





- a. If you receive government financial aid, a scholarship, or accept a student loan from your home country, you must submit an original document verifying those funds. The above amounts are the minimum required to support one student.
  - b. Add an additional \$5,728 dollars (U.S.) for each dependent.
  - c. International students entering the U.S. on student visas are considered non-resident students for tuition purposes. CSN cannot offer federal financial aid to international students.
7. Sponsor Letter: International students who are not paying for their own education must submit a sponsor letter(s) signed by the person(s) who will pay the estimated costs listed above.
  8. Copy of student's passport picture page
  9. I-20 Mail Options Form

**International Student Transfer Admission:** F-1 and M-1 students transferring to CSN from other U.S. institutions must provide the following immigration documents in addition to items 1 through 9:

10. Copy of F-1 visa page
11. Copy of I-94 entry stamp or I-94 arrival/departure record
12. Copy of current I-20 Form
13. Transfer-In Form indicating your SEVIS release date. The Transfer-In Form is available at: [https://at.csn.edu/sites/default/files/documents/transfer\\_in\\_form.pdf](https://at.csn.edu/sites/default/files/documents/transfer_in_form.pdf).

**Change of Non-Immigrant Visa Status:** If you are currently in the USA on a visa that is not the F-1 or M-1, please contact the International Center for instructions. A Designated School Official will determine if you are eligible for a change of status. **Returning and Readmitted International Students:** International students are considered "Returning" if they have attended CSN in the past with a CSN I-20. Contact the International Center **BEFORE** completing the application, as you may be required to submit a different form.

#### Application Deadlines:

Spring (Jan-May)	November 15	December 15	Contact the International Center for deadlines
Summer (Jun-Aug)	April 15	May 1	
Fall (Aug-Dec)	July 1	July 15	

#### Placement Tests by Admission Type:

- Students admitted into a certificate or degree program are required to take the Accuplacer English and Math placement tests.
- Students admitted into the Pathway program will take the English as a Second Language (ESL) test and Accuplacer Math test.

- Students admitted into the ESL Program will take the English as a Second Language test.

**Exception:** Students admitted with a TOEFL score of 71iBT score or higher are eligible to enroll in ENG 113 without taking the Accuplacer English placement test.

**Mandatory International Health Insurance:** All admitted international students are required to purchase the Student Injury and Sickness Plan endorsed by the College of Southern Nevada. Detailed information about the plan including cost, benefits, exclusions, reductions or limitations, and the terms under which coverage may be continued may be viewed at: <https://www.csn.edu/ic-insurance>.

#### Special Admissions Information for Health Sciences

**Programs:** Students seeking admission to one of the Health Sciences Programs should be aware that there are several additional procedures and policies. Some Health Sciences Programs are designated "limited entry," meaning that class sizes are limited. Prospective students must submit an application to the Limited Entry Office and be selected to a program in order to register for classes in limited entry programs. Information on admissions, selection procedures and application deadlines is available through the Health Programs Advising Offices, located on the Charleston Campus in the lobby of Building K, North Las Vegas campus in Building N, Room 1219, and Henderson campus in Building B, Room 136. Students must attend a Health Programs orientation to obtain detailed information on the limited entry application process and programs. There are also specific immunization, drug testing, and background check requirements for these programs.

#### Limited entry programs include:

- Advance Placement Nursing (LPN) to RN Bridge
- Cardiorespiratory Sciences (AAS and BAS)
- Dental Assisting
- Dental Hygiene (AS and BS)
- Diagnostic Medical Sonography
- Health Information Technology
- Medical Assisting
- Medical Coding
- Medical Laboratory Scientist (BAS)
- Medical Laboratory Technician
- Medical Transcription
- Military Medic/Corpsman to LPN
- Nursing (RN)
- Ophthalmic Dispensing
- Paramedic Medicine
- Physical Therapist Assistant
- Practical Nursing (PN)
- Radiation Therapy Technology
- Surgical Technologist
- Veterinary Technician



### Special Costs for Health Sciences Programs

There are special costs associated with admission and matriculation in some Health Sciences programs. For example, an instrument deposit is required for the Dental Hygiene program. Students whose program requirements include clinical assignments at local health care facilities are required to carry health insurance. Some facilities require that students have a Sheriff's Card prior to beginning their clinical experience. Contact the Health Professions Advisor on the Charleston, North Las Vegas, or Henderson campus for current information on special requirements.

## ALTERNATIVE CREDIT OPTIONS

### Advanced Placement (AP) Exams

College Board Advanced Placement Examination (CBAPE): In accordance with the NSHE Board of Regents Policy, CSN credit may be granted to students who have achieved appropriate scores of 3, 4, or 5 on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. The tests are administered each year in May and are available to all high school seniors who have taken advanced placement courses in high school and to other interested students who feel they have knowledge of the given subject being tested equal to the college level course on the subject. Students who receive AP credit progress immediately to more advanced courses and may apply these credits toward the total required for a degree. Contact the Office of the Registrar for more information.

Advanced placement and/or credit may be granted to entering students who have achieved appropriate scores on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. Students who receive AP advanced placement or credit progress immediately to more advanced courses and may apply these credits toward the total required for a degree.

Advanced Placement Subjects:	Scores:
<b>Art – AP Art History Test</b>	
Art for non-Art Majors only (3 credits)	3-5
<b>Art – AP Art Studio Drawing Test</b>	
ART 101 (3 credits)	3-5
<b>Art – AP Art Portfolio Test</b>	
Art for non-Art Majors only (3 credits)	3-5
<b>Biological Sciences – AP Biology Test</b>	
BIOL 189 (no lab)	3
BIOL 196 after department chair evaluation (3 credits no lab)	4-5
<b>Chemistry – AP Chemistry Science Test</b>	
CHEM 121 (3 credits no lab)	3
CHEM 121 and 122 (6 credits no lab)	4-5
<b>Computer Science A</b>	
CIT 130	4-5
<b>Economics – AP Macroeconomics Test</b>	
General Electives (3 credits)	3
ECON 103 (3 credits)	4-5
<b>Economics – AP Microeconomics Test</b>	
General Electives (3 credits)	3
ECON 102 (3 credits)	4-5
<b>English – AP Composition/Literature Test</b>	
ENG 101 (3 credits) and ENG 102 (3 credits)	4-5
<b>English – AP Language/Composition Test</b>	
ENG 101 (3 credits)	3

### Environmental Science – AP Environmental Science

ENV 101 (3 credits) 4-5

### Foreign Language – AP Language/Literature Test

Equivalent to 111 Placement in 112 (4 credits) 3

Equivalent to 111 and 112;  
Placement in 226 (8 credits) 4-5

### History – AP American History Test

HIST 101 or 102 (3 credits) 3

HIST 101 and 102 (6 credits) 4-5

*(Both cases include the U.S. Constitution requirement)*

*(Both cases include the NV Constitution requirement if taken at Nevada high schools, otherwise student will receive U.S. Constitution credit ONLY)*

### History – AP European History Test

HIST 106 (3 credits) 3

HIST 106 plus 3 credits (6 credits) 4-5

*(Both cases exclude the U.S. Constitution requirement)*

### Human Geography

GEOG 106 4-5

### Mathematics – AP Calculus Test

AB Mathematics MATH 181 (4 credits) 3-5

BC Mathematics MATH 182 (4 credits) 3-5

### Physics – AP Physics Test 1: Algebra-Based Test

Science (3 credits) 3

PHYS 151 (3 credits, no lab) 4-5

PHYS 151 (4 credits)\* 4-5

\*Pending department approval. Students must show documentation (i.e. lab notebook) indicating satisfactory completion of laboratory work equivalent to PHYS 151. Otherwise, only science elective credit is awarded.

