

STUDENT ACADEMIC INTEGRITY POLICY

See Appendix A on page 575 for more information or www.csn.edu/policies.

ACADEMIC RENEWAL

Academic Renewal allows students to request that as many as two consecutive semesters' grades not be included in the calculation of their cumulative grade point average, academic standing and eligibility for graduation. The student must submit an Academic Renewal Form to the Office of the Registrar. If Academic Renewal is awarded then it must include all the courses for that given semester(s). If summer courses are to be included in the work disregarded, then course work from all summer terms of the same calendar year shall count as one semester. Academic renewal can only occur once during a student's academic career. To maintain a true and accurate academic history, all work will remain listed on a student's permanent academic record. The record will be annotated to indicate that work taken during the disregarded semester(s), even if satisfactory, will not apply toward graduation requirements. There will be no reimbursement of fees for the semester(s) which academic renewal is granted. ***Course work disregarded under this policy may continue to be used for the calculation of eligibility to receive financial aid and scholarship.***

Eligibility for academic renewal shall be subject to the following conditions:

- At the time the petition is filed, a minimum of five years shall have elapsed since the most recent course work to be disregarded was completed.
- In the interval between the completion and the filing of the petition, the student shall have completed a minimum of fifteen credits of course work from a regionally accredited institution of higher education with a minimum grade point average of 2.5 on all work completed during that interval. Courses taken during this interval may be repeats of previously attempted college work.

IMMUNIZATIONS AND OTHER SPECIAL REQUIREMENTS

A student enrolled in any of the following programs is a **potential candidate** for the special requirements policy, depending on the particular course of study. Consult with the program director or advisor for specific program requirements and deadlines.

- Cardiorespiratory Sciences
- Contact Lens Technician
- Culinary Arts Management
- Dental Assisting: Clinical Emphasis
- Dental Hygiene
- Diagnostic Medical Sonography
- Early Childhood Education
- Emergency Medical Technician and Advanced Emergency Medical Technician

- Health Information Technology
- Medical Coding
- Medical Laboratory Scientist
- Medical Laboratory Technician
- Medical Office Assisting
- Medical Office Practices
- Medical Transcription
- Mental Health Services
- Military Medic/Corpsman to LPN
- Nursing (RN)
- Nursing Assistant
- Ophthalmic Dispensing
- Optical Laboratory Technician
- Paramedic Medicine
- Patient Registration
- Pharmacy Technician
- Phlebotomy
- Physical Therapist Assistant
- Practical Nursing (PN)
- Radiation Therapy Technology
- Surgical Technologist
- Veterinary Technician

Immunizations

Nevada law and cooperative agreements with community partners requires the protection of students at high risk for exposure to vaccine-preventable diseases. Students in specific programs will be required to provide documentation of receipt of vaccination or proof of immunity through blood testing for any or all of the following:

- Hepatitis A via Health Card (Health Sciences, Culinary, Early Childhood Education)
- Hepatitis B
- Measles (rubeola), Mumps, Rubella (MMR)
- Chicken Pox (Varicella)
- Tetanus/Diphtheria/Pertussis
- Influenza
- Rabies (Veterinary Technician)

Tuberculosis: Once accepted into a healthcare program, the student is required to show proof of no active pulmonary tuberculosis present.

Physical Examination: Once accepted into a healthcare program, the student is required to complete a physical examination.

Health Insurance: Once accepted into a healthcare program, the student is required to show proof of major medical health insurance coverage.

Drug Screen: Once accepted into a healthcare program, the student is required to test negative for drugs and alcohol via a drug screen.



Criminal Background Check: Once accepted into a healthcare program, the student is required to have a criminal background check completed.

CPR: Once accepted into a healthcare program, the student is required to maintain certification in Healthcare Provider CPR/AED training.

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, Cheyenne, or Henderson campus for current information on special requirements.

MATRICULATION DATE

The term "matriculation date" is the date of the first day of instruction in the semester or term in which enrollment first occurs and continues through the completion of at least one academic course. Enrollment in CSN non-credit courses, which are not state-funded, shall not be used in determining "date of matriculation" for evaluation of residence.

NAME CHANGE

Students who wish to change their name on record at CSN will need to complete the Request to Change Personal Identification Data Form available at the Office of the Registrar and provide appropriate documentation such as government-issued picture ID, marriage certificate, divorce decree or other court documents. Students must submit the form and supporting documents in person. Name changes are processed for currently enrolled students only.

RELIGIOUS HOLIDAYS

It is the policy of the Nevada System of Higher Education to be sensitive to the religious obligations of its students. Any student missing class, quizzes, examinations, or any other class or lab work because of observance of religious holidays shall, whenever possible, be given an opportunity during that semester to make up the missed work. The make-up will apply to the religious holiday absence only. It shall be the responsibility of the student to notify the instructor in advance and in writing if the student intends to participate in a religious holiday that does not fall on state holidays or periods of class recess. This policy shall not apply in the event that administering the assignment at an alternate time would impose an undue hardship on the instructor or the institution that could not reasonably have been avoided.

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

REMEDIATION REQUIREMENTS

1. Placement testing should take place prior to matriculation. Additionally, English and mathematics testing must take place *no more than two years prior to matriculation*.
2. All degree-seeking students who place in developmental/remedial coursework must take the prescribed sequence of courses until remediation is completed.
3. Students requiring remediation *must complete all required remediation coursework prior to completion of 30 college-level credits* unless otherwise authorized by the institution.
4. The Nevada System of Higher Education reserves the right to cancel the admission or registration of any individual whose attendance at CSN, in the opinion of the appropriate administrative officer and the President, would not be mutually beneficial to that individual and the college.

