was to be placed in the classroom, has been removed or is not in good working order.
- Notifying the Office for Services for Students with Disabilities of any change in my class schedule.

Signature

Date

Appendix A-9 Great Basin College Office of Services for Students with Disabilities

1500 College Parkway
Elko, Nevada 89801

Appeal Protocol:

1. If a student believes he/she was denied equal access, the student must inform the Director of Services for Students with Disabilities in writing consisting of a single concise document, about the concern or problem, within 30 days of the alleged infraction.
2. The Director of Services for Students with Disabilities will investigate the allegation to determine if equal access was denied within 30 days of receiving the complaint.
3. The Director of Services for Students with Disabilities will serve as the student's advocate to resolve the problem/situation.
4. If resolution cannot be reached, the Director of Services for Students with Disabilities will file a report with the Vice President of Student Services. The VPSS will review the facts of the allegation and consult with the appropriate college departments, administration, and faculty. Recommendations will then be made with the goal of resolving the conflict.
5. If the above steps do not bring about a satisfactory resolution, the individual may contact the Affirmative Action Officer of GBC and follow the established procedures of that office.

Contact Information for Julie G. Byrnes:

Great Basin College, Att: Julie G. Byrnes
1500 College Parkway
Elko, Nevada 89801

Email: julie.byrnes@gbcnv.edu

Phone #: (775) 753-2271

Fax #: (775) 753-2311

Appendix A-10
Great Basin College
Acknowledgement of Provisional Accommodations

I _____ understand that the accommodations granted for the _____ semester are provisional and will only be granted for this semester. Additional Semesters will not be provided with accommodations unless the needed documentation is received and submitted to the Great Basin College, Office of Services for Students with Disabilities.

Additional documentation needed: evaluation performed by a qualified professional demonstrating the need for accommodations. The documentation must include the following:

Notation: Please contact Julie G. Byrnes at 775/753-2271 to discuss options for documentation and any need you might have for a referral to professionals to obtain the needed documentation. You must sign and return this form for your accommodations to be in effect.

Appendix A-11 Great Basin College

Policy Concerning Use of GBC Sign-Language Interpreter/CART Service

Great Basin College provides sign-language interpreter/CART services for students qualifying for the service because of a disability.

Great Basin College requires that if you are going to miss a class that you call the sign-language interpreter/transcriber at _____ or e-mail _____ and notify him/her at least 24 hours in advance of the class meeting. Great Basin College will have to pay for the service, even if you are not in class, should you fail to make this notification. If you do not call and cancel the class 24 hours in advance and you do not attend the class, you must have a doctor's excuse. Once you have failed to cancel the interpreter for three times, without a doctor's excuse, the service will be discontinued for the semester. Your college account may be charged for the excess costs the college incurs due to classes that were not canceled when they should have been.

I _____ have read and understand the above
and I agree to abide by these rules.

Signature

Date

Appendix A-12
Great Basin College
Documentation Evaluation Form

Student Name:

Date of Evaluation:

Evaluated by:

Notation:

1. Diagnosis
 - a. Diagnostic Statement:
 - b. Date of this evaluation:
 - c. Date of the Original diagnosis:
2. A description of the diagnostic criteria and/or diagnostic tests used was included in the documentation and was adequate. ____ Yes ____ No
3. The current functional impact of the disability was discussed or documented.
____ Yes ____ No
4. Treatments, medications, and assistive devices currently in use were listed and any associated side effects noted. ____ Yes ____ No
5. A description of the extended progression or stability of the disability over time was documented. ____ Yes ____ No
6. The credential of the diagnosing professional is included and is appropriate to the disability listed. ____ Yes ____ No
7. Recommendations for accommodations were included. ____ Yes ____ No

Documentation is satisfactory: ____ Yes ____ No

Explanation:

Additional Documentation Needed for Accommodations to be granted:

APPENDIX B
Great Basin College
POLICIES ON SEXUAL HARASSMENT AND CONSENSUAL SEX

GBC Will Not Tolerate Sexual Harassment

Great Basin College will not tolerate sexual harassment of students or employees. Sexual harassment is a violation of professional ethics and federal and state laws.

Sexual harassment is not simply inappropriate behavior. It is against the law. Sexual harassment is a form of discrimination under Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, and the Civil Rights Restoration Act of 1988. Great Basin College strictly adheres to the NSHE Code of the Board of Regents Handbook. Persons within the college community who have the authority to act on their knowledge of the sexually harassing behavior of another member of the college community have an ethical and legal obligation to take appropriate action. Failure to do so may expose these individuals and the college to legal liability for the sexual harassment behavior of others.