### Physics – AP Physics Test 2: Algebra-Based Test

Science Elective (3 credits) 3

PHYS 152 (3 credits, no lab) 4-5

PHYS 152 (4 credits)\*\* 4-5

\*\*Pending department approval. Students must show documentation (i.e. lab notebook) indicating satisfactory completion of laboratory work equivalent to PHYS 152. Otherwise, only science elective credit is awarded.

### Physics – AP Physics C: Mechanics Test

Science Elective (3 credits) 3

PHYS 180 (3 credits, no lab) 4-5

PHYS 180L (1 credit)\*\*\* 4-5

\*\*\*Students must show documentation (i.e. lab notebook) indicating satisfactory completion of laboratory work equivalent to PHYS 180L

### Physics – AP Physics C: Electricity and Magnetism Test

Science Elective (3 credits) 3

PHYS 181 (3 credits, no lab) 4-5

PHYS 181L (1 credit)\*\*\*\* 4-5

\*\*\*\*Students must show documentation (i.e. lab notebook) indicating satisfactory completion of laboratory work equivalent to PHYS 181L

### Political Science – AP U.S. Government Test

U.S. Constitution (3 credits) 3-5

*(Excludes the Nevada Constitution requirement)*

### Psychology – AP Psychology Test

PSY 101 (3 credits) 3-5

### Statistics – AP Statistics Test

STAT 152 4-5

### World History

HIST 208 4-5



## Challenges

The College recognizes the fact that students accumulate a great deal of information outside the classroom without formal instruction or from previous academic or occupational instruction. There are times when this background may be extensive enough to satisfy the requirements of courses offered by the College either through various examinations, course substitutions or waivers, or credit for nontraditional education. A student interested in these options should inquire with the appropriate department chair for courses which may be challenged in these ways.

## Challenge Examinations

Students who wish to challenge courses under the Credit by Examination provision must pay a nonrefundable fee of \$25.00 for each course challenged. Policies of the College relating to challenge exams are as follows:

- Only currently enrolled students are eligible to take challenge exams.
- No more than 15 credits required for a degree may be obtained through challenges.
- Courses cannot be challenged if a student has taken an advanced course in the same area.
- Challenge examinations are not considered resident credit.
- Challenge examination credit does not count as part of a student's credit load for any given semester nor are they computed into the grade point average.
- A student may not retake a challenge.
- Challenge examinations are not transferable and in many cases will not count for licensing agencies.
- Successful challenge examinations are posted as a TP grade (Pass) on the student's transcript.
- Students must complete the challenge during the same semester in which the request was made.

The College reserves the right to deny any petition for credit by examination.

### College Board Advanced Placement Examination (CBAPE):

In accordance with the NSHE Board of Regents Policy, CSN credit may be granted to students who have achieved appropriate scores of 3, 4, or 5 on one or more of the Advanced Placement Tests offered by the College Entrance Examination Board. The tests are administered each year in May and are available to all high school seniors who have taken advanced placement courses in high school and to other interested students who feel they have knowledge of the given subject being tested equal to the college level course on the subject. Contact the Office of the Registrar for more information.

**Non-Traditional Education (NTE):** Credit for work experience will be evaluated on the basis of a personal interview, verification of occupational experience, and the results of occupational competency examinations. Applicants must submit all relevant official documents, supportive materials, and specific information on the length, content, and other pertinent information concerning the work or life experience to the department chair or designee. Request for NTE credit will be evaluated and awarded in the sole discretion of the academic department.

### These non-traditional sources include:

- Apprenticeship instruction and training
- Certificate training
- Correspondence schools
- Extension courses
- Post-secondary proprietary institutions including business colleges
- Servicemembers Opportunity College (SOC)
- Work experience

Students applying for NTE credits must be admitted to the College of Southern Nevada. NTE credits can only apply towards the degree of Associate of General Studies (AGS), Associate of Applied Science (AAS), and the Certificate of Achievement (CA). Generally a maximum of sixteen (16) NTE credits can be applied towards the AGS and the AAS, and a maximum of eight (8) NTE credits can be applied toward the CA. However, there is an opportunity to exceed the foregoing limit through application to and approval from the Vice President of Academic Affairs, in addition to the regular approval process.

NTE credits can only be applied towards Special Program Requirements and cannot be used towards General Education Requirements. NTE credit cannot exceed the credit value of the equivalent course. Students who wish non-traditional education credit must pay a nonrefundable fee of \$25.00 per course. Credits earned from NTE sources will not apply toward satisfying the minimum residence credits required for graduation purposes. NTE credit is not included in a student's cumulative CSN grade point average (GPA). NTE credit awarded by CSN may not be transferable to another educational institution.

**College Level Examination Program (CLEP):** The College Level Examination Program (CLEP) is a specific type of challenge examination. Credit may be granted for the satisfactory completion of the CLEP general or CLEP subject examinations. Students who wish to use credits from CLEP should submit **official** CLEP results and a request for the Transfer Credit Evaluation Form to the Office of the Registrar.

- **CLEP Subject Examinations** – A maximum of three or four credits (one semester) may be granted for each institutionally approved subject examination for scores of 50. For Language CLEP exams a total of 8 (two semesters) credits with a score of 70 or higher.

Three credits for ENG 101 are granted for a score of 50 through 63 on College Composition and an additional three credits for ENG 102 if the score is 64 or higher (College Composition Modular is not accepted at CSN but is given at the Testing Center for other institutions).

Analyzing and Interpreting Literature grants three credits for ENG 298 with a score of 50 or higher. Additional credit may be granted for selected examinations as permitted by institutional policy.

The Calculus exam will award 4 credits with a score of 50 or higher.