CSN'S POLICY AGAINST SEXUAL HARASSMENT

1. Sexual Harassment is Illegal under Federal and State Law.

The College of Southern Nevada (CSN) is committed to providing a place of work and learning free of sexual harassment, *including sexual violence*. Where sexual harassment is found to have occurred, CSN will act to stop the harassment, to prevent its recurrence, to *remedy its effects*, and to discipline those responsible in accordance with the Nevada System of Higher Education (NSHE) Code or, in the case of classified employees, the Nevada Administrative Code. Sexual harassment, *including sexual violence*, is a form of discrimination; it is illegal.

No employee or student, either in the workplace or in the academic environment, should be subject to unwelcome verbal or physical conduct that is sexual in nature. Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior of a sexual nature that is not welcome, that is personally offensive, and that interferes with performance.

It is expected that students, faculty and staff will treat one another with respect.

2. Policy Applicability and Sanctions.

All students, faculty, staff, and other members of the campus community are subject to this policy. Individuals who violate this policy are subject to discipline up to and including termination and/or expulsion, in accordance with the NSHE Code (or applicable Student Code of Conduct) or, in the case of classified employees, the Nevada Administrative Code. Other, lesser sanctions may be imposed depending on the circumstances.

The following individuals have been designated to handle inquiries regarding non-discrimination policies at CSN and are responsible for coordinating compliance efforts concerning, Executive Order 11246, Title VI and Title VII of the Civil Rights Act of 1964, Title IX Educational Amendments of 1972, Title II of the Americans with Disabilities Act, Section



504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1990: **Eric Gilliland, Interim Director, Office of Institutional Equity and Title IX Coordinator**, CSN Charleston Campus, 6375 West Charleston Blvd.; Bldg. E, Office E-411, Las Vegas, NV 89146, Phone: 702-651-5052, Email: eric.gilliland@csn.edu or **Debbie Tanner, Coordinator, Office of Institutional Equity and Title IX Investigator**, CSN Charleston Campus, 6375 West Charleston Blvd.; Bldg. E, Office E-128, Las Vegas, NV 89146, Phone: 702-651-5783, Email: debbie.tanner@csn.edu. For further information on notice of non-discrimination, you may contact the U.S. Department of Education, Office for Civil Rights at 1-800-421-3481 or visit <http://wdcrobo.colp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area.

Additional information regarding CSN's grievance procedures may be found in the Affirmative Action Plan located on the Affirmative Action web page at www.csn.edu and in Appendix C of this Catalog.

SOCIAL SECURITY NUMBER POLICY

In accordance with the Federal Privacy Act of 1974, applicants for admission and enrolled students at CSN are advised that disclosure and use of their social security number is voluntary. All students will be assigned a Nevada System of Higher Education (NSHE) number. The assigned NSHE number may be used:

1. To identify student records at CSN.
2. For registration and course enrollment.
3. For recording grade information.

Students who are employed full-time by CSN or who receive federally funded educational aid must disclose their Social Security numbers for payroll and other mandatory reporting purposes. The Higher Education Act of 1965, as amended, gives the United States Department of Education (and parties authorized to assist them in administering the student aid programs) the authority to collect a student's Social Security number for federal student assistance purposes. A Social Security number is required for the 1098T Tax Credit, federal financial assistance, Millennium scholarship and the National Clearinghouse for enrollment verification.

TRANSCRIPT REQUEST

Students may request official transcripts for their own personal use or have transcripts sent to another institution. Official transcripts are printed on security paper and bear the CSN seal and signature of the Registrar.

Requests for official transcripts can only be accepted from a student him/herself unless the student gives written authorization for release to another person or organization. Students can request official transcripts online, by mail, or in person. Transcript ordering instructions can be found on our website at www.csn.edu/pages/2463.asp via the "Transcript Information" link on the right side of the page. Allow 3-5 business days for processing and an additional 3-5 days at the beginning of each semester.

Students can print unofficial transcripts via MyCSN. Unofficial transcripts are computer print-outs and do not bear the CSN seal or signature of the Registrar.

NOTICE FOR PRACTICUMS, INTERNSHIPS, ETC.

Practicums, Practical Experience, Practical Application, On-the-Job Training, Cooperative Education, and Clinical Experience Students may be required to take practical training courses in the form of internships, practicums, or residencies depending on the academic discipline in which they are enrolled. This training may be accomplished at College of Southern Nevada (CSN) facilities or at offsite locations, depending on the specialty. All such courses share commonalities, including:

- Students must register in advance.
- CSN instructors are responsible for developing course requirements and supervising the progress of students.
- Regular meetings between students and instructors provide opportunities for guidance and evaluation. These interactions are generally held on a weekly basis.
- Practical training experiences require significantly more time than a regular course.
- Students are evaluated on their progress and assigned either a letter grade or a satisfactory/unsatisfactory grade, as determined by the appropriate academic department. The satisfactory grade is not calculated into the student's GPA.
- All practicums, internships, or residencies are granted full credit toward graduation, do not extend degree requirements, and are mandatory in several degree and credential programs.