Great Basin College policy seeks to encourage students, staff, and faculty to express freely and responsibly their concerns about any possible instances of sexual harassment. Any act of reprisal or retaliation violates this policy and will require prompt and appropriate disciplinary action NSHE Code of the Board of Regents Handbook, Title 4, Chapter 8, Section 9, 6a).

Refer to the GBC catalog for the most recent Sexual Harassment policy.



Immediate Supervisor: _____

1. Describe the sexual harassment incident(s).
2. Who was responsible for the sexual harassment incident(s).
3. Identify any witnesses to the sexual harassment incident(s).

4. Where did the sexual harassment incident(s) take place?

5. List the date(s) and time(s) that the sexual harassment incident(s) occurred.

6. Have you reported this incident to anyone else?

Signature: _____ **Date:** _____

Great Basin College does not discriminate on the basis of race, religion, color, age, sex, sexual orientation, military status, disability, national origin, gender identity or expression, or genetic information. For inquiries, 775-738-8493.

Policy Regarding Consensual Relationships. It is the policy of Great Basin College to prohibit romantic or sexual relationships only in circumstances in which one of the individuals is in a position of direct professional power over the other. Direct professional power or authority over another individual occurs when a person is in the position to do any of the following:

Supervise the academic work of a student in any capacity assigning grades, serving on scholarship committees, and/or academic advising.

Supervise/evaluate the work performance of the faculty or professional/classified staff.

Recommend or award merit or promotion or serve on tenure committees.

In circumstances where one of the individuals is in a position of direct professional power over the other, both the person in superior power and the college are vulnerable to charges of harassment from the person in the position of lesser power or from third parties. Such circumstances can jeopardize the integrity of the educational process by creating a “conflict of interest.” The college community should be aware of the possibility that an apparent consensual relationship may be interpreted at that time or at a later time as non-consensual; and, therefore, could be construed as sexual harassment. The power differential in faculty-to-student or supervisor-to-supervisee may compromise the student’s/ supervisee’s ability to make decisions and thus may call into question the bona fide consensual nature of the relationship.

Faculty and students or supervisors and supervisees entering into romantic or sexual relationships where no professional power differential exists should be aware that power differentials may change. The administrative officer or the affirmative action office will only become involved in the case of a complaint being brought as a result of the relationship.

Processing Allegations

Groundless or malicious charges are of the utmost seriousness. Individuals bringing such charges under this policy are subject to disciplinary action for personal misconduct under the appropriate NSHE, State of Nevada code, or college policy. The same sanctions appropriate to a violation of the sexual harassment policies apply to those who bring malicious charges.

NSHE Board of Regents policy states that:

The Board of Regents deems the sexual harassment of students and employees to be unacceptable and prohibited. Because of the particularly offensive and degrading nature of sexual harassment, the danger of academic or employment retaliation for accusations of sexual harassment, and the difficult and tense academic or employment environment which can result while allegations of sexual harassment are investigated or heard, it is the policy of the Board of Regents that pending the completion of an investigation and/or hearing into the allegations of sexual harassment, and only to the extent deemed necessary by the facts of each case, contacts between the complainant(s) and the person(s) accused of sexual harassment shall be kept to a minimum or eliminated altogether by physical separation, assignment to other duties or classes, or placement on administrative leave. (from NSHE Code, Chapter 6.2.5, 1/07)

Sanctions resulting from findings of a violation of either the policy on sexual harassment or the policy on consensual relationships or when malicious charges have been brought may include a written or oral warning, formal reprimand placed in the individual’s permanent file, reduction in salary for one or more years, probation, suspension without pay, suspension from classes, dismissal, expulsion, or restitution.

The disciplinary sanctions listed in the NSHE Code of the Board of Regents Handbook (Title 2, Chapter 6, Section 6), NRS 284.638 or NRS 284.385, may be imposed in any order. The sanction imposed depends on the seriousness of the findings.

There are several alternative ways in dealing with allegations. First, any person may consult confidentially with the administrative officer or the affirmative action officer. Prior to a grievance actually being filed, there are steps that may be taken to resolve the allegation. The officer will discuss both informal and formal (due process) grievance

procedures as outlined by Board of Regent's policy. The officer or designee will only take action when a written request (informal or formal) is filled out. Also, as determined by the president, Great Basin College will not proceed with or continue complaint resolution of an allegation under the following circumstances:

The complaint is so weak or insubstantial that it is without merit, or it is filled with incoherent statements so that the complaint, as a whole, cannot be considered to be grounded in fact.

The complaint is a continuation of a pattern of previously filed complaints involving the same or similar allegations against the same recipient or other recipients that repeatedly have been found to be unsubstantiated.

The same allegations and issues of the complaint have been addressed in a recently closed informal and/or formal (due process) grievance proceeding.