- **Please check with the counselor of your degree to determine which CLEPs will be transferable and the maximum amount of CLEP credits allowed by your program before taking the exams.**



## CLEP SUBJECT EXAMS

CLEP SUBJECT	ACE RECOMMENDED SCORE	SEMESTER HOURS	COURSE WAIVED
American Literature	50	3	ENG 241
Analyzing and Interpreting Literature	50	3	ENG 298
College Composition (College Composition Modular is not accepted at CSN but is given for other institutions) College Composition	50-63	3	ENG 101
College Composition	64 or higher	6	ENG 101 and 102
Humanities	50	3	HUM Elective
French Language, Level 1	50	4	FREN 111
French Language, Level 2	70	8	FREN 111/FREN 112
German Language, Level 1	50	4	GER 111
German Language, Level 2	70	8	GER 111/GER 112
Spanish Language, Level 1	50	4	SPAN 111
Spanish Language, Level 2	70	8	SPAN 111/SPAN 112
American Government	50	3	U.S. CONSTITUTION
History of the United States I: Early Colonization to 1877	50	3	HIST 101
History of the United States II: 1865 to Present	50	3	HIST 102
Microeconomics, Principles of	50	3	ECON 102
Macroeconomics, Principles of	50	3	ECON 103
Psychology, Introductory	50	3	PSY 101
Sociology, Introductory	50	3	SOC 101
Western Civilization I: Ancient Near East to 1648	50	3	HIST 105
Western Civilization II: 1648 to Present	50	3	HIST 106
Biology	50	3	BIOL Elective
Calculus	50	4	MATH 181
Chemistry	50	3	CHEM Elective
College Algebra	50	3	MATH 124
College Mathematics	50	3	MATH 120
Pre-Calculus	50	3	MATH 126
Natural Science	50	3	SCIENCE Elective





## CLASSIFICATION OF STUDENTS

Student enrollment is determined by the Office of the Registrar based on the number of credits they have completed. This calculation is freshman: 29 credits or less, sophomore: 30-59 credits, junior 60-89 credits (limited entry bachelors); senior: 90 or more credits (limited entry bachelors).

### Full-time and Part-time Students

- Students who register for at least 12 credits are defined as full-time.
- Students who register for at least 9 credits but no more than 11.5 credits are defined as three-quarter time.
- Students who register for at least 6 credits but no more than 8.5 credits are defined as half-time.
- Students who register for 5 or fewer credits are defined as less than half-time.

## FINANCIAL AID

The Financial Aid Department provides information to students applying for financial aid, which includes scholarships, grants, work-study, and loans. Last year, CSN offered more than \$90 million to over 30,000 applicants. Financial Aid has offices located at the Charleston, North Las Vegas, and Henderson campuses. CSN accepts two applications for full consideration: 1) the Free Application for Federal Student Aid (**FAFSA – school code 010362**) and, 2) the CSN Scholarship Application. Both applications are web-based and linked to the CSN website. Current and prospective students are encouraged to file applications as early as possible, beginning in the month of October prior to the start of the following academic year. Early applicants receive priority consideration for all financial aid programs – including those programs with limited funding.

CSN accepts FAFSA applications for consideration of aid at any time prior to the end of enrollment or the end of the summer term depending on whichever comes first. The CSN Scholarship Application priority date is January 1st each year, however, it may be extended due to a low number of eligible applicants. Please check our scholarship website frequently for deadline dates. Students intending to use financial aid to pay their tuition and fees must apply on or before June 1st for the following fall semester, and on or before November 1st for the following spring semester.

Once an application is received, it is reviewed for eligibility and documentation requirements. If required, the Financial Aid Office will update your “To Do” list in MyCSN as well as send you an email requesting supporting documents to validate the content of your FAFSA. Each application will also be reviewed for compliance with the Satisfactory Academic Progress Policy and only those applicants making progress to their degree will be eligible for financial aid awards (including loans). The policy is available on the Financial Aid website at [www.csn.edu/financial-aid](http://www.csn.edu/financial-aid). Award Notifications are sent at the beginning April for fall enrollment.

## Student Aid Programs

Financial assistance is available in the form of grants, work-study programs, scholarships, and loans. These four types of aid programs are funded by federal, state, institutional, and private sources. To review a complete listing of awards offered at CSN, please visit our website at [www.csn.edu/student-financial-options](http://www.csn.edu/student-financial-options).

Grants are a type of aid awarded to undergraduate students with financial need and are typically applied to the recipient’s tuition and fees. Work-Study programs employ students in part-time jobs while they attend school. CSN offers a variety of scholarships from both public and private donors. Unlike grants, scholarships and work-study, loans are borrowed funds that must be repaid, with interest.

Financial aid automatically offers loans or work-study to CSN students. FAFSA applicants who desire a student loan must meet additional eligibility criteria including accepting the loan, completing the CSN Loan Application, fulfilling entrance counseling requirements, signing a Master Promissory Note (MPN), and providing a legible copy of a government-issued ID. Students offered work-study jobs should visit the Financial Aid website at [www.csn.edu/work-study](http://www.csn.edu/work-study) and CSN Career Services to review the job vacancy catalog.

### Aid Delivery/Financial Aid Census Date (FACD)

Students who receive financial aid, including loans, are required to attend classes. Financial aid disbursements begin no earlier than seven days before the start of the semester. Excess aid is refunded by the CSN Cashier. Students are encouraged to sign up for direct deposit to receive the excess funds quickly. Direct deposit delivers excess financial aid directly to a student’s bank account and avoids postal delivery delays. Funds awarded as financial aid excess are intended for educational expenses only and must be used by the recipient to support their attendance at CSN. Students must be enrolled and attending at least six credits at the time excess loan disbursements are delivered.

CSN uses a “Financial Aid Census Date” (FACD) to determine a student’s actual aid eligibility. The financial aid census date is normally two weeks after the beginning of the semester. The student’s enrollment on this date will be “locked-down” and the financial aid assigned to the student will be recalculated based upon his/her enrollment on that date. The student’s enrollment will be compared with their enrollment at the time of the original aid disbursement and one of three things will happen:

1. **If the enrollment is higher at FACD than the enrollment level at the time of original payment:** the student’s aid package will be adjusted to reflect the new eligibility amount. If this results in a higher financial aid award, a new disbursement will be credited to the student’s account during the next disbursement date.
2. **If the enrollment is lower at FACD than the enrollment level at the time of original payment:** the student’s aid package will be adjusted to reflect the new eligibility amount. If this results in a lower financial aid award than originally disbursed, the student is responsible for repaying the excess funds to CSN. The student can avoid a reduction in awards if he/she is able to enroll in an equal amount of credits offered in the same semester (such as a late starting class).
3. **If the enrollment is the same at FACD than the enrollment level at the time of original payment:** no changes will be made.



