

Important Announcement for Academic Faculty - Documentation of Student Class Participation - Action Required

Office of the Vice President, Academic Affairs <OfficeoftheVicePresident.AcademicAffairs@CSN.EDU>

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To:All.Faculty <All.Faculty@csn.edu>

Cc:Godfrey, Cathy <Cathy.Godfrey@CSN.EDU>



The following message is from Dr. Cathy Godfrey, CSN Registrar. This message is for ALL academic faculty and requires a careful review as action is required.

Dear Academic Faculty,

As most of you know, CSN leaders have been working diligently to combat and prevent instances of fraudulent admissions and enrollment from occurring. This national challenge has been coined “ghost student” enrollment and CSN had its share. Some of you noted last spring that your student rosters were full, but that actual student attendance and participation in your classes was not in alignment with the number of students on your rosters.

In consultation with the CSN Faculty Senate throughout the Spring 2024 semester, CSN put into place a policy modification that requires students to participate in their classes during the first week of instruction and requires faculty to document whether a student participated at the end of the first week of instruction. This documentation will be systemically shared with the Office of the Registrar and the Office of Financial Aid where the appropriate next steps will be taken to ensure 1.) only real students who intend to be in your classes remain in your classes and 2.) the appropriate amount of financial aid (if applicable) is disbursed.

Per CSN’s newly revised [Course Registration and Withdrawal Policy](#), students, without previous arrangement with the instructor or department, who fail to attend the first two (2) class meetings of a course that meets multiple times per week or the first (1st) meeting of a class that meets one (1) time per week may be administratively withdrawn from the course. Non-attendance/non-participation for an online course shall be defined as failure to log onto CANVAS or other instructor-designated websites AND complete one educational activity such as a discussion post or assignment submission within one (1) week of the course start date without prior arrangements made with the instructor or department. A student may be administratively withdrawn from an online course(s) for non-participation or attendance per this policy.

To facilitate the process for faculty to document participation at the beginning of the semester, we are introducing a new tool that was piloted by a group of CSN faculty this past summer. This process is being implemented to record student participation so the Registrar can administratively drop students who are identified as “no shows” at the beginning of the semester. **This process is critical to ensure only actively participating students are enrolled in our courses and receive the appropriate financial aid disbursement in accordance with applicable regulations. Students identified as being “no shows” during the first week of class will be dropped from the course with tuition and fee liability per CSN policy.**

For any classes that begin on August 26 participation documentation rosters for faculty will be open for submission from 12:01am September 2nd until 11:59pm on September 4th. It is imperative that you

complete this documentation effort during this prescribed window of time and to do so accurately. Classes that begin later in the semester will have documentation rosters generated and open for submission at the appropriate time. Moving forward each semester, this participation documentation exercise will be a regular occurrence.

The primary objectives of this participation documentation tool are to:

Verify Participation: Ensure that students attend the first week of classes and actively participate.

Prevent Financial Aid fraud: Ensure that students enrolled in courses are genuinely attending CSN and receive the appropriate financial aid disbursement.

To ensure you are well-prepared for the upcoming implementation of the new tool, we have created a comprehensive training guide and a demonstration video. These resources can be found within the CAPE My Learning tile in GoCSN (Search for keyword Participation) or by using this link:

<https://capemylearning.bridgeapp.com/learner/courses/7bb76cdc/enroll>

Messaging to Students

As we approach the start of the fall semester on August 26, we are excited to welcome new and returning students to campus. To ensure a smooth and successful beginning, we have initiated a series of countdown messages for students that will continue to be communicated to them in the days leading up to the semester, reminding them of key information and the participation requirements during the first week of class.

Here's how we are communicating the class participation requirement to students:

Email and Text Reminders: Students are receiving emails and text messages reminding them of the importance of attending the first week of classes and participating in academic activities as well as the consequences for not participating.

Course Syllabus: We ask that you include a section in your syllabus about the participation requirement and the consequences of non-compliance.

Class Announcements: Please take a few minutes during your first class to emphasize the importance of this requirement and explain how the new faculty documentation of student participation tool will be used. Please consider adding a class announcement in CANVAS for classes that utilize CSN's LMS.

FYE & Advising Announcements: Staff in First Year Experience and Academic Advising are reminding students of the importance of participating in the first week of class.

Landing Page: A dedicated landing page has been developed to include specific information for students on this new policy and participation requirement. A list of FAQs and other helpful information will continue to be added to this page to assist students.

We kindly ask for your support in reinforcing this policy and to encourage students to attend their first day of classes.

If you have any questions or need further information, please feel free to contact the CSN Registrar at cathy.godfrey@csn.edu

Sincerely,

Cathy Godfrey

CSN Registrar
College of Southern Nevada
Office of Academic Affairs

www.csn.edu

6375 W Charleston Blvd. | Las Vegas, NV 89146

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