If the respondent wants to begin with an informal grievance process, a written form (available in the administrative officer's office) is filled out. The officer will only contact people whom the complainant has given permission to contact (at this point, it is not usually possible to keep the identity of the complainant confidential). Informal complaints should be resolved within 30 days. Formal efforts to resolve complaints must commence within ~~180~~ 300 days after discovery of the allegation. One alternative would be the complainant and respondent agreeing to mediate the complaint. If mediation resolves the complaint, a copy of the outcome is given to both parties and to the president. If mediation does not solve the complaint within 30 days, the officer shall investigate the complaint. The investigation must be completed within 60 days after filing the formal complaint. Both the complainant and the respondent will be asked for all documents or evidence they have pertaining to the complaint and a list of people who may have knowledge of the behavior alleged in the complaint. These people and any others who may have knowledge will be contacted. The investigation is to be conducted impartially. The officer or designee shall communicate with the complainant and the respondent until the complaint is resolved. The individuals shall be informed of general actions taken but shall not be informed of specific conversations. The affirmative action officer or designee will notify the appropriate college officials of the nature of the complaint, the names of both complainant and respondent, and if reasonable grounds exist to support a finding of probable cause for the complaint. If there is a possibility of dismissal or termination, Chapter 6 (hearing) of the NSHE Code of the Board of Regents Handbook must be followed. Allegations with all other outcomes may be heard under Chapter 8 (grievance committee) of the NSHE Code.

For further information on the Sexual Harassment Policy, Consensual Relationships Policy, copies of the NSHE Code of the Board of Regents Handbook Chapter 6 and/or Chapter 8, grievance forms, etc., please contact the administrative office located in Berg Hall on the Elko campus at 775.753.2282 or the affirmative action office located in Berg Hall on the Elko Campus at 775.753. 2181.

Appendix C Great Basin College

Disruptive Behavior In and Outside the Classroom

*Do not be concerned that you will violate confidentiality by contacting response personnel or that you are overreacting.
Your information will be taken seriously and investigated as discreetly as feasible.*

Determine Level of Behavior

Level I Examples: *Repeated requests for special consideration, extensions, etc. *Unusual or exaggerated emotional responses. *Withdrawn from activities or decreased participation in class. *Feeling “stressed-out” or overwhelmed with the college experience. *Homesickness/death in family.	Response *Faculty member talks to the student after class. *Faculty member calls Julie Byrnes 753.2271/397.1349 or Jennifer Pierce 753.2255/397.8868 and discusses the concern. Julie or Jennifer contacts the student, sets an appointment, and meets with the student.
Level II Examples: *Habitual interference with classroom environment. *Appears troubled or confused. *Persistent and unreasonable demands for time and attention. *Demonstrates bizarre behavior. *Intimidating or harassing another person through words and/or actions.	Response *Faculty member contacts VPSS Lynn Mahlberg 753-2282 / 340-2047 and/or their Center Director and reports concern. (If the faculty member feels the need for immediate assistance in the classroom, call Security 934.4923.) *Non-emergency, Lynn calls Julie Byrnes, Jennifer Pierce, and/or Pat Anderson, if necessary.
Level III Critical Examples: *Physical violence. *Bringing/displaying a weapon. *Discussing a plan for self or other harm. *Obvious self-abuse. *Disconnection with reality. *Display of severe physical or mental illness. *Suicidal Ideation	Response *Remain calm – do not raise your voice or challenge the student. *If emergency, call 911. * Call Security 934.4923 or Centers Director. Pat Anderson and Lynn Mahlberg are notified by Security or Center Director. President is notified.
Level IV Examples: *Active Shooter *Shelter in Place caused by chemical spill, gas leak, or unbalanced person. *Notification is the same as Level III.	Response *Assess the situation! - If safe, evacuate you and students to safe location. - If not safe: a. Lock the door of the classroom b. Close windows, blinds, drapes, etc. c. Keep everyone calm, quiet, and inside the room. d. If you have the ability, call 911. e. Do not leave the room unless emergency person instruct you.

Center Directors

Battle Mountain --- Ami Rogers, 775.635.2318

Ely--- Mary Swetich 775.289.3589 (office) or 775.293.2065 (cell)

Pahrump --- Diane Wrightman 775.727.2017 (office) or 313.549.4424 (cell)

Winnemucca --- Lisa Campbell 775.623.4824 or (office) 775.304.5940 (cell)

Currently, GBC has an agreement with UNLV for counseling via interactive video. This is arranged through Julie Byrnes 775.753.2271 (office) 775.397.1349 (cell). In her absence, please call Jennifer Pierce at 775.753.2255 (office) 775.397.8868 (cell).

Please discuss general classroom expectations (excessive lateness, cell phone usage, etc.) the first day to set the tone for the course. Faculty may request a student to leave a class session.

