

ADMISSION INFORMATION

General Policy

CSN is an open access institution and any adult can apply for admission and enroll in classes. Students wishing to enroll at CSN must complete an admission application, which includes a \$20.00 non-refundable fee. The admission application are broken down by category; To apply to the College of Southern Nevada go to our website at www.csn.edu, click on “Apply.” Once you have been admitted you will receive two emails, one with your student number (Nevada System of Higher Education (NSHE) ID) and a second one with information on how to activate your student account. The admission notification will provide the next steps of the enrollment process.

New Degree-Seeking Student

Those applicants who are specifically seeking a degree or certificate of achievement and are applying for federal financial aid must have a high school diploma recognized by the Department of Education from their respective state of graduation, its equivalent, or be a qualified international student to be admitted to CSN. Please contact a CSN Testing Center at www.csn.edu/testing for information about GED test.High School Equivalency (HSE) test preparation, as well as the alternative HiSET test, is offered at CSN through the Division of Workforce and Economic Development www.csn.edu/workforce-development.

- High school students who are 16 years old, and are juniors or seniors, may be admitted and may enroll at CSN, subject to the approval of appropriate high school and college officials. Non Degree-Seeking Students – Personal Enrichment – students that are not seeking a degree but are interested in taking classes for personal enrichment or career skill enhancement. Students under this category will not be eligible for financial aid, or veteran benefits.
- Apprenticeship Students- students selected by the registered apprenticeship programs
- International Students- international students who need a CSN-I-20 to obtain an F-1 visa.
- Veteran Students- students that previously were in active duty in the armed forces. .05

The Board of Regents of the Nevada System of Higher Education (NSHE) mandates that CSN must randomly select 10% of all newly admitted students to verify high school or GED/HiSET completion every semester. Students that do not respond to the high school diploma/GED/HiSET verification audit will be changed from Degree Certificate-Seeking (DCS) to Degree-Seeking Non- Financial Aid Eligible (DGNFA) effective the following semester.

Admission to CSN implies general admission only and does not constitute admission to programs designated as limited entry. Acceptance to limited entry programs will be contingent upon fulfillment of conditions specified by the requirements of each program. Admission to CSN does not guarantee financial aid eligibility. Current federal, state and institutional regulations and policies regarding financial aid and eligibility requirements are available at www.csn.edu/financial-aid.

STUDENT TYPE

Transfer Student

Transferring From Another Institution

Transfer students may request that all previously attended schools, colleges and universities send official copies of their transcripts to the Office of the Registrar. CSN only accepts transfer credits from regionally accredited institutions. The accreditation of the institution and the listing published in the AACRAO Transfer Credit Practices for the year in which the applicant attended a specific institution governs the acceptance of transfer credit. The number of credits awarded will be determined by the college rating and the guidelines that follow:

- The Office of the Registrar evaluates transcripts from other institutions upon receipt and determines which credits may be applied towards a CSN degree or certificate. Students will be notified via email once the transcripts have been received.
- Students must have an official transcript mailed or hand carried and unopened to the Office of the Registrar.
- To meet graduation requirements, a transfer student must complete the appropriate 15 credit hours in residence for an Associate of Arts, Associate of Business and Associate of Science within the degree. Associate of Applied Science and Certificate of Achievement degrees require that the 15 in-residence requirements must be in the Special Program Requirement area.
- Generally, a maximum of sixteen Non-Traditional Education (NTE) credits of can be applied toward the Bachelor of Science (BAS), Associate of General Studies (AGS), or Associate of Applied Science (AAS) and a maximum of eight NTE credits can be applied toward the Certificate of Achievement (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.
- Grades of D+, D, and D- cannot be used to fulfill major occupational area Special Program Requirements in Associate of Applied Science degrees or Certificate of Achievement.
- Once all official transcripts have been received, allow up to four weeks for processing.
- Students will be notified via email once the transfer credit evaluation is completed. The official evaluation report will be available on MyCSN under Transfer Credit Report.

Current High School Student

CSN offers a number of special programs for qualified high school students. Some programs allow high school students to earn both high school and college credit simultaneously. High school students should check with their school counselor regarding necessary enrollment forms. Unless students are 18 years old, parental permission is required for all programs. Many programs require that students pay college tuition or take a placement test. Special programs for high school students include:

College of Southern Nevada High School: This CCSD dual credit program provides juniors and seniors the opportunity to attend high school on our college campuses. Students take their core high school classes with high school instructors while pursuing any of the CSN degree programs at the same time.



Students graduate from Clark County School District with all of the available diploma opportunities and have the opportunity to earn an Associate's Degree. This is an application program with a limited enrollment on each campus site.