## Attendance Requirement

Recipients who stop attending classes or stop logging-on to their distance education classes, or those who do not begin attending classes/never logged-in to their distance education classes, are subject to eligibility recalculation and may have to pay back some (or all) of the funds. Please review the Return to Title IV Policy on our website [www.csn.edu/withdrawal-classes#PR](http://www.csn.edu/withdrawal-classes#PR).

## SATISFACTORY ACADEMIC PROGRESS

CSN students who wish to receive Title IV financial aid, such as Federal Pell Grant, Federal SEOG, and/or Direct Loans must meet the CSN satisfactory academic progress requirements and be in an eligible program that leads to a one year certificate program, an associate degree, or a bachelor degree. A personal enrichment declaration or dual enrollment while in high school does not qualify for any Title IV federal financial aid programs. To continue eligibility for federal financial aid funding each semester, all financial aid applicants will be reviewed at the end of each semester to determine if the CSN Satisfactory Academic Progress Policy is met. For the most current information about Satisfactory Academic Progress, please visit [www.csn.edu/financial-aid](http://www.csn.edu/financial-aid). The Financial Aid Department will evaluate the applicant's entire academic history including all CSN attempted credits and transfer credits. The minimum standards of CSN's Satisfactory Academic Progress Policy include:

- A. General Requirements:** In response to the receipt of a student's Free Application for Federal Student Aid (FAFSA) and at the end of each completed semester, The Financial Aid Department will evaluate:
- Attempted semester hours including all course work graded with an **A, B, C, D, F, W, or I**, and credits taken for audit.
  - Completed semester hours including all course work earned for an **A, B, C, D, or F**, and credits graded as **Satisfactory/Pass**.
  - Students who have received a **W** or **F** in a course may attempt the same course in order to receive a passing grade.
  - Students who have earned a passing grade of a **B, C, or D**, and wish to retake the course to improve their GPA may only attempt the same course one time.
  - Transfer semester hours do not count in the calculation of the cumulative grade point average however, they are included in the attempted hour and to calculate the maximum time frame standard.
  - Each repeated course work is included in the attempted hour and to calculate the maximum time frame standard. Each repeated course work is included in the calculation of the CUM GPA.
  - Consortium course work is included to monitor satisfactory academic progress.
  - English as a Second Language courses are included when monitoring satisfactory academic progress.

**B. Financial Aid (Title IV Funds) Recipients:** To receive Title IV funds from CSN, applicants must be meeting the CSN Satisfactory Academic Progress Policy. Applicants must meet the following requirements:

1. Be admitted to CSN, have declared a major, and be in a degree program seeking a one year certificate, an associate's degree, or a bachelor degree.

2. Achieve the **qualitative standard** of at least a cumulative 2.0 GPA at CSN, and;
3. Successfully complete the **quantitative standard** of at least 67% of the cumulative attempted credit hours. See example:

Number of Credits Attempted Per Semester	Minimum Number of Credits Earned (Successfully completed) per semester
Full-Time (15 or more credits)	10
Three-Quarter Time (9 credits)	6
Half-Time (6 credits)	4
Less-Than Half-Time (5 or less credits)	All attempted credit (3 or less)

4. Complete the student's declared program within the **maximum time frame** of 150% of the published length of the educational program, such as:
  - Certificate Programs that require 40 credits for completion will be allowed  $40 \times 150\% = 60$  credits
  - Associate Degree Programs that require 60 credits for completion will be allowed  $60 \times 150\% = 90$  credits
  - Bachelor Degree Programs that require 120 credits for completion will be allowed  $120 \times 150\% = 180$  credits
5. Transfer credits accepted toward completion of the student's program must count as both hours attempted and hours completed.
6. The academic record for all students is reviewed at the end of each term. This review includes all terms attended at the College of Southern Nevada, without regard to the receipt of financial aid for that term. If a student fails to meet the **qualitative, the quantitative or the maximum time frame** requirements, they will be placed on "Warning" for the following term. While on "Warning" status, students will continue to remain eligible for financial aid.
7. **At the conclusion of the "Warning" semester, students will be re-evaluated. If the student meets qualitative, the quantitative or the maximum time frame the satisfactory academic progress status will revert back to a good standing.**
8. If all measurements are not met, the student will move to a suspended status and becomes ineligible for financial aid unless they successfully appeal based on extenuating circumstances and are placed on probation.

**NOTE: Students may also regain eligibility without an appeal by paying for an upcoming semester and successfully meeting the cumulative qualitative, the quantitative and the maximum time frame standards.**

Visit the Financial Aid website at [www.csn.edu/financial-aid](http://www.csn.edu/financial-aid) for additional information on the *CSN Satisfactory Academic Progress Policy* and a link to the *Satisfactory Academic Progress Appeal Form*.

### C. Immigration Regulations – Maintaining F-1 Visa Status:

1. International students must maintain a minimum of 12 credits hours each semester (excluding summer sessions) unless otherwise approved by the International Center at CSN.







## STUDENT ORIENTATION FOR SUCCESS

Student Orientation familiarizes new students to CSN's academic programs, advising services, course scheduling, online learning, support resources, policies, and financial aid. Orientation helps new students plan for their academic goals and complete their program of study on time. Orientation, available to students in two formats – in-person and online, is the first step to becoming a college graduate. New students need to know a good deal of information to successfully navigate college, and orientation offers the tools necessary to start on the right path.

The **In-Person Student Orientation**, offered in all three main campuses, combines a comprehensive introduction to CSN's services and policies in addition to an advising workshop. In-person student orientations are offered only in May, June, July, November, December, and January. To register for an in-person student orientation visit <https://www.csn.edu/advising/orientation>.

The **Online Orientation** is available 24/7 through your **MyCSN Student Center** and can be accessed by using your NSHE student ID number and password. After login into MyCSN, click on the Online Orientation link at the bottom of the Student Center portal. The online orientation consists of six (6) interactive segments, each with very important information about academic programs, advising and course scheduling, E-learners, paying for college, campus safety, and student support services. The student must view and complete the quiz embedded in each segment to receive credit for and successfully complete the orientation.

## ADVISING AND SUCCESS COACHING SERVICES

CSN holds the student responsible for knowing college, department and program specific requirements as stated in the CSN General Catalog & Student Handbook. While the student is ultimately responsible for ensuring personal progress towards the chosen major/degree, CSN provides a variety of academic advisement venues to assist the student in interpreting degree requirements. *First-time college students without transfer credits, undecided or students without a declared major, and Associate of General Studies (AGS) students* work with an advisor/success coach to build a first-term schedule and choose a suitable academic program based on unique skills and interests. Advisors also help students formulate personal goals, explore interests, consider educational options, and focus on courses and campus activities that will enhance their learning experience. Undecided students seeking career exploration may also obtain assistance from Career Services.

