

Policy Number: 2-401	Policy Name: Academic Year Calendar
Policy Revision Dates: 7/86, 3/85	Page 1

D. GENERAL ACADEMIC POLICIES

2-401 Academic Year Calendar

The Board shall adopt academic year calendars setting the first day of instruction and the last day of final examinations for each university in the Arizona University System for the Fall and Spring semesters. The last day of the Fall semester must be no later than December 22. All variations from the approved dates must be authorized by the Board at least one year in advance. Within the approved dates, each university may arrange its class and holiday schedule depending upon the needs of its students, local customs, and the requirements of Board Policy 2-206A, Definition of a Unit of Credit.

Policy Number: 2-402	Policy Name: Reports of Accrediting Agencies
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2-402 Reports of Accrediting Agencies

Reports of accrediting agencies shall be filed in the central office.

Policy Number: 2-403	Policy Name: Traveling Scholars Program
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2-403 Traveling Scholars Program

- A. The traveling scholars program enables a student to take advantage of programs or special resources available on another state university campus but not available at his or her own institution.
- B. Any student enrolled and in good standing in one of the universities may be designated a traveling scholar by prior mutual agreement of the appropriate academic authorities at each institution and therefore may:
 - 1. Enroll for a semester at one of the other state universities and receive a waiver of admission requirements and the application fee at the second university, and a guarantee of acceptance of earned credits by the sponsoring institution. In this case, the student will register at the host institution and pay fees according to the schedule established at that institution.
 - 2. Be allowed, during any semester in which the student is registered and has paid fees as a full-time student at one of the state universities, to take one or more classes at any one of the other state universities without the payment of additional fees.
 - 3. Enroll as a degree-seeking student at one state university, for one or more courses at a second institution and receive a waiver of admission requirements and application fee at the second university, and a guarantee of acceptance of credits earned by the institution at which the student is seeking a degree.

Policy Number: 2-404	Policy Name: Nontraditional Education
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2-404 Nontraditional Education

- A. The Board of Regents is fully supportive of the establishment and development of viable private institutions of higher education within the state. However, the Regents feel an obligation, both as citizens and as administrators of the public higher education system, to provide protection to Arizona students as consumers and the Arizona public as employers from those who would offer inferior programs of higher education within the state whether these programs be public or private.
- B. The Regents support educationally sound experimentation and development of alternative learning processes and other extra-campus educational activities. However, credits and degrees earned through alternative learning processes should be based on the assessment of defined learning outcomes. For this reason, awarding of traditional degrees for work based upon inadequately evaluated non-traditional learning experiences is not permitted.
- C. The Board of Regents supports a strong and vigorous State Board for Private Postsecondary Education to regulate and license private degree-granting institutions of higher education within the State of Arizona. The Board also supports the adoption of regulations and standards that will provide guarantees to the public that they will receive a quality education for their investment of time, effort and money.

Policy Number: 2-405	Policy Name: WICHE Professional Student Exchange Program
Policy Revision Dates: 12/92, 1/92, 12/87, 3/85	Page 1

2-405 WICHE Professional Student Exchange Program

A. Authorization

The Arizona Board of Regents is the designated agency of the State of Arizona charged with the duty of selecting and contracting with Arizona students who participate in the Professional Student Exchange Program of the Western Interstate Commission for Higher Education. The Executive Director of the Board shall be responsible for administration of the program and the execution of policies the Board adopts for this program. (A.R.S. §15-1743, 1744, 1745, 1746)

B. Funding

1. The Board will include in its annual legislative request budget funds necessary to pay the WICHE membership fee, the support fees for students continuing in the program, and the support fees for any new positions.
2. Funds requested from the Legislature to support continuing students will not be used to support new students and funds requested to support new students will not be used to support continuing students except in extraordinary circumstances.
3. The priorities for funding students who have been certified are the following: All students eligible for funding in each category shall be funded before any student in the next lower category is funded.
 - a. Continuing students who were supported during the preceding year and who are making satisfactory progress in their academic programs.
 - b. New students who applied for certification prior to October 15 who have been admitted to a participating institution.
 - c. New students who applied for certification after October 15, who have been certified, and who have been admitted to a participating institution.