CTE College Credit – CTE College Credit is a program that provides students the opportunity to apply for college credit within approved and articulated high school CTE (career and technical education) programs at no cost—FREE. CTE programs are a sequence of high school elective classes (generally three years), taught at the high school, by high school teachers, following high school curriculum.

There are over 40 CTE programs approved for CSN college credit. The articulated credit granted is designed to give students a head start on their pathway towards completing requirements within an industry certification, CSN certificate of achievement or CSN associates degree, or transfer credit. CTE College Credit allows students to save money and time by not having to repeat similar college coursework, and places them one-step closer to postsecondary program completion.

To qualify for CTE College Credit, students must:

- Earn a 3.0 GPA in an articulated CTE program sequence;
 - Example: Criminal Justice I, Criminal Justice II, and Criminal Justice III
- Pass the State End-of-Program Assessment; and
- Pass the State Workplace Readiness Assessment.

For complete program information please visit the program webpage at www.csn.edu/CTE.

Jumpstart Concurrent Enrollment Program: The Jumpstart Concurrent Enrollment Program is a high school partnership with CSN which gives high school juniors and seniors an opportunity to take 100-level-college classes for credit, on their high school site, from their college certified high school instructor for a reduced fee of \$50.00 per course, plus a **\$6.50** per credit technology fee. The student's registration application fee is waived. Jumpstart students are eligible for ALL college services for FREE to include but not limited to; in-depth academic planning, counseling, student advising, on-line services, tutoring, writing resource center, career exploration and planning and study skills instruction. The Jumpstart Concurrent Enrollment office is located in the Academic Partnership Division at 303 South Water Street, Henderson, Nevada 89015, and can be reached by calling 702-651-3523 and 702-651-3179 or login into www.csn.edu/jumpstart.

International Student Services

The International Center assists international students in achieving their academic goals by providing accessible services with supportive and culturally-sensitive professional staff. We provide students with admission information, application assistance, orientation, academic and personal counseling, college success skills education, and immigration regulation advising. All first semester international students are required to register for classes with guidance from an international student academic counselor, and attend a five week international student success class.

Contact Information:

Address: 6375 West Charleston Blvd. Bldg. D, Room 106,
Las Vegas, NV 89146
Phone: 702-651-5820; Email: inquiry@csn.edu;
Website: www.csn.edu/ic-home.

Immigration Compliance: The College of Southern Nevada (CSN) is a SEVP registered institution under the regulations governed by the Department of Homeland Security. As such, CSN is mandated to monitor and report the status of its F-1 enrolled students every 21 days. Under 8CFR214, CSN's Designated School Officials are required to notify F-1 international students of the following requirements necessary to maintain their student visa status:

1. International students must maintain a minimum of 12 credits hours each semester unless otherwise authorized by a DSO.
2. International students must make progress toward their officially declared program by:
 - a. Successfully completing their declared program of study within the programs dates stated on their I-20 Eligibility Certificate.
 - b. Students who register for courses that are more than 30% outside of their established degree program are considered NOT to be making progress.
3. In accordance with the Academic Probation and Suspension Policy, international students must maintain a minimum cumulative GPA of 2.0. Students who are suspended may be subject to termination of their immigration status.
4. International students must report changes in address and major to a DSO within 10 days of the change.

International Student Admission: CSN welcomes students from around the world to apply for admission through the International Center. The following is a list of CSN's four international admission options and the minimum English proficiency score required for admission.

Degree Program - TOEFL iBT 61 (or TOEFL equivalent)

Certificate Program - TOEFL iBT 61

Pathway Program - TOEFL iBT 52

ESL Program - no English proficiency test score required

Application Process: To apply for admission, students must submit the following:

1. International Student Application, completed, signed and dated.
2. A non-refundable application fee of \$45. \$25 due at time of application and \$20 due at time of enrollment.
3. Proof of English Proficiency

PROOF OF ENGLISH PROFICIENCY*	MINIMUM SCORE FOR CERTIFICATE OR DEGREE PROGRAMS	MINIMUM SCORE FOR PATHWAY AND VISITING STUDENT PROGRAMS	MINIMUM SCORE FOR ESL PROGRAM
TOEFL iBT	61	52	Not required
IELTS	6.0	5.5	Not required

*TOEFL and IELTS are just two of the many proficiency test scores that CSN accepts.

For a complete list of accepted test scores, go to: www.csn.edu/ic-admission



4. Official High School Diploma or transcript(s). International diplomas and/or transcripts must be certified and translated into English to verify completion of U.S. equivalent academic program. The diploma and/or transcript must include the full name of the student and date of graduation.
5. A personal statement describing educational goals, intended field of study, and reason for choosing CSN.
6. Proof of financial support: CSN requires an official bank letter or statement dated within 120 days of your application showing available funds to cover expenses for one year. Fees are subject to change without notice.