By GBC policies, to withdraw a student completely from class:

- 1) Unexcused absence in excess of the number of course credit hours, e.g., two hours of absence for a two-credit class, three hours of absence for a three-credit class. An instructor may drop any student who has excessive unexcused absences.*
- OR
- 2) Along with imposing a disciplinary sanction** of reprimand (formal censure) or probation, a student's enrollment in a course(s) may be withdrawn by the administrative officer (Lynn Mahlberg) at the request of the instructor and approval of the president. *

*As posted each year in *Great Basin College Catalog(s)*

**Disciplinary sanctions range from oral or written warning, to reprimand, to probation to suspension to expulsion. The Nevada System of Higher Education (NSHE) policies regarding behavior are defined and established in the NSHE Code, Title 2, Chapter 6, Section 6.2.2. In addition to address inappropriate on-line behavior, Great Basin College (GBC) policy states:

"Messages, attitudes, or any other form of communication deemed to be outside the bounds of common decency/civility as judged by common standards of classroom behavior (determined, as they would be in a regular classroom by the instructor) will not be tolerated."

All complaints of alleged misconduct as defined by NSHE and GBC policies made against a GBC student should be submitted to the administrative officer who is the Vice President for Student Services, Lynn Mahlberg, lynn.mahlberg@gbcnv.edu or 775.753.2282.



POLICY AND PROCEDURE

Title:	STUDENT ADVISEMENT
Policy No.:	6.2
Department:	Student Services
Contact:	Vice President for Student Services

TABLE OF CONTENTS

Policy.....	2
Procedures	2
1.0 Background Information for Faculty Advisement	2
1.1 Skills Necessary for Advisement	2
1.2 Is There a Specific Advisement Process?.....	2
1.3 Is Advisement Necessary for Every Student?	2
1.4 What Does a Counselor Do That an Advisor Does Not Do?	2
2.0 Key Points for Academic Advisement at GBC.....	2
2.1 Advisors' Responsibilities.....	2
2.2 Students' Responsibilities	3
3.0 What is the Advisement Process for Different Types of Students?	3
3.1 New Students without Prior College Experience	3
3.1.1 How does a student take the Placement Test?	4
3.1.2 Retesting	4
3.1.3 Test interpretation	4
3.1.4 Orientation	4
3.2 New Students Transferring to GBC from another College	4
3.3 Students who have not declared a major	4
3.4 Students who have declared a major	5
3.4.1 Students declaring Associate of Arts or Associate of Science Degrees	5
3.4.2 Student declaring an Associate of Applied Science Degree	5
3.4.3 Students interested in a baccalaureate degree	5
4.0 Degree Audit Reports – Academic Advisement Reports (AAR)	5
4.1 Evaluation Report.....	5
5.0 Counselor Referral.....	6

Policy

Advisement is an on-going process by which a faculty member or advisor assists the student in making academic and career choices that are right for the student at that particular time. It is important for advisors/counselors to listen to the student's specific needs. These needs may change over time for the student. We encourage students to take responsibility for charting their own course with "navigational" help from us, e.g., curriculum requirements. The role of teaching faculty in this process cannot be underestimated.¹

Procedures

1.0 Background Information for Faculty Advisement

1.1 Skills Necessary for Advisement. Do I need any special skills to be a good advisor? You already have the most important skills needed to be a good advisor: an intimate knowledge of your field, your department, your curriculum and this college — and your genuine desire to help the student. Your accumulated experience and knowledge will provide you with the answers to most of the questions and/or problems your students will bring to you. For more challenging problems, your knowledge of the college network and staff will be invaluable for finding the more elusive answers or directing the student to those people or programs which might provide help or answers. Remember, this is your home turf. Be prepared to use all the resources available to you in order to help your students gather the most complete and accurate information possible. We all have time limitations, but sometimes that little extra step — the phone call you took the time to make, the information you took the time to look up — may mean the difference between success and failure in a student's academic endeavors.

1.2 Is There a Specific Advisement Process? Yes and no. Because of our experience and life skills, we can offer positive assistance to the student regarding the job requirements in our disciplines, the corresponding employment outlook, the nature of our curriculum, the personal attributes conducive to success in a given major in our fields, etc. We are a sounding board for accurate information for our students.

On the other hand, it is important that we do not enter into the advisement process with a lot of pre-conceived ideas that a particular major is unsuitable for a specific student. Based upon the students' grades, workload and other commitments, we may advise them that their education goal could be particularly challenging.

1.3 Is Advisement Necessary for Every Student? Most likely it is — if for no other reason than to have the student verbalize to the advisor that the academic choices selected are based upon realistic, accurate information that is consistent with his/her values and abilities. Many advisors are not counselors and do not want to go into great depth with regard to some of these issues. If you sense that a student is having difficulty making major decisions and needs assistance, refer him/her to the Admission Advising and Career Center.