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- d. Continuing students beyond their first year of professional studies who were eligible for support for an earlier year but not supported due to a lack of funds.
- e. Continuing students beyond their first year of professional studies who have not previously applied for support.
- f. Continuing students who previously dropped WICHE support but who continued in their professional studies.
- g. Continuing students who have completed their basic professional training and who have taken additional graduate or specialized training involving formal class and laboratory work.

C. Certification and Eligibility

1. In each fiscal year, the Executive Director of the Board will certify as eligible for participation in the Student Exchange Program those students who meet the following requirements:
 - a. Have a cumulative grade point average of at least 2.5 on a 4.0 scale;
 - b. Are citizens of the United States;
 - c. Have been actual bona fide residents of Arizona for at least the last five consecutive years prior to the first day of the semester for which support would be received; and,
 - d. Have completed such preliminary education as will qualify them for admission to a professional or graduate school participating in the program. (A.R.S. §15-1744)
2. Certified students who are not admitted to a participating institution must reapply for certification to be eligible to participate in the next academic year.
3. Before funding a student, the Board shall, on behalf of the state, enter into a written contract with the student. The contract shall set

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forth the method and terms of repayment by the student to the state and shall be on terms and conditions and in a form provided by the Board. (A.R.S. §15-1745)

4. The Executive Director of the Board shall approve all new and continuing students to be supported each year in accordance with the funding priorities set forth in section B(3) of this Policy. No funds shall be committed in excess of those appropriated by the Legislature for student subsidies.
5. Students supported by this program may not receive any other scholarships that pay the students' full tuition and fees, such as those available from the military or Public Health Service, concurrently with WICHE support.

D. Rate of Interest

1. The interest rate for a certified student's contract with the Board shall be the rate in effect for the fiscal year during which the student begins the approved course of professional study as a certified and funded student under the Professional Student Exchange Program. The rate shall remain unchanged during the student's participation in the Student Exchange Program.
2. By November 1 of each current fiscal year, the Executive Director of the Board shall set the interest rate in effect for the following fiscal year, which shall be the rate which is equal to the average interest rate, rounded to the nearest one-half percent, of auctioned ninety-one day United States Treasury Bills over the twenty-four month period ending September 30 of the current fiscal year. (A.R.S. §15-1745B).

E. Obligated Service

1. Within one year after completing the professional education and internship/residency, the student must begin the practice of this profession within Arizona. Students may fulfill their obligation to Arizona by practicing their profession one calendar year for each academic year they receive WICHE support.

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- a. "Practice" is defined as engaging in the customary activities of the profession for which the person was trained, under the sponsorship of the Western Interstate Commission for Higher Education (WICHE) Professional Student Exchange Program, within the State of Arizona for a minimum of twenty (20) hours per week with domicile in the State of Arizona. (A.R.S. §15-1745A.1.)
 - b. "Customary Activities" are understood to include but not necessarily be limited to, the following: (1) direct provision of clinical services; (2) teaching graduate and undergraduate students in the biological life sciences or health-related courses in a recognized allied health program, in which the professional degree obtained by the recipient is a requirement for the position; and (3) performing research or public health activities in a public or private setting in which the professional degree obtained by the recipient is a requirement for the position.
2. For each year of practice or internship within the state or in military service resulting from involuntary induction, there shall be discharged an obligation for one year of study for which a portion of the cost was paid by the state. For each six months of practice in a locality where the board of examiners or licensing board has certified that there is an exceptional need for this profession there shall be discharged an obligation for one year of study for which a portion of the cost was paid by the state. (A.R.S. §15-1745A.2.(b))
3. Students enrolled in accelerated calendar year programs who elect to fulfill their obligation to Arizona by in-state practice must practice their profession in Arizona one year for each nine-month period they received support.
4. Delays in Establishing Practice
 - a. Graduates who are involuntarily inducted into military service must establish practice in Arizona or begin repayment within one year following completion of the required military service.