Fees Academic Year 2017-2018 ?

Tuition & Fees	\$ 9,700
Room & Board	\$ 7,800
Books & Supplies	\$ 1,100
Transportation.....	\$ 3,500
Personal.....	\$ 1,900
Health Insurance	\$ 1,300
TOTAL	\$ 25,300

- 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 \$6,000 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 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 online I-94 arrival/departure record or original paper I-94 card
12. Copy of current I-20 Form
13. Transfer-In Form indicating your SEVIS release date. The Transfer-In Form is available at: www.csn.edu/ic-admission.

Change of Non-Immigrant Visa Status: If you are currently in the U.S. on a visa that is not the F-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:

SEMESTER	NEW STUDENT	TRANSFER STUDENT	CHANGE OF STATUS & RETURNING
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 (ESL) test.

Exception: Students admitted with a TOEFL iBT score of 71 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 maintain a valid health insurance policy while enrolled at CSN. Insurance is mandatory and offered through USI Insurance Services. You may access the insurance provider's website at <https://studentinsurance.usi.com> for cost, benefits, claims and additional information. Vision and dental care are not included in this plan. Other insurance plans that are comparable to the plan offered at College of Southern Nevada may be accepted.

Limited Entry

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
- 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**

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, which may apply towards required credits for a degree. Contact the Office of the Registrar for more information.

Advanced Placement Subjects: Scores:

Art – AP Art History Test	
Art for non-Art Majors only (3 credits)	3-5
Art – AP Art Studio Drawing Test	
ART 101 (3 credits)	3-5
Art – AP Art Portfolio Test	
Art for non-Art Majors only (3 credits)	3-5
Art – AP Studio Art:2-D Design Test	
ART 107	3-5
Biological Sciences – AP Biology Test	
BIOL 189 (no lab)	3
BIOL 196 after department chair evaluation (3 credits no lab)	4-5

Chemistry – AP Chemistry Science Test	
CHEM 121 (3 credits no lab)	3
CHEM 121 and 122 (6 credits no lab)	4-5
Economics – AP Macroeconomics Test	
General Electives (3 credits)	3
ECON 103 (3 credits)	4-5
Economics – AP Microeconomics Test	
General Electives (3 credits)	3
ECON 102 (3 credits)	4-5
English – AP Composition/Literature Test	
ENG 101 (3 credits) and ENG 102 (3 credits)	4-5
English – AP Language/Composition Test	
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
<i>(Both cases include the U.S. Constitution requirement)</i>	
<i>(Both cases include the NV Constitution requirement if taken at Nevada high schools, otherwise student will receive U.S. Constitution credit ONLY)</i>	
History – AP European History Test	
HIST 106 (3 credits)	3
HIST 106 plus 3 credits (6 credits)	4-5
<i>(Both cases exclude the U.S. Constitution requirement)</i>	
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
Music – AP Music Theory Test	3-5
Music elective	
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 Comparative Government and Politics

PSC 211	3-5
---------	-----

Political Science – AP U.S. Government and Politics

U.S. Constitution only	3-5
<i>(Excludes the Nevada Constitution requirement)</i>	

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.

International Baccalaureate (IB) Program: The program provides an internationally accepted qualifications aimed at 16 to 18 year old entry into higher education.

CSN Credit may be awarded for credit for each higher-level examination passed at a level of 4 or above.

IB SUBJECT	MIN. SCORE	CREDITS	COURSES SATISFIED
American History	4	3	Gen Ed (U.S. Constitution)
Anthropology, Social & Cultural	4	3	ANTH 101
Biology	4	4	BIOL elective
Chemistry	4	4	CHEM elective
Economics	4	3	ECON elective
European History	4	3	HIST elective
English Comp./Lit.	4	3	ENG elective
History	4	3	HIST elective
Math	4	3	Math elective
Music	4	3	MUS elective
Physics	4	4	PHYS elective
Philosophy	4	3	PHIL elective
Psychology	4	3	PSY 101
Theater Arts	4	3	THTR elective

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 may include but are not limited to nor guaranteed to be:

- Apprenticeship instruction and training
- Certificate training



CLEP SUBJECT EXAMS

CLEP SUBJECT	ACE RECOMMENDED SCORE	SEMESTER HOURS	COURSE GRANTED
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



- Correspondence schools
- Extension courses
- Post-secondary proprietary institutions including business colleges
- Service Members 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 Bachelor of Science (BAS), 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 BAS, 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 NTE 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 or above.

College Composition Modular is not accepted at CSN but is given at the Testing Center for other institutions.

Additional credit may or may not be granted for selected examinations at the discretion of the academic department.