1.4 More than Academic Advisement. The Office for Students' with Disabilities and Related Resources Director's educational and experiential training makes the Director particularly effective in dealing with students who may have personal problems which interfere with their ability to achieve academic success. The Director also has the skills and referral information to assist with special needs that may require diagnostic testing/support services, or referrals to other schools or community programs. Additionally, the AACC has access to various career materials and tests (e.g., career interest inventories, personality inventories) and other resources to assist the student in making important personal and career decisions that are important to him/her. Should your students be in need of these services feel free to refer them to the admission advising and career center.

2.0 Key Points for Academic Advisement at GBC

2.1 Advisors' Responsibilities. As advisors, we are guided by the principle that students are the most important persons on campus; they are the reason we are here. To be effective, we must do the following:

- Be knowledgeable of the current college catalog, transfer guides, curriculum requirements, etc.
- Help students understand the rationale of general education requirements and the core curriculum.

¹ Because this policy/procedure is prepared mainly for academic faculty, the writing is primarily in the first and second person. It could be considered a training document.

- Assist students in analyzing course content.
- Assist students with course selection and appropriate course loads.
- Provide a focal point to which the student may turn when they do not know where else to go for guidance and assistance.
- Be ready to direct the student to the appropriate support service as needed (i.e. tutoring, testing, and counseling).

An institution may create certain contractual obligations through statements in its publications. Advisors obligations and responsibilities usually appear in an advisor's handbook and often in publications readily available to the student. An increasing emphasis on quality advising to enhance retention brings added responsibilities for academic advisement. More and more they not only are expected to understand such things as scheduling and registration procedures or degree and program requirements, but they also may be expected to function as a referral service or possibly as career counselors.

Advisors should keep notes of their discussions with students during advising sessions. An accurate record of advising sessions may help solve any disputes over the content of previous advising and also serve as a legitimate protection of claims of erroneous advising.

2.2 Students' Responsibilities. . The catalog year of when a student is admitted to programs requiring a separate application process or the catalog in which the student declared their degree for all other programs will determine their graduation requirements. Although GBC strives to provide quality advisement and services to the student, in the final analysis, it is the students' responsibility to ensure that they fulfill all requirements for their degree. We highly encourage students to avail themselves of the advisement process.

3.0 What is the Advisement Process for Different Types of Students?

The first step in advising is to identify what academic plan the student is following. The AACC will typically see the following types of students:

- New students who have no college experience;
- New students who have transferred to GBC from another college;
- “Undeclared” students who have not decided on a specific major; “Declared” students who have decided on either the AA, AS, AAS or AGS degree and may be thinking of earning a GBC baccalaureate degree or transferring to a different four-year institution are referred to the department of their major.

Once you have identified which type of student you are working with, you will want to use the following information to advise them in the next step of the process.

3.1 New Students Without Prior College Experience

When advising a new student, it is important to cover basic information, such as the *Class Schedule*, *College Catalog*, orientation times and dates, full- or part-time student status, and the registration process through MyGBC.

The following steps will be helpful in preparing new students for their first experience with college.

Step 1 First, you will want to ask them if they have taken a placement test, such as the ACT, SAT, or Accuplacer. If they are pursuing a degree, you will want to suggest that they take the placement test. The math placement test score must be no older than two years. In addition, courses, such as science, require the student to have either taken or be able to test into a certain level of math prior to enrolling in the course. The test is designed to help determine the student's present level of skill in both the English language and mathematics. The scores help to advise students in determining the appropriate placement in courses.

3.1.1 How does a student take the Placement Test? Students may take the placement test by going to the Academic Success Center or the local GBC center. They must contact the center for testing times. The placement test is free and can be taken without an appointment.

3.1.2 Retesting: Students may take the test twice within a 12-month period.

3.1.3 Test interpretation is done by computer and results are immediate.

Step 2: Orientation is recommended for new students and will familiarize new students with the college and will help to make their semester(s) a success.

3.1.4 Orientation: Orientation is required for students who are seeking an associate's degree or a certificate of achievement (select programs). It is not required of students who

- have attended a previous orientation;
- have completed 24 or more credits at another institution;
- are enrolled in Continuing Education courses only.

Step 3: Advise the student of appropriate courses in which to enroll upon completion of the placement test. Explain the difference between the AA, AS, AAS, and Associate in General Studies (AGS) degrees and the options available to the student. Students interested in bachelor's degrees and continuing at GBC should be informed of the baccalaureate degree options.