For more information about the Office of Advising and Coaching Services or to schedule an appointment, visit [www.csn.edu/advising](http://www.csn.edu/advising). Students may also email [advising@csn.edu](mailto:advising@csn.edu) or link to the Advising Chat-Room at <https://www.csn.edu/online-advising-services> to inquire about general first-time student information. Students are encouraged to run their Academic Advisement Report to check progress toward a degree by using the MyCSN guide available at <https://www.csn.edu/mycsn-student-guides>.

**NOTE: Returning, continuing, and transfer students with declared majors** seek academic advice from **ACADEMIC SCHOOL COUNSELORS** in their selected major/department. Academic counselor information is available at <https://www.csn.mywconline.net/>. Health Program returning, continuing and transfer students go to <https://hpa.mywconline.com/>.

## ACADEMIC SCHOOL COUNSELORS

Counselors help *returning, continuing, and transfer students with declared majors* craft long-term academic plans, select courses, and conduct degree audits in preparation for graduation. For counselor contact and appointment information by academic school/department please go to [www.csn.mywconline.net](http://www.csn.mywconline.net). Health Program returning, continuing, and transfer students please visit <https://hpa.mywconline.com/>.

**NOTE: First-time college students without transfer credits, undecided or students without a declared major, and Associate of General Studies (AGS) students** work with advisors located in the Department of Advising and Coaching Services.

## REGISTRATION INFORMATION

Once a student has been admitted to CSN he/she may register for classes online via MyCSN at [www.csn.edu](http://www.csn.edu) or in person at the Office of the Registrar at any of the three main campuses.

### Course Registration

- Registration for full-term classes must be completed by the end of the first week of the semester. Registration for short-term classes must be completed by 11:59 p.m. on the day before the session begins (as defined in the College Calendar).
- Exceptions to the registration deadline are limited to:
  - Courses for which the course catalog notes a prerequisite AND specifies that the permission of the instructor and/or department chair and/or program director is required.**
  - Courses requiring auditions or try-outs.
  - Courses in the Jumpstart (dual enrollment with high school) program or courses designated in a Memorandum of Understanding.
  - Students dropped due to DOCUMENTED CSN ERRORS.
  - Courses that were cancelled within 6 days of the start of the session.
- Exceptions require permission of appropriate instructor(s) and the department chair. The approval can be done via email or official form. The student must be enrolled in the class by the end of the first week of the session.

### Course Withdrawal

**PLEASE NOTE:** Before withdrawing from a course, students are strongly encouraged to discuss their decisions with an academic counselor, academic adviser or success coach **AND** the Financial Aid Department since these decisions may affect a student's financial aid and Satisfactory Academic Progress. Any such students receiving financial aid may find their awards reduced.

- Instructors do not have the option of withdrawing students. The student must receive a grade of **A** through **D-**, **F**, **Pass**, **I** or **AU** if still on the roster after the 60% point in the session (refers to the length of the session in days, not the number of assignments or percentage of points earned. Refer to the College Calendar for the appropriate date.



2. CSN administration may withdraw a student at any time during the session for just cause including, but not limited to, failure to pay for the course and violations of the Student Conduct Code.
3. Students with documented exceptional circumstances may follow the grade change process to request a grade change to **W**.
4. Students may withdraw from a course with a grade of **W** during the first 60% of a session, measured by time, not assignments. If the withdrawal occurs during the refund period, the class will not appear on the student's transcript. When withdrawing from the class, the official withdrawal date is the date processed by the Office of the Registrar, not the date last attended, unless the two dates coincide.
5. In order to adhere to financial aid guidelines, at the end of the second week of the semester or summer session, the instructor submits to the Office of the Registrar the names of students who have not participated at all in the course. Participation is defined by the U.S. Department of Education to mean physically attending a class with direct interaction between the instructor and students and/or submitting an academic assignment and/or taking an exam, interactive tutorial or computer-assisted instruction and/or attending a study group assigned by the institution and/or participating in an on-line discussion about academic matters and/or initiating contact with the faculty member to ask a question about the academic subject studied in the course.

## Auditing Classes

**POLICY:** To audit a course means the student will enroll in the course but receive no credit or grade.

### Students should be aware that:

- Federal financial aid will not pay for audited courses, and students should not include aid for audited courses in their financial planning.
- Satisfactory Academic Progress related to federal financial aid takes attempted credits into consideration when assessing a student's ongoing eligibility for federal financial aid. Credit-to-Audit conventions are counted among "attempted" credits but not as "completed" credits for financial aid purposes.

Students are strongly advised to consult with an academic counselor or advisor and the Financial Aid Department, if the student receives financial aid **PRIOR** to making any course registration changes.

1. Except for programs with applicable limitations (such as limited-entry or specialized accreditation), a student may elect to audit a course.
2. A student must pay the normal registration fees for audited courses.
3. Audited courses will **NOT** be counted as part of the academic load when full-time or part-time status is reported, for any reason, to any internal or external office or agency; this includes, by way of example only, the Financial Aid Department, Social Security Administration, Veteran's Administration, employers and others.

## Course Auditing Procedures

1. To audit a course, a student must register for the course and pay the regular fees (and tuition, if applicable).
2. Credit to Audit: To change the status of a course from credit to audit, a student must complete the change on or before the last day to withdraw. Students must sign a statement acknowledging the consequences of their decision.
3. Students cannot change their status from audit to credit.
4. All enrollment changes are processed through the Office of the Registrar.

## ENROLLMENT VERIFICATION

To request enrollment verification, students must go to MyCSN after the start of a semester. The student's social security number must be in the system to access the online enrollment verification. Enrollment verification is free.

## CREDIT LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic suspension is 12-19 credit hours each semester. Only students with a CSN grade point average of **B** (3.0) or higher may enroll for more than 19 hours. The table below shows the maximum credit hours an undergraduate student can enroll for depending on academic standing.

Academic Standing	Fall / Spring Semester	Summer Term
Good	22	16 (cumulative)
Suspension	6	6

2. **Requests for more than 19 credit hours (12 in the summer) require written approval from any of the following individuals – Associate Vice President of Academic Affairs; Associate Vice President of Academic Success; or the Associate Vice President of Community Engagement Services. Approval must be obtained before registering.**
3. The recommended maximum credits under CSN policy is 19 per regular semester and 12 per summer. To be approved for 19-21 credits, students must have a 3.0 grade point average (GPA) or higher and receive approval from one of the individuals listed above. To register for 22 or more credits, the student must have written permission from the Vice President of Academic Affairs.
4. If a student has outstanding incomplete grades, they cannot exceed 19 credits in regular semester or 12 credits in summer.
5. Students can download the "Credit Overload Request" form on our website at <https://www.csn.edu/registrarforms> or pick one up at any of our three main campuses.