- **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.**

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. 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.



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 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.

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. 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.



- Achieve the **qualitative standard** of at least a cumulative 2.0 GPA at CSN, and;
- 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)

- 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
- Transfer credits accepted toward completion of the student's program must count as both hours attempted and hours completed.
- 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.
- 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.**
- 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 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:

- International students must maintain a minimum of 12 credits hours each semester (excluding summer sessions) unless otherwise approved by the International Center at CSN.
- International students must make normal or satisfactory progress toward their officially declared program by:
 - Successfully completing courses in their degree program. Students who attempt a disproportionate number of courses (more than 30% of the total semester course load) outside of their established degree program are considered NOT to be making normal or satisfactory progress.
- In accordance with the Academic Probation and Suspension Policy, international students must maintain a minimum cumulative GPA of 2.0. Students who are suspended may be subject to termination of their immigration status.

International students enrolled in CSN who hold F-1 visas must be advised of these requirements by the CSN International Center.

TESTING CENTERS

Placement tests are available for potential CSN students, at no cost, at the three main campuses and additional testing sites. CSN uses Accuplacer for English, Math, and Reading placement tests. All new CSN degree/certificate-seeking or transfer students are required to take the English, Reading, and Math placement tests or present an alternate method of placement.

Alternate Methods of Placement into English and Math:

- Provide ACT/SAT

ACT/SAT Entrance Exam For Placement

Requirements:

- Scores are less than two (2) years old
- Accepted forms:
 - Original Mailed SAT/ACT forms
 - Sealed High School Transcript
 - High School Faxed Transcript – to CSN Testing Center
- No internet print-outs or copies

PASSING SCORES

ENGLISH 101: ACT 18
SAT 440 (Critical Reading)

READING

Placement Bypass: ACT Reading 18
SAT Critical Reading 440

MATH:

Math Course	ACT	SAT
095.....	16 – 18.....	400 – 449
096, 120.....	19 – 21.....	450 – 499
122, 124, 126.....	22 – 24.....	500 – 549
127, 128, 132, 152.....	25 – 27.....	550 – 599
181, 251.....	28.....	600 and Above

- Students may be able to transfer in prior college credit by submitting a Transcript Evaluation Form to the Office of the Registrar.



Accuplacer English Placement Test: Students must take an English placement test prior to registering for any English class. Your placement results may be reviewed on MyCSN.

- English test scores range from 1–8 with the following cut scores for each level:

ENG 101.....	6-8
ENG 100.....	5
ENG 098.....	3-4
ENG 092.....	2
ABE.....	1

English as a Second Language Test: Please call North Las Vegas 702-651-4475 or Charleston 702-651-5736.

Accuplacer Math Placement Test: Students must take the math placement test prior to registering for math class except for the lowest level.

- Accuplacer cut off scores for placement (These cutoffs are CSN approved. Other institutions may or may not reflect the same course level requirements).
- The student will take two of the three exams starting with Algebra (AG) and then taking either the College level Math (CM) or Arithmetic (AR) section dependent on their Algebra score.
- Each exam has a maximum score of 120.

	AG	AR	CM
MATH Prep	1-75	1-88	-
MATH 093	1-49	50-88	-
MATH 095	1-75	89+	-
MATH 095	50-75	80+	-
MATH 096/120	76+	-	1-48
MATH 126	76+	-	49-82
MATH 127	76+	-	83-99
MATH 181	76+	-	100+

Accuplacer Reading Placement Test: *Students must take the reading placement test prior to registering for any reading class. Beginning Fall 2015 Reading Placement tests will be mandatory for all new students, unless they successfully bypass the test with the ACT or SAT scores.*

Expiration of Test Scores: All placement test scores are good for two years. Students must ensure to enroll in the course(s) level they are placed before the expiration of their test results. At the expiration of a test result, students' enrollment in the course level of placement will be blocked, and such student will need to retake the test.

Retest Policy: placement tests may be retaken after a minimum of two weeks waiting period. No specific placement test, however, may be taken more than twice in any six-month period. Students who are already enrolled in the course they are placed will not be allowed to retest.

Out-of-Area/Remote Testing Policy: Any person who lives outside of Las Vegas may take a placement test without traveling to Las Vegas. Please visit our website at www.csn.edu/testing to make your request and or for more information.

Practice Tests:

- Accuplacer for both English and Math Practice tests: <https://accuplacer.collegeboard.org/student/practice>.
- EdReady Practice tests for Math: <https://csn.edready.org/home>.
- Math.Com Practice tests and study tips for Math: <http://www.math.com/>.

CLEP and Dantes: These tests enable non-traditional and traditional students to earn college credit based on lifetime achievement and job skills. These tests are offered at the three main campuses. *CSN does not accept Dantes for Credit.*

High School Equivalence Exams: The GED is given at the three main campuses; please make your appointment through www.GED.com.