3.2 New Students Transferring To GBC From Another College

When advising students who are transferring to GBC from another college, there are several steps that are recommended:

- If the student is new to GBC and has previous college course work and has not taken English and/or mathematics, suggest that the student take the placement test, unless he/she has recent ACT or SAT scores or has already taken college-level English and math courses. If the student has not taken math within two years and plans on taking additional math courses at GBC, a recent placement test score is highly recommended.
- Refer students to the orientation so that they may learn more about the college.
- Discover the student's goals and major. New students transferring to GBC are usually concerned as to whether and how their credits will transfer. Academic advisors do not make the determination of what does or does not transfer. This is the responsibility of the Admissions and Records Office. However, if students have their own transcript, the advisors may give unofficial advice based on course title/description. It is important that students have an official transcript(s) sent from their previous college(s) to the Admissions and Records Office. Transcript request forms are available at Admissions and Records, or may be requested online through MyGBC.

3.3 Students who have not declared a major

For those students who have not declared a major, you may either refer them to an advisor or suggest the following:

- First, find out if the students think they may want a certificate or an associate's or bachelor's. You may suggest that they concentrate on their general education core requirements at GBC (by referring to the current GBC catalog, students can see core requirements that will fulfill degree requirements).
- If the students think they may want a four-year degree from UNR or UNLV, direct them to refer to the articulation agreement on that university's website. You can also explain that obtaining an AA or an AS from GBC will result in UNR or UNLV waiving their core requirements. Additional information on transferring is available in the Admission Advising and Career Center. Articulation agreements between GBC and UNR, UNLV, and Nevada State College are available for every major and can be extremely helpful to students who have decided on their specific educational goals.
- If the student is not interested in the certificates, AA, AS, or AAS degrees offered and has no plans to

obtain a baccalaureate degree, then another option available is the Associate in General Studies (AGS) degree. This is a liberal arts degree that does not necessarily transfer to other colleges and is not generally recommended, but may be useful to a student who has already accumulated many credits and would like some recognition of courses completed.

3.4 Students who have declared a major:

Students who are declaring a major at GBC may be working toward a certificate, an associate's degree, or a baccalaureate degree.

3.4.1 Students declaring Associate of Arts or Associate of Science Degrees: The AA or AS degrees are called the transfer degrees in the catalog because all of the 60-64 credits required will transfer to other state colleges or universities. Advise the students that there is a strong possibility they may not need all of these credits for their ~~four-year~~ major because some GBC credits will fall into the elective category after the general education core requirements are met.

3.4.2 Student declaring an Associate of Applied Science Degree: Associate – career technical education degrees are often called terminal, yet many students elect to continue on in the same field toward a four-year degree. GBC offers the Bachelor of Applied Science degree which accepts all 60 credits from the AAS.

Previously, a “B” affix on lower division courses appeared for courses which not apply toward all bachelor degrees. Now, in each catalog course description, the following appears: “This course cannot be used for an Associate of Arts (AA), Associate in Science (AS), or Bachelor of Arts (BA) degree, and may not be transferable for other baccalaureate degrees in Nevada.” The “Z” affix indicates non-transferable courses within the Nevada System of Higher Education. Explore with your students their educational and vocational goals. Perhaps an associate's degree is wanted for immediate employment purposes regardless of transferability. Some want a diploma in hand. Others are not sure yet and need additional classes to formalize their plans.

[Be aware that the “B” does not always show up on course listings or on transcripts. To determine if a course has a “B” affix, the definitive source is the catalog course listing from the year the student took the course. An affix of “A,” “B,” or “C,” on an upper division course simply reflects common course numbering and is a valid transferable course.]

3.4.3 Students interested in a baccalaureate degree: Unlike many of the associate's degrees and the certificates, the baccalaureate degree programs require a formal application process and have very specific requirements for entrance into the respective programs. Refer to the GBC catalog to ascertain the admission requirements for the all baccalaureate degrees.

It is helpful to ask students who are working on an associate's degree if they may eventually be applying to one of GBC's baccalaureate degrees. With appropriate guidance, students can then select general education courses that meet the requirements of both the associate's degree and the baccalaureate degree. Otherwise, once accepted into a baccalaureate program, students may find themselves in the position of needing to go back and taking additional lower division general education courses. Likewise, students interested in obtaining a Bachelor of Science in Nursing should be referred to the Nursing Department. Students must have an associate's degree and a license in nursing prior to applying to the program.

Advisement for students interested in any of the baccalaureate programs is available from the lead faculty member for each program, other faculty members who serve on the baccalaureate committees, the Director of Admissions, and the academic advisors in the Academic Advising and Career Center.

