



## 2014 ADDENDUMS

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**14.1.1 Ombudsman is  
Student Resolution Coordinator**

**14.1.2 Institutional Academic Progress Policy**

**14.1.3 Admission Requirements:  
International Students**

*Published April 1, 2014*

**14.1.4 Doctor of Business Administration**  
*Program is discontinued and in teach-out  
(Effective Date 03.13.2014; Teach-Out Date 05.31.2018)*

**14.1.5 Health Care Administration**  
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(Registration Start Date 04.30.2014)*

**14.1.6 Bachelor of Science in Business  
Administration**  
*Informational Update to the BSBA General Concentration.*

**14.1.7 Admission Requirements Policy**  
*Changes to policy. (Effective Date 04.01.2014)*

**14.1.8 Student Resolution Coordinator is  
Student Resolution Manager**

*Published April 30, 2014*

**14.1.9 Health Care Administration**  
*Revised Emergency Medical Services Administration  
Concentration Launch*

## 14.1.1

### The Ombudsman title has been changed to Student Resolution Coordinator.

The Student Resolution Coordinator is responsible for providing confidential assistance to constituents of the university community and serving as a source of information and referral. In addition, the Student Resolution Coordinator:

- Works with students to resolve any University-based issues or concerns to achieve a mutually agreeable outcome
- Provides students assistance with both informal and formal complaints and grievances
- Offers students confidential conflict resolution service

## 14.1.2

### Institutional Academic Progress Policy

Students are required to have a minimum cumulative GPA of 2.0 in undergraduate programs and a 3.0 in graduate programs. Academic standards of performance have been established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Suspension

Guidelines and procedures for placing students in the above classifications include:

#### *Good Standing (Active)*

A minimum cumulative GPA of 2.0 for undergraduates and 3.0 for graduates must be maintained to be in good standing.

#### *Academic Probation*

Upon the completion of a minimum of 12 semester hours\*, a student will automatically be placed on academic probation at any time that his/her cumulative GPA drops below the required minimum.\*\* A student will remain on academic probation for 12 semester hours (four courses). While on academic probation, a student will have to demonstrate sustained satisfactory progress and develop an action plan for academic improvement, approved by their academic advisor, which may include referral to the Student Success Center. Students may be limited to enroll in one course at a time until the cumulative GPA is 2.0 undergraduate and 3.0 graduate. In addition, a student may be delayed from enrolling in the next course pending evaluation of academic progress.

Satisfactory progress requires that a student either raise the cumulative GPA to an acceptable level, or that the student makes progress towards earning the acceptable GPA during the probationary period, as detailed below:

If after completing 12 semester hours required during the probationary period, the student raises the cumulative GPA to 2.0 or higher for undergraduates or 3.0 or higher for graduates, the student will be removed from probation and be placed in good standing. If the student does not raise the cumulative GPA to good standing, the student will be placed on suspension. Please refer to the Academic Suspension Policy for details.

If the GPA for the probationary period is 2.5 or higher for undergraduates or 3.5 or higher for graduates, but the student does not raise the cumulative GPA to the minimum 2.0 or higher for undergraduates or 3.0 or higher for graduates, a secondary probation period may begin.

*\*Note: This does not apply to students enrolled in doctoral programs.*

*Doctoral requirements are noted below.*

*\*\*Note: Students who show substandard academic progress in their first 12 semester hours may be academically dismissed without a probationary period. See the Academic Dismissal Policy for details.*

#### *Doctoral Programs*

A doctoral student may be placed on academic probation due to violation of academic integrity or whenever his/her grade point average (GPA) falls below 3.0 on a 4.0 scale. The conditions of academic probation are specified to the student in writing by the Office of the Registrar. Once placed on academic probation, a doctoral student has six credit hours to raise his/her GPA to 3.0 or higher. If a doctoral student does not achieve a GPA of 3.0 or higher, he/she is subject to academic dismissal from the program. The conditions of academic probation are submitted to the Program Director of Doctoral Programs by the Office of the Registrar. The Program Director of Doctoral Programs, with appropriate consultation, will determine the enrollment status of the student.

#### *Academic Suspension*

Should the probationary student fail to demonstrate satisfactory progress, he/she will be academically suspended for a period no less than 10 weeks (per course) and 8 weeks (term). A student may request reinstatement after the suspension period has expired. If a second suspension occurs, the student will be suspended for a period of at least six months before they are eligible to request re-instatement. If a third suspension occurs, the student must wait a minimum of one calendar year before requesting reinstatement.

Requests for reinstatement must be made to the Registrar no later than one month prior to the desired enrollment period. Reinstatement following academic suspension will be determined by the Reinstatement Committee and is not automatic.