Proctoring: The Testing Centers proctor tests for courses taught at CSN free of charge (i.e., make-up tests and distance education/instructor exams). Proctoring for tests from other institutions (including all other Nevada System of Higher Education institutions: i.e., UNLV, UNR, NSC, WNC, TMCC, or GBC) is available for a fee.

Career Interest and Aptitude: These tests (Strong, MBTI and WOWI) are available on the three main campuses for a fee.

For more detailed information visit: www.csn.edu/testing.

For Testing Hours and addresses please call:

North Las Vegas.....	702-651-4050
Charleston.....	702-651-5733
Henderson.....	702-651-3128

NSHE PLACEMENT POLICY

(Title 4, Chapter 16 page 2-4) Rev. 278(03/18)

Section 1. NSHE Placement Policy

The placement policies of the Nevada System of Higher Education (NSHE) are intended to ensure a foundation of knowledge and competencies that will assist students in successfully pursuing and attaining an academic degree. Students are strongly encouraged to prepare for the rigors of higher education before entering the NSHE.

- Pursuant to federal regulations, institutions may make ability-to-benefit determinations using federally approved tests and passing scores to receive federal student aid. The NSHE reserves the right to cancel the admission or registration of any individual whose attendance at a university or college, in the opinion of the appropriate administrative officer and the President, would not be mutually beneficial, as determined by the ability-to-benefit test, to that individual and the university or college.
- Initial Placement of Students into English and Mathematics Courses.
 - Exemption from Remedial Instruction. Degree-seeking students who meet or exceed the minimum English or mathematics scores on any one of the college readiness assessments listed below must be placed into a college-level course in that subject and are exempt from being placed into any form of remedial instruction in that subject provided that the student:



- i. Was continuously enrolled in an English course and a mathematics course in his or her senior year of high school unless an exception is approved by an NSHE institution; and
- ii. Enrolls in an NSHE institution after high school in any term (summer/fall/winter/spring) during the academic year following high school graduation.

Institutions may use other factors including high school transcript, grade point average, or additional testing to determine the appropriate first college-level course. Institutions are not required to honor initial placement decisions pursuant to this subsection for students who fail to remain continuously enrolled in required mathematics and English courses until the core mathematics and English requirements are completed.

College Readiness Assessments – English	
Test Score	Minimum Score
ACT English	18
SAT Critical Reading – SAT Test Date Prior to March 2016	500
SAT Evidence-Based Reading & Writing – SAT Test Date March 2016 and later	480
Smarter Balanced	2583 (Achievement Level 3)
PARCC	Level 4 Score
College Readiness Assessments – English	
Test Score	Minimum Score
ACT Mathematics	22
SAT Math – SAT Test Date Prior to March 2016	500
SAT Math – SAT Test Date March 2016 and later	530
Smarter Balanced	2628 (Achievement Level 3)
PARCC	Level 4 Score

- b. Placement of Students without an Exemption from Remedial Instruction. For degree-seeking students who have not met the English or mathematics college readiness assessment score on one of the tests in subsection a or who have not taken any of the tests in subsection a, institutions must develop an assessment and placement policy that ensures students who place at high school or above levels have an opportunity to enroll in and complete gateway college courses in mathematics and English within one academic year. The assessment and placement policy may use multiple measures, including, but not limited to placement exams; high school GPA; course selection

and performance in the senior year of high school; and intended postsecondary program of study to determine appropriate placement into one the following options:

- i. Placement into college-level courses without any additional academic support or remediation;
 - ii. Placement into a co-requisite course where academic support is provided to students while enrolled in college-level gateway courses;
 - iii. Placement into a single semester of remedial education that is followed by either a gateway college-level course or co-requisite gateway course option; or
 - iv. For students who are seeking a STEM (science, technology, engineering or mathematics) degree or program of study that requires college algebra or pre-calculus and who place at the high school Algebra 1 level (e.g. Math095), placement into a three-semester sequence culminating in the gateway college algebra course. The sequence may include co-requisite coursework.
- c. Institutions may establish alternative pathways to those described in subsection b for those degree-seeking students whose mathematics or English skills are below the high school level as established by the institution's assessment and placement policy set forth in subsection b.
3. To promote completion of gateway courses within the first academic year, all degree-seeking students must be continuously enrolled in appropriate mathematics and English courses until the institutional core curriculum mathematics and English requirements are completed. Institutions may authorize exceptions to this requirement if the exception does not affect the student's ability to complete the gateway course within the first academic year.
 4. Requirements for college readiness and college-level course enrollment shall be publicized by each institution to the appropriate Nevada school districts. In addition, the Chancellor will work with the State Superintendent of Public Instruction to publicize these requirements to all Nevada school districts and to establish educational strategies to encourage high school standards, graduation requirements, and assessments that are aligned with college and workforce readiness expectations.
 5. For purposes of this section, "college-level" means courses that are numbered 100-level and above.
(B/R 9/16)

COYOTE ORIENTATION & REGISTRATION EVENT (C.O.R.E.)