4.0 Degree Audit Reports – Academic Advisement Reports (AAR)

4.1 Evaluation Report. A degree audit, Academic Advisement Report (AAR) is a report of the student's progress toward a certificate or degree at GBC. The AAR identifies which courses the student has completed at GBC or other institution(s), which courses are in progress, and which courses are still needed. These reports are available over the Web and at Admissions and Records; they are free and only take a few minutes to run. Faculty and support staff may run a report as well. The Admissions and Records Office will evaluate all courses taken at GBC and other

institutions and will determine which will be used toward the degree in question. It is recommended that a student review the AAR with an advisor every semester, and especially one semester prior to the anticipated graduation semester.

5.0 Advisor Referral

There will be times when you will need to refer a student to the AACC. Some of these times may include the following:

- **Academic advisement for undeclared students** — When students are undecided on a major or a career choice, you may want to refer them to the AACC to discuss options and clarify goals and interests to help select an academic career path.
- **Career counseling** — If a student is undecided on a career and is in need of career counseling, you will want to refer them to the AACC. A variety of resources and assessment inventories may be administered and interpreted in the AACC.
- **Personal counseling** — Students having personal problems should be referred to the Office for Students with Disabilities, who will provide the student with the appropriate referral. Great Basin College currently has a cooperative agreement with the University of Nevada Las Vegas, Department of Counselor Education; the Northeastern Nevada AHEC; and Communities in Schools that allows the students of GBC to participate in mental health counseling via interactive video. This program is at no cost to the student and is scheduled in a private and secure location. Counseling is provided by a counseling intern from UNLV and supervised by a 30 year veteran of the field and a college professor, researcher and therapist. The program is highly confidential and no records are maintained on the GBC campus. The referral into the program is coordinated through the Director of Students with Disabilities, who holds a Master of Counseling Degree. Students at all of the GBC campus locations can choose to participate in the program, if needed.

Revision: September 30, 2002

Revision Approved by PC: February 6, 2007, February 12, 2013

Contact the assistant to the president for any questions, corrections, or additions.



POLICY AND PROCEDURE

Procedure:	Missing Student
Policy No.:	6.4
Department:	Student Services/Safety and Security
Contact:	Vice President for Student Services

Policy

Great Basin College is committed to the safety and security of all students attending each campus and center. A student will be determined to be missing if they are absent from their college residence or campus for more than twenty-four (24) hours without any known reason. This policy has been developed in order to assist in locating any student determined by the College to be missing upon completion of the investigative procedures listed below. This policy complies with Section 488 of the Higher Education Act of 2008.

Procedures

Anyone who believes a student is missing should report their concern immediately. On the Elko campus reports should be made to the Director of Environmental Health, Safety and Security, a Security Officer, the Housing Coordinator or the Vice President of Student Services. Concerns at all Centers should be reported to the Campus Director or Manager, the Director of Environmental Health, Safety and Security or the Vice President of Student Services. Upon receipt of a report of concern that a student may be missing, if the report was not directly to them, both the Vice President of Student Services and the Director of Environmental Health, Safety and Security shall be notified so an investigation may be conducted.

Office of the Vice President of Student Services: 775-753-2184

Office of the Director of Environmental Health, Safety & Security: 775-753-2115

Elko Campus Security: 775-934-4923

Emergency at all Centers & Campuses: 911

All housing students at the beginning of each semester will be requested to provide the Housing Coordinator with current emergency contact information. In the event a student is determined to be missing the designated person will be notified within 24 hours. All non-housing students have the option of providing their emergency contact information at the Great Basin College main website under the MyGBC link or in person at the Elko Campus Admissions office or their Center's main desk. Students are advised that their emergency contact information will be kept confidential and only used in the event of an emergency or if they are reported missing.

1.0 Notification

Any member of the Great Basin College community that believes a student is missing shall immediately report their information to the Elko Campus Security Department or their Center's Director. Included in the reported information shall be:

1. The student's full name, if known, plus any nicknames.
2. Any known contact information such as cell phone number, home phone, class schedule, residence address.
3. The date, time and location the student was last seen.
4. The name and contact information of the person making the missing student report.

5. General information about the suspected missing student (e.g. appearance, clothing, employment, friends, etc.)
6. Any concerns about changes in behavior or mental health or substance abuse.

Upon obtaining as much information as possible the Security Officer or Campus Director will notify the Vice President of Student Services and the Director of Environmental Health, Safety & Security who will oversee the investigation of the missing student report.

2.0 Investigation

The Director of Environmental Health, Safety & Security will immediately begin an investigation into the report of a missing student. The investigation will include:

- Inspection of the student's residence if they live in on-campus housing.
- Attempts to contact the student via any known cell or home numbers.
- The student will be sent an email to contact the college immediately.
- Interviews of the student's Resident Advisor, roommate(s) and friends will be conducted to see if they may be aware of the student's activities, location or plans.
- The student's class schedule will be reviewed and a Security Officer will meet the class to determine if the student attends or if anyone in the class may know their whereabouts.
- Professors will be contacted to attempt to determine when the last class attendance or web campus entry occurred.
- If the student has a vehicle registered with the Housing Coordinator or it can be identified by friends Security will search all college properties for the vehicle.