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- b. Students who begin formal postgraduate studies within one year following completion of their professional degree program must establish practice in Arizona or begin repayment within one year following completion of their postgraduate studies.
- c. A student who is unable to initiate professional practice in Arizona within one year after graduation due to a severe medical or other unavoidable problem beyond the student's control may petition the Executive Director for an extension of the one-year grace period. The student's failure to find satisfactory employment in Arizona will not be considered sufficient cause for an extension of the grace period. (A.R.S. §15-1745A.1.)

F. Repayment

- 1. Students who do not practice the profession for which they were trained under the sponsorship of the WICHE Professional Student Exchange Program and students who fail to complete their training shall repay to the state one-half of all sums expended by the state for and in behalf of the student under the provisions of the student's contract and Arizona statutes. (A.R.S. §15-1745A.3.)
- 2. For each student who is obligated to repay, a schedule of payments will be prepared according to the requirements of A.R.S. § 15-1745A.2. and A.3. The schedule will be based on the total principal and the accumulated interest which is due on the date the student is obligated to begin repayment. The amount of interest collected in each payment will be determined by the rate of interest required by Arizona statute, the declining balance of the outstanding obligation, and the length of time between payment due dates.
- 3. Individuals who fail to make payments according to their repayment schedule will be referred to Legal Counsel for the Board for appropriate action.
- 4. Except as specified in E.5. below, a student who fails to complete the course of study for which WICHE support was received must

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begin repayment within three months following the last day of the final semester in which the student was enrolled. (A.R.S. §15-1745A.3.)

5. A student who fails to complete a course of study because of an interruption for one school year or more due to a cause or causes beyond the student's control and who expects to continue and complete the required course of study may petition the Executive Director for a delay in beginning the repayment obligation not to exceed 12 months. The petition must explain in detail the circumstances which led to the interruption and must include a statement from the institution in which the student was enrolled indicating that the student will be readmitted for continuation of the program of studies. (A.R.S. §15-1745A.3.)
6. Students who fail to practice their profession within the state for such continuous time as completely discharges their obligation, except for the delays identified in D.4. above, shall begin repayment of the balance of their obligation within three months following the termination of practice in Arizona. (A.R.S. §15-1745A.3.)
7. Students who elected to repay the state rather than discharge their obligation through practice in Arizona, and who have repaid a part of the amount owed to the state, may discharge the balance of their obligation by subsequent practice within Arizona. (A.R.S. §15-1745A.4.)
8. In the event of the death of a student during the period of education, internship, or practice, that student's obligation to the state under the WICHE Program shall cease except as to any portion thereof which is then past due. (A.R.S. §15-1745A.5.)

G. Appeals

The student may appeal decisions made by the Executive Director on matters of delay in repayment or extension of period of grace to the Board of Regents. The appeal must be in writing and must be submitted to the Counsel to the Board within 15 calendar days after receipt of the Executive Director's decision. The decision of the Board shall be final.

Policy Number: 2-406	Policy Name: WICHE Mineral Engineering Program - Repealed
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2-406 WICHE Mineral Engineering Program

Repealed

Policy Number: 2-407	Policy Name: Graduate Teaching Assistants and Associates
Policy Revision Dates: 10/85	Page 1

2-407 Graduate Teaching Assistants and Associates

- A. Each university will develop and maintain appropriate programs to provide training in basic teaching methods and skills for all graduate teaching assistants and associates.
- B. Each university will require that an appropriate regular faculty member formally assess the teaching performance of each graduate teaching assistant and associate every semester and submit a written report of the assessment to the department chair and to the graduate teaching assistant or associate.
- C. Each university shall require the department chair or other appropriate administrator to certify in writing that each graduate assistant or associate has clearly demonstrated the high level of oral and written skill in English necessary for effective classroom teaching.

Policy Number: 2-408	Policy Name: Approval of Affiliation or Preceptorship Agreements
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2-408 Approval of Affiliation or Preceptorship Agreements

The Board authorizes the president of the university to approve affiliation agreements and preceptorship agreements between the Board, acting on behalf of the university, and an individual, organization, or agency for the purpose of providing facilities and/or educational experiences or programs for university students.