## DECLARATION OF MAJOR

It is important for students to declare the appropriate major in order to receive accurate advising, avoid taking unnecessary course(s) which may result in excess credit fees, and to ensure timely graduation from CSN. **NOTE:** Processed declaration of major changes become official and reflect on the student's record on the first day of the next semester following submission.

### Changing From One Major to Another

To change from one program of study or major to another, including from self-enrichment/non-degree seeking to degree-seeking and vice versa, you must do so online from your MyCSN portal.

### Delete a Major/Add an Additional Major/Change Catalog Year

Submit the Declaration of Major form in person to the Office of the Registrar at any of our three main campuses.

## FINAL EXAMINATIONS

Final examinations are held at the end of each semester. Students are required to take the final examination at the time and place scheduled by the instructor in order to receive credit for the course.

## PAYMENT INFORMATION

All fees assessed by the college are subject to change as approved by the NSHE Board of Regents. Students may consult Class Registration through MyCSN or the Cashier's Office web page at [www.csn.edu/cashier](http://www.csn.edu/cashier) for current fee information and payment deadlines.

**Balance of Tuition and Fees:** Currently enrolled students may receive an up-to-date account balance by logging into MyCSN. To avoid errors in billing and refunds, a student must use complete name, NSHE ID number or social security number, and local address on all transactions. Please print clearly and retain all receipts.

### Methods of Payment

**Online Payment:** Students may pay for tuition and fees with a credit card through MyCSN. CSN accepts MasterCard, Visa, Discover, American Express, and Diners Club credit cards. In the event that a credit card is declined online, classes will not show as paid, and all classes are subject to be dropped due to non-payment.

**In-Person Payments:** Students may pay for tuition and fees in person at the Cashier's Office at any of the three main campuses during office hours if paying by cash, cashier check, money order, or personal check. Checks must be made payable to the NSHE Board of Regents. Be sure to write the student's NSHE number on the check when paying in person.

**Mail-In Payment:** Students may mail in personal checks for payment. Be sure to write the student's NSHE number on the check and allow sufficient time for mail delivery. The mailing address is:

College of Southern Nevada  
ATTN: Cashiers Office – NLVE124  
3200 East Cheyenne Avenue  
North Las Vegas, NV 89030

**Returned Checks:** Personal checks are accepted for payment of fees owed to the college, although no counter checks or checks altered in any way are accepted. A fee of \$25.00 will be assessed for any check returned unpaid by the bank. The prevailing bank rate is assessed for any check returned unpaid by the bank. Any returned check must be made good within ten (10) days after being returned to the college. If the account remains delinquent, collection procedures will be instituted. Personal checks returned for any semester fees from the bank constitute a financial withdrawal. The college reserves the right to place the student on a cash basis only, and withdrawal procedures may be initiated at the option of the college. A stop payment placed on a check does not constitute an official withdrawal from courses. Official withdrawal must be made via MyCSN or in person through the Office of the Registrar. Stop-pay checks will be processed as returned checks and are subject to the same fee and collection procedure.

**Payment Plan:** A payment plan is available to students who register for six or more credits per semester for Fall and Spring semesters. A non-refundable fee of \$10 will be charged upon enrollment of the payment plan. Directions for payment plan setup are outlined on the Cashier's Office web page at [www.csn.edu/cashier](http://www.csn.edu/cashier). It is the student's responsibility to follow the payment plan schedule. A penalty fee of 10 percent (minimum of \$10) will be charged per installment not paid by the due date. Any unpaid balance on a payment plan is treated as an official fee hold and is subject to collection procedures.

## REFUNDS

A student who drops or withdraws from CSN courses may be entitled to a full or partial refund of tuition and course fees according to the schedule below, which is subject to change with the Board of Regent's approval. See refund deadlines in the current College Calendar. All requests for exception to the refund policy must be submitted to the Student Appeals Committee.

### A. Full-Term Classes (16-weeks)

1. One hundred percent (100%) refund if withdrawal is initiated prior to the end of the first week of instruction.
2. Fifty percent (50%) refund if withdrawal is initiated prior to the end of the second week of instruction.
3. No refund of any amount shall be granted thereafter.

### B. Short-Term Classes (less than 16 weeks)

1. One hundred percent (100%) refund if withdrawal is completed prior to the first day of the session.
2. Fifty percent (50%) refund if withdrawal is completed two days after the first day of the session.
3. No refund of any amount shall be granted thereafter.

### C. The refund policy for all students in a course that meets for greater than 16 weeks shall be:

1. One hundred percent (100%) refund if withdrawal is initiated prior to the end of the second week of instruction.
2. Fifty percent (50%) refund if is withdrawal initiated prior to the end of the third week of instruction.
3. No refund of any amount shall be granted thereafter; and
4. No refund shall be given for the application or admission fee.



#### D. Other Refunds

1. No refund shall be given for the application and other non-refundable fees.
2. Nonresident tuition shall be refunded in conformity with the above schedule for load reduction to six (6) credit hours or less and for withdrawal for the current semester. Nonresident fees are not retroactive.

### STUDENT APPEALS

The Student Appeal Form is available at the Office of the Registrar on any of the three main campuses or online at [www.csn.edu/registrarforms](http://www.csn.edu/registrarforms). The Student Appeals Committee will review all petitions in the order of date received. The decision of the committee is **final**. Students will be notified via email of the Student Appeals Committee's decision.

A refund appeal will not be considered unless the student has officially withdrawn from the class(es) and was earning satisfactory progress in the class(es) at the time of the withdrawal. Students who are receiving financial aid should check with the Financial Aid Department or Veteran's Affairs prior to withdrawal to determine what, if any, effect this action may have on future financial aid or Veteran's Affairs eligibility.

Tuition appeals will generally be approved for the following reasons as long as the appropriate written supporting documentation is provided:

- Deployment of a student in the United States Armed Forces. The student must provide valid and properly endorsed orders. Includes dependent(s) enrolled at CSN, if other than the student;
- Death or incapacitation resulting from an illness or injury of the student; or spouse, child, parent, or legal guardian of a student that prevents the student from returning to school for the remainder of the semester. Extended incapacitation/hospitalization of the student (which caused the student to miss 20 percent or more of scheduled instruction) documented by a physician's statement on the doctor's official letterhead (copies of the student's medical records will be accepted). This must be an unscheduled medical emergency experienced or continuing after the last day to drop for tuition refund. The physician's letter must include the date the student was first seen for the medical condition as well as the beginning and ending date the student was incapacitated or/and hospitalized and must state that the student was physically unable to attend classes during that period of time. The physician's letter must specifically state that the student was physically unable to attend classes, otherwise it will not be sufficient support to approve an appeal;
- Verifiable error on the part of the institution;
- Involuntary job transfers outside the Greater Las Vegas Metropolitan Area-documented by employer;
- Late notification of denial to a specific degree program with supporting documents.