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 at 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, August, for the Fall semester and November, December, and January for the Spring semester. 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 logging 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 successful completion of the online orientation. CSN recommends a student use Internet Explorer or Mozilla Firefox to complete the online 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. Students may also email 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://csn.mywonline.net/>. Health Program returning, continuing and transfer students go to <https://at.csn.edu/meet-our-advising-staff>.

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.mywonline.net. Health Program returning, continuing, and transfer students please visit <https://at.csn.edu/meet-our-advising-staff>.

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 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/summer classes must be completed by 11:59 p.m. on the day before the session begins (as defined in the Academic Calendar).

1. Exceptions to the registration deadline are limited to:
 - a. 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.
 - b. Courses requiring auditions or try-outs.
 - c. Courses in the Jumpstart (dual enrollment with high school) program or courses designated in a Memorandum of Understanding.
 - d. Students dropped due to **DOCUMENTED CSN ERRORS**.
 - e. Courses that were cancelled within 6 days of the start of the session.
2. 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.
3. Course registration waitlist will be functional during the first week of the fall and spring semesters.

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. Students receiving financial aid should check with the Financial Aid Department since these decisions may affect a student's financial aid awards and Satisfactory Academic Progress (SAP) status.

1. Instructors do not have the option of withdrawing students. The student must receive a grade of **A** through **D-**, **F**, Pass or **I** 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 Academic Calendar for the last day to drop 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.
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 come to the Office of the Registrar and complete the Auditing Classes form 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.

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 or Associate Vice President of Advising Counseling, and First Year Experience. 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.

Auditing Classes

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

PLEASE NOTE:

- 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 (SAP) 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.



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. Effective Fall 2018, students will only be allowed to have one declared specific major at a time. Exceptional cases will be considered for students requesting more than one major with the appropriate approval. The Request for Multiple Majors form can be obtained from the Office of the Registrar.

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 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. 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. Long-Term Classes (greater than 16 weeks)

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



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.
3. 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. 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 (W) from the class(es). 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.

If the appeal is approved, the grades of "W" will remain on the student's academic record and will be used to calculate Excess Credit fee, Student Academic Progress (SAP), and any other state or federal mandate.

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 states an Excess Credit Fee shall be charged to a student who has attempted credits equal to 150 percent of the credits required for the student's program of study. The amount of this additional fee is equal to 50 percent of the per credit registration fee. Attempted credits include all graded courses on a student's transcript, including but not limited to the grades of F and W (withdrawal) and repeated courses. The fee will be charged, for example, after 90 credits have been attempted towards a 60-credit associate's degree or 180 credits towards a 120-credit bachelor's degree. Exceptions may apply on a case-by-case basis. 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.

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 or higher as the current degree (must attach a copy of unofficial transcripts or Transfer Credit Report).
6. Credits not accepted for transfer at the receiving institution
7. Credits associated with courses taken for audit or for which an audit grade is received
8. 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 advisor/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.

Text Rental Program: The bookstores offer 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 and/or online packing slip within 10 school days from the official start of classes for fall and spring courses and 7 school days for summer and/or short term courses. After this date, you may return your books within three business days of purchase with original receipt and/or online packing slip 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. Textbooks purchased during the last week of classes or during exam periods are non-refundable. You can visit any of the bookstore locations for additional information on the Refund Policy.

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.

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 compete 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 post 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 of 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 Academic 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. For more information on Satisfactory Academic Progress go to <https://www.csn.edu/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 during the eligible semester with grades on the **ABCD**F 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 assistance from appropriate services. 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. Courses the student has enrolled in before being placed on academic warning are not affected by being on academic warning; however, the student will not be able to add or drop courses until the registration hold has been removed. 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 beginning when the final semester grades are posted. 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. Courses the student has enrolled in before being placed on academic probation are not affected by being on academic warning; however, the student will not be able to add or drop courses until the registration hold has been removed. 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.

Academic Suspension

A student on academic probation who fails to achieve a semester GPA of 2.0 or higher will be placed on academic suspension. Students who are on academic suspension will not be allowed to register for any credit classes for at least one semester, but during the semester may petition to register for the following semester with the Academic Suspension Appeals Committee. Academic suspension status will appear on the student's official transcript. Students on academic suspension will be encouraged to seek advice from appropriate counselor or advisor based on declared major.