All results of the investigation will be reported to the Vice President of Student Services.

3.0 Action

Upon completion of the investigation, if the location of the missing student has not been determined and the student has been missing 24 hours or if there appears to be a reason to believe foul play has occurred the Vice President of Student Services will authorize a report being filed with the local police agency.

All Great Basin College locations have a good working relationship with their local Police and Sheriff agency. Each campus will normally request that those agencies respond for any criminal complaints. The same Police agency will be contacted in the event a missing student report should need to be filed.

The Vice President of Student Services or her designee will notify the individual listed as emergency contact. "If a student is under 18 years of age, and not an emancipated individual, the institution is to immediately contact the custodial parent or legal guardian of such student" [cited from Section 488 (j)(1)(A)(i)(II)].

The Vice President of Student Services will determine when the College President should be notified as well as other campus executives and the PIO. Should the Vice President of Student Services be absent from the campus the person designated as the Administrator in Charge will assume her responsibilities.

Policy number change from 4.28 to 6.4 on January 10, 2011
Original Approved by PC: November 9, 2010, February 12, 2013
Contact the assistant to the president for any questions, corrections, or additions.



POLICY AND PROCEDURE

Title:	A Guide to the Credit Hour
Policy No.:	3.50
Department:	Academic Affairs
Contact:	Vice-President for Academic Affairs

Policy

Preface:

The credit hour traditionally represents a unit of student learning achieved. This unit is then used for other purposes such as the award of certificates and degrees, faculty workload, and institutional funding. Historically the credit hour has been based on the amount of time spent by a student in a classroom, with a credit hour reflecting one hour per week for a term of 15 weeks followed by a final exam. A credit hour has essentially reflected a minimum of 15 hours in the classroom with the expectation of two to three hours of student work outside of the classroom for each hour in the classroom.

The definition of the credit hour must now recognize the advancement of different methods of instruction and learning that are not in the traditional classroom setting.

Policy:

In accordance with Federal regulations (Section 600.2), GBC defines the credit hour as an amount of work represented in intended learning outcomes and verified by evidence of student achievement of an institutionally established equivalency that reasonably approximates not less than one hour of instruction and not less than two hours of non-instructional work each week for fifteen weeks, or the equivalent work over a different amount of time.

An equivalent amount of work must also be demonstrated for other academic activities in which credit is awarded. These include laboratory work, internships, practica, studio work, or other academic work leading to the award of credit hours.

Procedures

1.0 Approval of Course Credit Hours

1.1 New Courses: New courses must be submitted for approval by the established process through the Curriculum and Articulation Committee. Traditional classroom courses will be evaluated and approved in consideration of the standard time-defined manner for credit hours. If the new course is to be initially taught via online methodology, it must clearly demonstrate that it meets the criteria for a course of the intended number of credit hours. In addition to the standard elements required for a GBC syllabus, the committee must see evidence that each of the following items has been considered and addressed in fulfilling the number of credit hours stated for the course:

- A. Course overview and introduction
- B. Clearly stated, assessable learning outcomes
- C. Assessment and measurement methods to be employed

- D. Resources and materials needed for the course
- E. Learner engagement strategies
- F. Course technology to be employed
- G. Learner support availability
- H. Accessibility of the course and its materials

1.2 Existing Course Conversions: Courses that have been taught in the traditional “face-to-face” mode and are being converted to online or hybrid delivery modes will adhere to the learning objectives of the course as originally approved by the Curriculum and Articulation Committee. The credit hour defined in policy above must be observed.

When a traditional course is converted to a form of distance delivery, the same or equivalent assignments, readings, tests and other educational activities previously required will be required of the new format. In this way the quality and credit hour equivalency of the distance education course, as evidenced by student learning outcomes, can be directly compared to that of the traditional course.

2.0 Further Action

2.1 Upon the approval by the Curriculum and Articulation Committee, the requested approval for delivery of a course will be forwarded for the standard required signatures for new courses, which will also acknowledge that the credit hours associated with the course are appropriate.

3.0 Course Review

3.1 Once approved, all courses must be periodically reviewed for concurrence with the credit hour policy. This will occur as part of the regular course review that occurs during annual faculty evaluation. Each course must be reviewed at least once every five years.

Approved by Academic Standards Committee and Faculty Senate: February 2013

Approved by President’s Council: February 12, 2013

Contact the Assistant to the President for any questions, changes, or additions.