No refund will be made if the Student Appeal Form and supporting documentation are not received by the end of the semester following the semester being appealed. Exceptions may be made in extraordinary circumstances.

### EXCESS CREDIT FEE

Beginning fall 2014, the Nevada System of Higher Education (NSHE) created a policy that will charge a 50 percent excess

credit fee per-credit to a student who has attempted credits equal to 150 percent of the total credits required to complete the student's declared program of study. Attempted credits include all graded courses on a student's transcript, including but not limited to grades of **F** and **W** (withdrawal) as well as repeated courses. The fee will be charged in all terms after passing the threshold number of credits until a degree is awarded to the student.

**The following categories of declared majors are subject to the Excess Credit Fee:**

- Students currently pursuing a **Certificate of Achievement** who have attempted 45 credits or more will be charged this fee.
- Students currently pursuing an **Associate Degree** who have attempted 90 credits or more will be charged this fee.
- Students currently pursuing a **Bachelor's Degree** who have attempted 180 credits or more will be charged this fee.

The Nevada System of Higher Education (NSHE) provides an appeals process for this excess credit fee. Students will need to provide an appeal form and supporting documents to be considered for exception to this fee. The following credits can be considered in the appeals process:

1. Credits earned through examination like AP, CLEP, and Non-Traditional credits (must attach a copy of Transfer Credit Report).
2. Credits attempted while enrolled as a high school student if those credits do not meet the student's degree requirements (must attach a copy of Academic Advising Report and a copy of high school transcripts).
3. Credits attempted at an institution outside of NSHE if those credits do not meet the student's degree requirements (must attach a copy of Transfer Credit Report and Academic Advising Report).
4. Credits attempted for remedial courses (must attach a copy of unofficial transcripts).
5. Credits earned from a previous earned degree if the degree is at the same level as the current degree (must attach a copy of unofficial transcripts or Transfer Credit Report).
6. Other circumstances (if students select this option then they must submit a personal statement that includes the reason they failed to meet the degree completion within 150 percent of the credits required for their program).

Students are strongly encouraged to meet with a counselor or success coach.

### CSN IDENTIFICATION CARDS

CSN I.D. cards are available to students, faculty, and staff. The CSN I.D. card:

- Provides identification at the CSN Library for borrowing privileges.
- Provides identification for student status to qualify for discounts.
- Must be renewed each semester.

Students must be enrolled for the current semester and provide a photo I.D. in order to obtain a CSN I.D. card. There is a \$2.00 charge for your CSN I.D. card. Fees are subject to change.

CSN faculty and staff must provide a signed memo from their department head indicating their position and title. Faculty and staff I.D. cards are not required to be renewed each semester.





## BOOKSTORES

Bookstores are located on the Charleston, North Las Vegas, and Henderson campuses. Each bookstore sells the required and supplemental textbooks for your classes offered on that campus as well as classes offered online. The bookstore also sells general school supplies, study aids, educationally discounted software, imprinted clothing, and gift items. Students can also purchase textbooks and get text information from the bookstore website at [www.efollett.com](http://www.efollett.com).

**Text Rental Program:** The bookstore also offers a Text Rental Program. In order to participate in this program, you will need to be at least 18 years of age; have a valid government issued identification card; and, a recognized credit or debit card. Please note that not all titles are eligible for rent. You can visit any of the bookstore locations for additional information and/or sign up for the program.

**Bookstore Refund Policy:** Your textbooks are fully refundable in their original condition with sales receipt within two weeks from the official start of classes for fall and spring courses and one week for summer courses. After this date, you may return your books within three business days of purchase with original receipt for your full refund. Books for classes that are cancelled by the school are fully refundable within one week of the scheduled start date for the course.

Please use caution when opening package sets as some electronic media and textbook packages may not be fully refunded once opened. No refunds are offered during final exam periods.

## ATTENDANCE POLICY

College enrollment assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with the courses for which a student registers. Students are expected to attend each meeting of every course for which they have registered. Attendance is essential for normal progress in a college course. Under no circumstances will an absence, for any reason, excuse a student from completing assigned work in a given course. After an absence, it is the student's responsibility to check with the instructor about the completion of missed assignments.

(For information on absences on religious holidays, see Religious Holidays in this Catalog.)

Students receiving Financial Aid assistance, please refer to the Withdrawal and Return of Title IV Funds link from the Financial Aid – Satisfactory Progress website for detailed information at [www.csn.edu/withdrawal-classes](http://www.csn.edu/withdrawal-classes).

### Unregistered Persons in Class

Only students officially registered by the College in a class may attend the class. This applies to physical or virtual classroom sessions. By way of example only and not limitation, this includes students not registered in that class or session of the class, friends, or family members (adults or children) of registered students, or members of the general public. Students must attend the section of the class for which they are officially registered. It is each student's responsibility to ensure they are enrolled in each of their courses, and are listed on their respective class rosters. Attending a section for which a person is not enrolled, either

accidentally or purposefully, is not a valid reason to request a change of grade, reinstatement, or course refund. Exceptions to this policy are departmental/college evaluations of the class or similar administrative issues, authorized disability services, and the invitation of the instructor. Students registered for one section of a course may attend a different section of the course with the consent/invitation of the instructor for a period of time to be determined by the instructor.

## GRADES AND ACADEMIC PROGRESS

### Grading Symbols and Definitions

At the end of each semester, reporting of individual student grades is made available through MyCSN. All financial obligations to the Nevada System of Higher Education (NSHE) must be met before a student is eligible for an official transcript.

The following grades are given at CSN:

Grade	Grade Point Value	Grade	Grade Point Value
A.....	4.0	C.....	2.0
A-.....	3.7	C-.....	1.7
B+.....	3.3	D+.....	1.3
B.....	3.0	D.....	1.0
B-.....	2.7	D-.....	0.7
C+.....	2.3	F.....	0.0

Grades of **D+**, **D**, and **D-** in the student's major occupational area in Associate of Applied Science degree programs or Certificate of Achievement will not count towards graduation requirements.

- The Failure **F** grade is given for failure in the performance of course objectives and is worth zero (0) grade points.
- The Incomplete **I** grade may be assigned when the student has successfully completed all course work up to the withdrawal date of that semester/session but is unable, due to legitimate reasons (e.g. serious illness, death in the family, or change of employment), and with proper documentation, to complete all requirements for the course.
  - The instructor will determine if the student qualifies for the incomplete process, and if so, the instructor will determine and document the outstanding requirement for the student to finish the course and convert the **I** grade as well as the time frame to complete those requirements, not to exceed one year.
  - If the work is not completed during that time frame, the **I** converts to an **F** unless a different grade is indicated by a Grade Change Form.
  - If the instructor is no longer available to submit a Grade Change Form, it is the responsibility of the department chair to do so, if applicable.