College Readmission After Suspension: If the student wants to register for a credit class(es) after one semester of suspension, that student must meet with the appropriate counselor or advisor based on the declared major, and submit an Academic Suspension Appeals form. Student Appeal Form must also include the advising degree sheet and up to two selected courses chosen. If approved by the committee, the student will be limited to a maximum of two classes per semester. The student must appeal every semester until a cumulative GPA of 2.0 or higher. If semester GPA is below a 2.0 for two consecutive semesters, the student must sit out another semester before petitioning again. The student must earn a cumulative GPA of 2.0 or higher to be removed from Academic Suspension status.

- A. A student may request a change of grade for any of three reasons:
 1. The student claims a clerical or computational error was made by the instructor in assigning the grade.
 2. The student claims the instructor lost or damaged student work that had been completed and submitted as assigned.
 3. The student claims the instructor evaluated the student's work on the basis of different factors than were used to evaluate the work of the other students in the same course section.
- B. A Grade Appeal Committee will be appointed as necessary. The school dean will solicit members for this committee as defined below:

The Committee will consist of five members:

 1. One department chair/head, from a department other than that of the involved faculty member, selected by the Dean.

2. Two school faculty members, one to be selected by the Dean and the other by the involved faculty member.
 3. One representative from Student Affairs, appointed by the Vice President of Student Affairs.
 4. The fifth member of the Committee will be a faculty member selected by the student. If the student declines to suggest a Committee member, the Dean will select the fifth member from the discipline, when possible, involved in the appeal.
 5. The Dean will seek replacement of any member of the Committee who is directly involved in a particular case. If a member of the committee is unavailable, the Dean will replace the member for that individual appeal.
 6. The Committee members will designate the chair of the Committee, who is responsible for ensuring that the procedure is correctly followed.
- C. The Grade Appeal Committee's decision will be final and binding on all parties and unable to be appealed.

Procedure:

- A. The student will first discuss the request for change of grade with the instructor. If the matter cannot be resolved, the student appeals in writing to the department chair/head. This appeal must contain a signed statement of the reason (as stated in II.A for a change in grade, and also all supporting documentation which must include at least the course syllabus, any relevant assignment instructions/criteria, and copies of any disputed work. This appeal must be submitted within four months of the end of the course in which the grade is being disputed. If resolution is still not reached, the student appeals to the dean of the school. The dean will see that the Grade Appeal Committee is formed. The Grade Appeal Committee will rule on the matter within 30 days of the date of the appeal to the dean.
- B. When a grade appeal is referred to the Grade Appeal Committee, the Committee will schedule a formal hearing at which the student and the instructor may each make a statement of the case. Additional material may be submitted to the Committee chair at least one week in advance, to be distributed to all parties at the chair's discretion. The Committee may hear other witnesses and examine all submitted evidence from student and faculty as they choose. The petitioning student must be present for the hearing. Absent extraordinary circumstances, the student's absence will result in forfeiting the appeal. Involved faculty, if present, may also present their case. The burden of proof is on the student. The Committee may not meet without at least four members present.

Based on the evidence, the Committee may decide:

1. No action, initial grade will remain unchanged.
2. To recommend the grade change if at least four of the Committee members agree.
3. That the student may replace lost or damaged work within the timeframe determined by this Committee. If the student's work is not submitted within the timeframe, the initial grade will stand.



If a change of grade is recommended, the dean will sign and file the grade change form. If replacement work is recommended, the Committee will establish a reasonable time line for completion of the replacement work and the dean will appoint a faculty member from the same discipline or school to evaluate the replacement work and decide the student's final grade.

The Committee chair will prepare a summary of the appeal and the reasons for their decision and each Committee member will sign indicating concurrence or dissent from the Committee's decision. Within one week of the hearing, the summary will be sent to the student, the faculty member, the department chair/head, and the school dean.

GRADUATION REQUIREMENTS

Periodic revisions of degree requirements are made because of advances in knowledge, changes in occupational or professional qualifications, or the expectation of accrediting authorities. Such requirements may necessitate adherence to the degree requirements of a recent or current catalog. Institutional catalogs do not constitute contractual agreements or commitments.

To ensure students graduate with current knowledge in their chosen fields, CSN requires that students must meet degree or certificate course requirements that are listed in a CSN catalog.

Students must:

- Select the catalog under which the student first completed CSN courses, or
- Select the catalog under which the student officially declared or changed major, or
- Select the catalog under which the student will complete the curriculum requirements for a baccalaureate degree or an associate degree or certificate of achievement, or
- Select a degree that is offered for the first time after the student has enrolled. The student must choose the catalog year in which the degree or major was first offered.