Policy Number: 2-409	Policy Name: Course Materials
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2-409 Course Materials

- A. Pursuant to A.R.S. § 15-1891, the publisher of course materials shall provide the following written information to faculty members and any other employees who are in charge of selecting or adopting course materials:
1. A listing of relevant course materials offered by the publisher and whether each of the course materials are offered in a bundled package or sold separately;
 2. The suggested retail price, the estimated wholesale price or the price that the publisher makes available to the public for the course materials; the publisher may include the time period during which the pricing is applicable;
 3. The copyright dates of the previous edition if the copyright dates do not appear in the course materials; and
 4. A summary of the substantive content differences between the current edition of the course materials and the immediate previous edition.
- B. The university shall notify faculty members and employees of the requirements of Section A. and adopt policies that instruct a faculty member or employee who is in charge of selecting or adopting course materials to place orders with sufficient lead time to enable the university bookstore or contract managed bookstore to confirm the availability of the requested materials.
- C. The university shall encourage faculty to consider the cost to students when selecting course materials and encourage faculty to select lower cost options, such as supplements to existing texts rather than new texts, when appropriate.

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- D. The university shall work with faculty members or any other employees who are in charge of adopting course materials to make a request for information pursuant to Section A.
- E. No faculty member or employee shall demand or receive any payment, loan, advance, good or deposit of money present or promised for selecting or purchasing specific course materials required for coursework or instruction, except that the faculty member or employee may receive:
 - 1. Free review copies, complimentary teacher editions or instructional materials that are not intended to be sold by any faculty, staff or bookstore;
 - 2. Royalties or other compensation from the sale of course materials that include the faculty member's own writing or work;
 - 3. Honoraria for academic peer review of course materials; and
 - 4. Training in the use of course materials and learning technologies.
- F. A book buyer or vendor of course materials shall not solicit a faculty member or employee of the university for the purpose of selling or trading a free sample copy or complimentary teacher editions provided at no charge by a publisher to a faculty member or employee.
- G. Compliance with Higher Education Opportunity Act
 - 1. By July 1, 2010, universities will, "to the maximum extent practicable" disclose on their internet course schedule the international standard book number ("ISBN") and retail price information of required and recommended textbooks and supplemental materials for each course listed on the institution's course schedule. If the ISBN number is not available, the institution must disclose the author, title, publisher and copyright date instead. Finally, if the institution determines it is not practicable to disclose either the ISBN number or the alternative information, it must place "to be determined" on its internet course schedule.

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2. Universities also must, as soon as practical and at the bookstore's request, provide their bookstore the university's course schedule for the subsequent academic period, the number of students enrolled in each course, the maximum student enrollment in each course, and the ISBN numbers and retail price information of all required or recommended textbooks and supplemental materials.
 3. Universities must also disclose on any written course schedules that textbook information is available on their internet course schedules and provide the web address.
 4. Universities are encouraged to provide students information on institutional programs for renting textbooks or buying used textbooks, institutional guaranteed textbook buy-book programs, institutional alternative content delivery programs, and other cost-saving strategies.
- H. This policy shall not be construed in a manner that violates academic freedom.
- I. For the purposes of this policy:
1. "Book buyer" means any person or entity, including a university or community college district bookstore, engaged in the purchase or sale of course materials.
 2. "Bundled" means one or more course materials that are packaged together to be sold as course materials for a single price.
 3. "Complimentary teacher editions" means a book with information that is meant for the exclusive use of faculty members, commonly labeled as an "instructor edition" or "instructor manual" and that contains answers and solutions, test questions and pedagogical techniques.

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4. "Course materials" means any textbook or other instructional tool published for the purpose of classroom instruction and used for or in conjunction with a course in a university under the jurisdiction of the Arizona Board of Regents or a community college under the jurisdiction of a community college district in this state.
5. "Publisher" means any publishing house, firm or company that produces course materials.
6. "Sample copy" means any book that is the same as the regular student edition.
7. "Substantive content" means portions of a college textbook, including new chapters, additional eras of time, new themes or new subject matter.
8. "Written information" means information provided on print material, and includes electronic communication or publication on a website.