Students who enroll in other colleges or universities while on academic suspension from CSU will not be eligible for reinstatement to CSU until the cumulative grade point average

from these other colleges and universities is 2.0 or higher for undergraduate or 3.0 or higher for graduate.

Once reinstated, the student will return on probation for a period of 12 semester hours. The student is expected to demonstrate academic progress while on probation.

*Note: Academic Suspension Policy does not apply to students enrolled in doctoral programs.*

### Academic Dismissal

Columbia Southern University reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving satisfactory academic standing within a reasonable time frame. Students are subject to academic dismissal (without a probationary period) from the program for a full calendar year if their GPA falls below 1.0 or if they withdraw from the majority of courses within the last 12 semester hours.

Appeal or reinstatement from academic dismissal shall be made to the Appeals Board through the Office of the Registrar.

## 14.1.3 Admission Requirements

### International Students

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction are required to submit an official test score from specific exams prior to admission. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines located at <http://www.columbiasouthern.edu/admissions/international>.

## 14.1.4 Doctor of Business Administration

### Program Discontinuation

Columbia Southern University's commitment to our students provides degree options that will prepare students for success in their communities and create a competitive advantage in the education marketplace. The university continually reviews programs and considers those that best meet the needs of the majority of students. Therefore, a decision has been made to discontinue the Doctor of Business Administration (DBA) program from CSU's curriculum.

Effective March 13, 2014, the DBA program will no longer be offered to new students. Active students who are currently enrolled in the program will continue to have access to the program courses until May 31, 2018. Students enrolled in the program will have to work with their academic advisor to develop a successful plan to complete the program and submit a petition to graduate by this deadline.

Active students must communicate closely with their academic advisor during this transition and program completion period. Students should contact their advisor in the Academic Advising Center as soon as possible at 800.977.8449 ext. 6520.

## 14.1.5 Health Care Administration

### Revised Emergency Services Concentration Launch

The following information applies to the revised Emergency Medical Services concentration now available to Health Care Administration students. For complete Health Care Administration program information, please visit the University Catalog beginning on page 23.

Registration Start Date 04.30.2014

### Emergency Medical Services Management Concentration 12

The Bachelor of Science (BS) in Health Care Administration, Concentration in Emergency Medical Services (EMS) Management provides students with a foundation of knowledge regarding the health care industry. The EMS Concentration will prepare students for the growing field of Emergency Medical Services through academics, research, and leadership. It is designated for EMTs, Firefighters, First Responders, or any other emergency personnel that wishes to expand their knowledge and skills related to the field of Emergency Medical Services. Graduates of this program will be able to pursue professions aligned to health care serving leadership roles as initial supervisors, mid-level managers and administrators.

Select 4 courses listed below

Course	Title	Semester Hours
EMS 3301	Emergency Medical Services Management...	3
EMS 3302	EMS Planning and Development.....	3
EMS 4303	Legal, Political, and Regulatory Environment of EMS .....	3
EMS 4306	Public Health Emergencies.....	3

## 14.1.6

### Bachelor of Science in Business Administration

#### BSBA General Program Concentration

The following information applies to the BSBA General Program Concentration now available to students. For complete details regarding the BSBA program and concentrations, please visit the University Catalog beginning on page 21.

#### BSBA Concentrations

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##### Business Administration Concentrations

Concentrations enable students to specialize in a business related area. The concentration completed by the student is listed on the graduation diploma. For example, if you chose marketing as an area in which you wish to concentrate, your diploma would indicate that you earned a Bachelor of Science in Business Administration with a concentration in marketing.

**Concentrations Include:** Finance; Hospitality and Tourism; General Program Concentration; Human Resource Management; Information Technology; International Management; Management; Marketing; Project Management and Sport Management.

A concentration can be earned by taking a minimum of 4 courses in that specialized area.

#### BSBA/General Program Concentration

The BSBA General Program concentration is designed for students to meet their specific educational goals and enhance their career opportunities.

#### BSBA General Program Concentration Courses ..... 12

To satisfy the general concentration requirements, students may select any four undergraduate courses not used to meet other program requirements.

## 14.1.7

### Admission Requirements Policy

Changes in policy reflect current language for international admissions in compliance with the DETC Accreditation Handbook, January 2014. Additionally, the admission requirements for DBA students is removed due to program discontinuation.

Effective Date 04.01.2014

### Admission Requirements

#### Undergraduate Programs

Unconditional admission requires applicants to self-certify on the CSU application for admission and provide evidence of graduation from an approved high school program, or the equivalent, deemed acceptable to CSU. Acceptable evidence includes a copy of the high school transcript indicating the date of high school graduation, a GED certificate or score sheet indicating state required passing scores, a DD-214 indicating successful completion of high school or an official post-secondary transcript indicating the date of graduation from an approved high school program. To meet Federal Student Aid (FSA) eligibility requirements at CSU, applicants must be admitted unconditionally.