The selected catalog cannot be more than six years old at the time of graduation for students receiving an associate degree or certificate, and not more than ten years old at the time of graduation for students receiving a baccalaureate degree.

Students must know:

- When pursuing a bachelor degree, the student must complete a minimum of 120 credits, depending on specific program requirements, of various courses meeting general education and program-specific requirements.
- When pursuing an associate degree, the student must complete a minimum of 60 credits, depending on specific program requirements, of various courses meeting general education and program-specific requirements.
- When pursuing a certificate of achievement, the student must complete a minimum of 30 credits, depending on specific program requirements, of various general education and certificate specific requirements.
- Must earn a minimum cumulative grade point average (CUM GPA) of 2.00 at CSN.

- Complete all course requirements by the last day of final examinations of the candidate's final semester. Students cannot have pending grades of **I** or **NR**. A final graduation grade point average must be posted.
- Not have a grade of **D+**, **D**, **D-** in the major occupational area for the Associate of Applied Science degree or Certificate of Achievement.
- Satisfactorily complete a minimum of 15 semester credit hours in residence at CSN. Students must complete the appropriate 15 semester credits in the Special Program Requirements for the Associate of Applied Science degree and the Certificate of Achievement,
- Credits completed by exam at CSN, including CLEP, as well as other transfer courses do **not** count towards CSN's residency unit requirement or factor into CSN's GPA.
- Non-Traditional Education (NTE) credits can only be used towards the Special Program Requirements in Associate of Applied Science degree, Associate of General Studies degree, or Certificate of Achievement.
- Not have any outstanding financial obligation with any NSHE institution.
- In no case, may one course be used to meet more than one requirement *except for the Values and Diversity general education requirement. (refer to page 47)*
- Course numbers less than 100 cannot be used towards any degree.
- Course numbers with a "B" suffix cannot be used toward the Associate of Arts, Associate of Business, or Associate of Science.

Dual Degrees/Certificates

Students seeking to earn two certificates or degrees subsequently or simultaneously must satisfy the following dual degree policy requirements:

- File a separate Application for Graduation for each degree.
- Complete all curricular requirements for each degree.
- Complete 15 credits in residence beyond the requirements for the first degree; therefore, the student must complete a minimum of 75 semester credits if pursuing a second associate degree or 45 semester credits if pursuing a second certificate. Thirty semester credits of which were earned in residence at CSN.
- Students earning dual degrees may use a course only once to fulfill each certificate or degree requirement.

Application for Graduation

CSN awards the following degrees upon successful completion of all requirements: Bachelor of Applied Science, Bachelor of Science, Associate of Arts, Associate of Applied Science, Associate of Business, Associate of General Studies, Associate of Science and the Certificate of Achievement. Diplomas and transcripts indicate the degree and any emphasis, if applicable.

Students are strongly encourage to meet with an academic counselor prior to applying for graduation to ensure all academic



requirements have been met. Students may apply for and receive diplomas for one of three semesters: summer, fall, or spring. Students requesting a duplicate diploma must submit a graduation application and mark **“DUPLICATE DIPLOMA”** and pay the \$15.00 duplicate diploma fee.

Students transferring credits completed at other institutions toward their CSN degree or certificate must have their transcripts evaluated prior to applying for graduation. Any student who fails to meet graduation requirements in any given semester must file a new application with the Office of the Registrar.

Commencement exercises are held once a year in May. Students who graduated during the preceding summer or fall semesters and potential spring graduates will be listed in the commencement program and may participate in the May commencement. Students must file an application for graduation with the Office of the Registrar during the semester in which they plan to complete requirements for graduation. The deadline for filing is included in the Academic Calendar, available online at www.csn.edu/academiccalendar.

High Honors/Honors

All students graduating from CSN are considered for High Honors or Honors based on their CSN cumulative grade point average. An High Honors diploma requires a cumulative GPA of 3.6. An Honors diploma requires a cumulative GPA of 3.4. All honor 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. Students will need to see their advisor/counselor to submit a substitution request. Advisors/Counselors can access the substitution request form online at <https://onbase.csn.edu>.
2. Advisors/Counselors must attach a degree sheet with correct catalog year a copy of the student's unofficial CSN transcript or a copy of the student's transfer credit report, and a catalog course description to the substitution request form. Upon submission of the form, the request is electronically routed to the degree granting chair.
3. The degree-granting chair recommends approval or denial and routes the substitution request to the required course department chair.
4. The required course department chair reviews and recommends approval or denial of the substitution request. The request is then routed to the Office of the Registrar.

5. If there is a disagreement between the degree granting department chair and the required course department chair, the request is routed to the Associate Vice President of Academic Affairs for final approval or denial.
6. The student will receive notification 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>.

