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 nine credits but no more than 11 credits are defined as three-quarter time.
- Students who register for at least six credits but no more than eight are defined as half-time.
- Students who register for five or fewer credits are defined as less than half-time.

CREDIT LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic probation 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.

2. Requests for more than 19 credit hours (12 in the summer) require written approval of The Dean of Curriculum and Scheduling. Approval must be obtained before registering.

3. The recommended maximum credits under CSN policy is 22. To be approved for 22 credits, students must show exceptional academic ability. To register for more than 22 credits, the student must have written permission from the Vice President of Academic Affairs.

4. If a student has outstanding incomplete grades, they cannot exceed 19 credits in regular semester or 12 credits in summer.

5. Request forms are available in the Office of the Registrar.

ENROLLMENT VERIFICATION

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

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. Consult a current Class Schedule for final examination time periods.

GRADE LOAD

1. The normal class hour load for full-time undergraduate students who are not on academic probation 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.

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coursework. If the student is not enrolled in any CSN classes at the time he/she needs to utilize any non-public CSN facilities, such as labs, etc. to complete the remaining class requirements, the student must receive permission of the Department Chair/Director for the use of those facilities and will be required to sign a waiver of liability to CSN and may require permission from the appropriate clinic site, if applicable.

- The Withdrawal (W) grade indicates withdrawal from a class. Withdrawing from a course means officially withdrawing from the course in-person or online AFTER the refund period. The deadlines for withdrawal without academic penalty from regular session courses are posted on the Academic Calendar, available online at www.csn.edu/academiccalendar. An administrative withdrawal by the College may be put into effect anytime during the semester. 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 (U) grade indicates that a student earned a D+ or below in the completion of course objectives. The U 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 (GPA) – 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.

Satisfactory Academic Progress – CSN students intending to earn a certificate or degree must maintain satisfactory academic progress in an eligible degree or certificate program. To be eligible for funding, all financial aid applicants must be certified as meeting the CSN Satisfactory Academic Progress Policy. For the most current information about Satisfactory Academic Progress, please visit www.csn.edu/sfs. Student Financial Services will evaluate the applicant’s entire academic history including all CSN coursework and transfer credits. The minimum standards of CSN’s Satisfactory Academic Progress Policy include:

A. General requirements: At least annually and in response to the receipt of a student’s Free Application for Federal Student Aid (FAFSA), SFS will evaluate:

- Attempted semester hours include all course work graded ‘W’, ‘F’, or ‘I’, and credits taken for audit.

- Completed semester hours include all course work earned for a letter grade and credits graded as Satisfactory/Pass.

- Students who have received a ‘W’ or ‘F’ in a course may only attempt the same course three times.

- Transfer semester hours do not count in the calculation of the cumulative grade point average but are included to calculate the maximum time frame standard.

- Repeated course work is included to monitor completion rate and the maximum time frame standard.

- Consortium course work is included to monitor satisfactory academic progress.

- English as a Second Language courses are included to monitor satisfactory academic progress.

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

1. Be admitted to CSN and have declared a major.
2. Achieve at least a 2.0 GPA at CSN, and;
3. Successfully complete at least 66% of attempted credit hours:

   4. (Certificate Programs) Graduate within 55 attempted credits; or
   5. (Associate’s Degrees) Graduate within 90 attempted credits; or
   6. (Bachelor’s Degree) Graduate within 180 attempted credits.
   7. Financial aid is limited to a student’s first Certificate of Achievement, their first CSN Associate’s degree, or their first CSN Bachelor’s degree.

<table>
<thead>
<tr>
<th>Number of Credits Attempted Per Semester</th>
<th>Minimum Number of Credits Earned (successfully completed) per semester</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full-Time (12 or more credits)</td>
<td>9</td>
</tr>
<tr>
<td>Three-Quarter Time (9-11 credits)</td>
<td>6</td>
</tr>
<tr>
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<td>6</td>
</tr>
<tr>
<td>Less-Than Half-Time (5 or less credits)</td>
<td>All attempted credit (5 or less)</td>
</tr>
</tbody>
</table>