Conditional admission allows applicants who have self-certified graduation from an approved high school program, or the equivalent, on the CSU application for admission to enroll in a program for twelve (12) semester hours pending the receipt of evidence of high school completion as required for unconditional admission.

- Homeschooled students must demonstrate successful completion of homeschooling at the secondary level as defined by state law. A detailed guide for meeting the CSU admission requirements is available in the CSU Homeschooled Admission Guidelines.
- International students must self-certify as to successful completion of the equivalent of Grade 12 in a U.S. secondary school and provide evidence of successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines.

#### Verification and Exceptional Cases

All documents submitted for review to determine admission status are subject to verification. If an applicant is selected by CSU to verify successful high school completion, the applicant must provide evidence of high school graduation deemed acceptable by CSU. Applicants may use the CSU Transcript Request Service and CSU will request the transcript on behalf of the student. Verification may also be required if the U.S. Department of Education selects a student for verification and requests validation of high school graduation.

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In the event that an applicant is not able to obtain an official high school transcript due to natural disaster, the Registrar will review an admission petition to determine admission eligibility. In these cases, the student may be admitted conditionally as a non-degree seeking student and must successfully complete twelve (12) semester hours approved by the academic advisor before officially admitted into a degree program. Please submit supporting documentation to [registrar@columbiasouthern.edu](mailto:registrar@columbiasouthern.edu).

[Petition for Exceptional Case Form](#)

### Master's Programs

Applicants are required to submit an official transcript issued by a post-secondary institution accredited by an accrediting agency recognized by the U.S. Department of Education indicating a conferred bachelor's degree. International students must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of a program considered to be equivalent to an accredited bachelor's degree. A detailed guide for meeting the CSU admission requirements is available in the CSU International Admission Guidelines.

## Other General Requirements

### Per-Course Enrollment Programs/System Conditional Admission

These programs are designed for adult students with commitments, obligations and schedules that require additional flexibility beyond that offered in standard cohort online programs with weekly deadlines. Because of the additional flexibility, these programs are not eligible for FSA and students must be disciplined and committed to a rigorous study schedule to ensure successful course completion with the ten weeks allotted. All students enrolling in these programs for the first time at CSU are admitted conditionally and in a provisional academic status for twelve (12) semester hours to demonstrate successful academic progress. Upon continuation in the program beyond 12 semester hours, the student may be admitted unconditionally into the declared academic degree program if all other requirements are met.

### Copies/Official Documents

Students may send copies of transcripts or documents during the initial admission period and enroll as a student on conditional status (FSA ineligible). The student must provide official transcripts prior to completing twelve (12) undergraduate or seven (7) graduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of the Registrar. Transcripts from universities or programs not accredited by a U.S. Department of Education approved accrediting agency will not satisfy transfer credit criteria.

All documents provided to CSU for admission become the sole property of CSU and will not be returned at any time, nor is CSU permitted to forward them to a third party.

### Denial/Conditional Admission Decision and Appeal

CSU reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally and in a probationary status in order to demonstrate their ability to successfully complete college level course work. Factors considered in admission decisions may include, but are not limited to, past academic performance or excessive course withdrawals. Applicants who wish to appeal the admission decision have the right to do so by providing supporting documentation which demonstrates extenuating circumstances during the period of substandard performance to [registrar@columbiasouthern.edu](mailto:registrar@columbiasouthern.edu).

[Admission Decision Appeal Form](#)

## Admission Requirements

### International Students

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction are required to submit one of the following official test score prior to admission:

- Undergraduate: A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS) or 44 on the Pearson Test of English (PTE) Academic Score Report. Master's Degree: A minimum score of 530 on the TOEFL PBT or 71 on the iBT, 6.5 on the IELTS or 50 on the PTE Academic Score Report. Doctoral Degree: A minimum score of 550 on the TOEFL PBT or 80 on the iBT, a 6.5 on the IELTS or 58 on the PTE Academic Score Report.
- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;
- A minimum grade of Pre-1 on the EIKEN ENGLISH PROFICIENCY EXAM;
- A minimum B2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge ;
- A transcript indicating completion of at least 30 semester hours of credit with an average grade of "C" or higher at an appropriately accredited/recognized college or university recognized by the U.S. Secretary of Education and/or the Council for Higher Education (CHEA), or an accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction is English; "B" or higher for Master's or Doctoral Degree;
- Undergraduate only: Evidence of high school completion at an appropriately accredited/recognized high school where the medium of instruction is English.

Transcripts not in English must be evaluated by an appropriate third party and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. In this case, the evaluator must have expertise in the educational practices of the country of origin and include an official/notarized English translation of the review.