- The **I** grade is not included in the student's grade point average and therefore is worth "0" points.
- If a student wishes to retake the entire course, he or she must re-register and pay for the class.
- Unless approved by the dean in the student's major or the Vice President, Academic Affairs (VPAA) or VPAA's designee, a student with three current **I** grades may not register for additional coursework.
- If the student is not enrolled at CSN at the time he or she needs to complete the coursework and he or she needs to use CSN facilities not open to the public (such as labs), the student must receive permission from the department chair or program director to use those facilities, sign a waiver of liability to CSN, and if applicable, receive permission from the clinic site.
- The Withdrawal **W** grade indicates withdrawal from a class. If the withdrawal happens after the refund period, the student will receive a grade of **W** for the class as long as withdrawal occurs before the course is 60% complete as defined by the College Calendar. Lack of attendance does not constitute withdrawal; failure to properly withdraw will result in the assignment of an **F** grade on the student's transcript in accordance with the NSHE Grading Policy. The **W** grade is not computed in the grade point average.
- The Pass **P** grade is granted on the basis of satisfactory completion of specific courses designated as **Pass/Fail** only. The **P** grade is not computed in the grade point average.
- The Satisfactory **S** grade indicates that a student earned a **C**- or above in the completion of course objectives. The **S** grade is not computed in the grade point average.
- The Unsatisfactory **UN** grade indicates that a student earned a **D+** or below in the completion of course objectives. The **UN** grade is not computed in the grade point average.
- The Not Reported **NR** grade is assigned by the Registrar pending submission of a final grade by the course instructor. The **NR** grade is not computed in the grade point average.
- The Audit **AU** grade is given for students who audit a course. The **AU** grade is not computed in the grade point average.
- The use of plus (+) and minus (-) in a grade is at the discretion of the instructor. The course syllabus shall contain a clear explanation of the grading scale to be used by the faculty member.

## Calculating Your Grade Point Average

The grade point value associated with each grade denotes how many points are accumulated for each credit earned with that grade. The grade point average is determined by dividing the sum of the grade points earned (refer to the grade point value chart) by the total number of credits earned with a regular letter grade.

## Course Repeat

Students may retake a CSN course as often as needed to gain a better grade and, thereby, a higher grade point average. Only the highest grade received will count as part of the total grade point average. All repeated courses taken at the College will remain as part of a student's permanent academic record. Some limited entry programs will not allow required courses to be repeated.

Students receiving financial aid should be aware that all attempted credits are included in the calculations for Satisfactory Academic Progress. Please see [www.csn.edu/satisfactory-academic-progress](http://www.csn.edu/satisfactory-academic-progress) for more information on Satisfactory Academic Progress.

## Academic Honors

The College of Southern Nevada supports and recognizes student achievement. An Academic Honors List identifies and recognizes students who demonstrate academic excellence. In addition to being identified as an honoree, a notation "Academic Honors" will post to the student's transcript for the qualified semester.

To be eligible for Academic Honors, a student must:

1. Complete at least 6 credits of 100 level and above during the eligible semester with grades on the **ABCDF** scale,
2. Courses must be 100 level or above, and
3. Semester grade point average and correlating designation:
  - a. 3.3 to 3.59 – Honor's List
  - b. 3.6 to 3.99 – Dean's List
  - c. 4.0 – President's List

## Academic Warning

Any student who does not achieve a cumulative grade point average (GPA) of 2.0 or higher after having attempted at least 15 credits is placed on academic warning for one semester. Students on academic warning will be directed to complete the Academic Warning component of the Academic Success Online Warning/ Probation Workshop (ASOW) and to seek appropriate assistance. A registration hold will be placed on the student's account when the student is placed on academic warning, which will be removed upon completion of the relevant ASOW component. Academic warning status does not appear on official transcripts.

**Removal of Academic Warning:** A student on academic warning who achieves a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be removed from Academic Warning.

## Academic Probation

A student on academic warning who fails to achieve a cumulative GPA of 2.0 or higher at the end of the next semester of enrollment will be placed on academic probation. Academic probation status appears on official transcripts. The first semester on academic probation will be directed to complete the Academic Probation component of ASOW and to seek assistance from appropriate service. A registration hold will be placed on the student's account when the student is first placed on academic probation, which will be removed upon completion of the relevant ASOW component. A student who maintains a semester GPA of 2.0 or higher during the first and subsequent semester(s), but have a cumulative GPA below 2.00, will continue to be on academic probation.

**Removal of Academic Probation:** Academic probation is removed at the end of the semester when a student's cumulative GPA is raised to 2.0 or higher.







## High Honors/Honors

All students graduating from CSN are considered for High Honors or Honors based on their CSN cumulative grade point average. High Honors requires a cumulative GPA of 3.6. An Honors designation requires a cumulative GPA of 3.4. All honors students receive recognition on their diplomas, academic transcripts, and in the commencement program.

## Course Substitution

A student can apply to substitute a course if he/she completed a course that is similar in content to a required course. The student is not granted any additional credit, but is merely allowed to substitute a course not listed as a requirement for a course which is required.

The course substitution cannot overrule the mandatory 15 credit CSN residency requirement.

## Course Substitution Procedures

1. Student will complete a separate Substitution/Waiver Request Form for each request (forms are available online at [www.csn.edu/registrarforms](http://www.csn.edu/registrarforms)).
2. Submit the request to the degree-granting department chair for review and signature. Students need to include degree sheet for appropriate catalog and a copy of the student's unofficial transcript and transfer credit report, if needed.  
If degree has no emphasis, please see below:
  - For Associate of Arts, submit to Dean of Arts and Letters.
  - For Associate of Science, submit to Dean of Science and Math.
  - For Associate of General Studies, submit to Associate Vice President, Academic Affairs.
3. The degree-granting chair recommends approval or denial and forwards the request to the required-course department chair.
4. The required-course department chair reviews and recommends approval or denial of the request and forwards to the Office of the Registrar.
5. If there is a discrepancy between the degree-granting chair and the required-course chair then the request is sent to the Associate Vice President of Academic Affairs for final approval or denial.
6. The student will receive a copy of the form via email on the completion of the process. This process can take up to four weeks.

## Phi Theta Kappa

If you have remained in good standing with Phi Theta Kappa while at CSN and you wish to obtain a Phi Theta Kappa notation on your diploma, transcript, and in the commencement book, you must visit CSN's Phi Theta Kappa page at <https://www.csn.edu/phi-theta-kappa> and follow the Phi Theta Kappa graduation instructions. The deadline to submit your information is the same as that for CSN's graduation. If you would like to be recognized as a Phi Theta Kappa member at CSN's commencement ceremony in May, you must purchase a Phi Theta Kappa stole online at <http://ptk.org/Store.aspx>.