### 14.1.8 Student Resolution Coordinator title has been changed to Student Resolution Manager

The Student Resolution Manager is responsible for providing confidential assistance to constituents of the university community and serving as a source of information and referral. In addition, the Student Resolution Manager:

- Works with students to resolve any University-based issues or concerns to achieve a mutually agreeable outcome
- Provides students assistance with both informal and formal complaints and grievances
- Offers students confidential conflict resolution service

### 14.1.9 Bachelor of Science in Health Care Administration

Revised Emergency Medical Services Administration Concentration Launch

The following information applies to the revised Emergency Medical Services Administration concentration now available to Health Care Administration students.

## Bachelor of Science in Health Care Administration

### BS Health Care Administration

<b>Total Program Requirements</b> .....	120
General Studies Requirements .....	36
General Studies Electives .....	24
Major Requirements .....	36
Professional Electives .....	24

The Bachelor of Science (BS) in Health Care Administration provides students with a foundation of knowledge regarding the health care industry. The program prepares students to apply knowledge in a professionally, competent manner to advance in the field of health care as a leader or administrator. Emphasis is placed on building strong communication skills and organizational competence in managing and developing professional standards, procedures, and policies for various institutional health care activities. These leaders should be well organized and attentive to detail. The BS in Health Care Administration does not offer a clinical or infield experience component. Its purpose is to provide a broad educational background to those already working in the health care field.

### General Studies Requirements 36

Course	Title	Credit Hours
	<i>Humanities and Fine Arts</i> .....	9

Select a minimum of 3 courses from this area.

LSS 1300 may be required. Please consult your advisor.

	<i>Social and Behavioral Sciences</i> .....	9
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Select a minimum of 1 additional course from this area.

BBA 2401	Principles of Macroeconomics
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	<i>Natural Sciences</i> .....	3
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Select a minimum of 1 course from this area.

	<i>Mathematics</i> .....	3
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Select a minimum of 1 course from this area.

	<i>History</i> .....	6
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Select a minimum of 2 courses from this area.

	<i>English Composition</i> .....	6
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EH 1010	English Composition I
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EH 1020	English Composition II **
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### General Studies Electives 24

Students may select general electives from courses not used to meet other requirements.

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### Health Care Administration Requirements 36

#### Major Requirements—Group A 30

Select 10 courses listed below

Course	Title	Credit Hours
BBA 3201	Principles of Marketing .....	3
BHA 3002	Health Care Management .....	3
BHA 3501	Community Health.....	3
BHA 3801	Critical Issues in Health Care.....	3
BBA 2201	Principles of Accounting I.....	3
BHR 3352	Human Resource Management.....	3
BHA 4201	Health Care Law.....	3
BHA 4053	Financial Management in Health Care Organizations .....	3
BBA 3551	Information Systems Management.....	3
HCA 4320	Development and Strategic Planning in Health Care .....	3

#### Major Requirements—Group B 6

Select 2 courses from the list below or any 3000-4000 level business or BOS course, or approved transfer course credit within major.

BHA 3202	Standards for Health Care Staff .....	3
BHA 3401	Health Unit Coordination.....	3
BHA 4001	Budgeting in Health Care.....	3
BBA 3651	Leadership .....	3
BHA 4101	Quantitative Methods for Health Care.....	3

### Health Care Administration Electives and Concentrations 24

#### Professional Electives ..... 12–24

Students may select professional electives from courses not used to meet other requirements.

Students must take into consideration the 36-semester hour upper division requirement when selecting courses. Please consult your advisor for more information.

#### Bachelor of Science in Health Care Administration Concentration in Emergency Medical Services Administration (EMSA) Courses ..... 12

The Bachelor of Science (BS) in Health Care Administration, Concentration in Emergency Medical Services Administration (EMSA) provides students with a foundation of knowledge regarding the health care industry. The EMSA concentration will prepare students for the growing field of emergency medical services administration through academics, research, and leadership. It is designed for EMTs, firefighters, first-responders, or any other emergency personnel who wish to expand their knowledge and skills related to the field of emergency medical services administration. Graduates of this program will be able to pursue professions aligned to health care serving leadership roles as initial supervisors, mid-level managers and administrators. The curricula and coursework is clearly defined and challenging; focusing on principles of management, emergency response

operations, and the planning and preparedness of emergency situations. Courses in this program encompass emergency medical services management, planning and development, public safety, injury prevention, legal, political and regulatory issues and public health emergencies.

Select 4 courses listed below

Course	Title	Credit Hours
EMS 3301	Emergency Medical Services Management...	3
EMS 3302	EMS Planning and Development.....	3
EMS 4303	Legal, Political, and Regulatory Environment of EMS .....	3
EMS 4306	Public Health Emergencies.....	3