



COLUMBIA SOUTHERN UNIVERSITY



2012 University Catalog

Superior Service. Flexible Programs. Exceptional Value.

Online Programs • Maximum Transfer Credit • Self-Paced or Structured Learning • Textbooks Included Through CSU Book Grant

COLUMBIA SOUTHERN UNIVERSITY

UNIVERSITY CATALOG 2012 | EDITION I

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December 21, 2011

Dear Prospective Student,

Thank you for your interest in the online degree programs available at Columbia Southern University (CSU)! One of the nation's first completely online universities, CSU offers a unique educational experience designed to fit around your schedule. Choose from associate, bachelor, master, doctoral and certificate programs in business administration, fire science, human resource management, organizational leadership, criminal justice, occupational safety and health, and more!

We are dedicated to helping our students achieve their goals. That's why we offer the following benefits:

Convenience— All our degree programs are offered completely online, giving you the flexibility to fit your education around career and family commitments. CSU also features an Open Course Enrollment System, which allows you to begin courses at anytime and study when it best fits your schedule.

Quality Service— Beginning with your initial contact, you'll find that our personalized service is second to none. We are readily available to assist you with information from the application process to graduation requirements.

Maximum Transfer Credit— CSU allows maximum transfer credit for your prior academic credit, training and relevant professional licenses and certifications. Up to 75 percent of undergraduate courses, 50 percent of graduate courses and 15 percent of doctoral work can be transferred into your degree program at CSU.

Flexible Learning— Forget the days of scheduled online sessions and on-site test taking. At CSU, residency is not a requirement and coursework can be completed at times that are most convenient for you.

Military Discounts—The tuition rate for graduate courses is \$250 for all active military members to keep the rate at the DoD cap. Immediate family members receive a 10 percent tuition discount.

Textbooks Provided— Textbooks are provided at no cost through the CSU Book Grant.

Complimentary Tutoring Services— CSU offers writing and math tutoring services at no cost. Tutoring services are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 2 p.m. Friday.

Value— Our tuition is competitively priced to make achieving a quality education affordable and realistic. Federal Student Aid (FSA), TA and VA benefits are also available for eligible participants. All CSU programs are eligible for FSA with the exception of the Associate of Arts in General Studies and certificate level programs.

We welcome any questions you may have and look forward to receiving your application. Applications and enrollments are accepted throughout the calendar year. You may access the CSU application for admission by visiting www.columbiasouthern.edu.

I would also like to introduce you to Waldorf College, a subsidiary institution. CSU and Waldorf are independent schools with separate governance and accreditation. Online degree programs available through Waldorf include:

- Business Administration
- Fire Science Administration
- Organizational Leadership
- Criminal Justice Administration
- Psychology

These programs allow you to complete your bachelor's degree online with the added benefit of attending one to four required three-day residency courses delivered in a classroom format. Three-day residency courses are offered tuition free and are held in popular locations across the country. Students may complete these courses anytime during their program of study. Learn more by visiting www.waldorf.edu.

The information in this catalog is true and accurate.

Sincerely,



Robert Mayes, President

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I. General Information

About CSU

Mission Statement

The mission of Columbia Southern University is to change lives through education by offering affordable, flexible, quality academic opportunities and extraordinary service enabling adults to maximize their professional and personal potential, and serve the communities in which they live and work.

Vision

The vision of Columbia Southern University is to meet the educational needs of adult learners in a way that is unmatched in higher education.

To achieve this vision:

Quality and Flexibility

Columbia Southern will offer a broad range of quality online academic programs delivered in an innovative flexible format at an affordable tuition rate.

Extraordinary Service

The University faculty and staff will focus on offering an extraordinary level of personal service that is student-centered and consistent from admission to post-graduation.

Changing Lives

The University will offer these programs and services on a grand scale while providing a positive experience that impacts the lives of students.

History

One of the nation's first completely online universities, Columbia Southern University (CSU) was developed to meet the demand for alternatives to the traditional university experience. Established in 1993, Dr. Robert Mayes founded the university to offer individuals with demanding and unpredictable schedules a way to achieve their dreams of higher education. Through the years, features such as open enrollment, flexible course structures, and maximum transfer credit have allowed thousands of students nationwide and around the world an opportunity to fit their education around career and family commitments.

CSU began its venture into online education with environmental management and safety degrees. After two years of increasing enrollments and satisfied students, degrees in business administration, computer science, criminal justice administration, and health administration were soon added to the list. By 2001, CSU was granted accreditation through the Distance Education and Training Council (DETC). Five years later, CSU was accredited by the DETC to offer a Doctor of Business Administration degree, becoming the first doctoral program offered by the university.

Following the accreditation of CSU, the Defense Activity for Non-Traditional Education Support (DANTES) and Veterans Affairs approved tuition assistance for all active duty and retired military members. Over one-third of the student body is currently comprised of active duty military. CSU is also one of approximately 140 schools approved to offer up-front tuition assistance through the U.S. Army centralized tuition assistance portal, GoArmyEd.

Since 2004, CSU has developed Learning Partnerships with hundreds of corporations, government, police, and fire organizations worldwide. Partner benefits range from tuition discounts to application fee waivers and also extend to the spouses and children of employees. Other advantages include promotion of the organization on marketing materials, and at conferences and speaking engagements. Delta Airlines, the National Sheriffs' Association, and New York Fire Department are just a few of the organizations affiliated with CSU.

While the popularity of CSU online programs continued to climb, 2005 began an era of change for the university. In September, Dr. Mayes passed away after nineteen weeks of hospitalization. This transition triggered major restructuring of the administration including the appointment of Robert Mayes, Jr., Dr. Mayes' son and former Executive Vice President of CSU, to assume the role of president.

Today, CSU is a growing university with enrollment of more than 28,000 students. At the end of 2008, a new 67,000 square foot facility was constructed to accommodate growth. From 2008 to 2009, staff increased by 83 percent to ensure that students were given the individualized attention they

deserved. Dr. Mayes' vision of creating a university designed to give educational opportunities to those trying to build a better future lives on. CSU remains committed to its three core values—providing excellent student service, a flexible learning format for the working professional, and a family oriented working environment for staff and faculty.

Institutional Objectives

The CSU mission rests on the commitment to and achievement of the following institutional objectives:

- Excellence in teaching
- Successful and affordable student-centered online instruction and learning
- Use of the most current and appropriate technology for the delivery of CSU online programs
- Accessibility of online university programs by an underserved constituency
- Flexibility of online university programs to adjust to the needs of the student and the demands of those in the public and military sector that employ these students
- Encouragement of scholarly pursuit and creative endeavors of students, faculty, and university staff
- Responsive, helpful, and informed support to our students through admission, enrollment, and retention
- Integrity, fairness, and professionalism in all operations that support our mission
- A global perspective in relation to our programs, services, students, faculty, and cooperative educational affiliations
- Collaboration and cooperation with business, industry, municipal service providers, governmental agencies, and the armed services in creating affordable and accessible learning opportunities for employees
- An atmosphere of respect and acceptance for a diversity of cultures to better prepare our students for the increasingly diverse world in which they live
- Access to public employee constituencies including members of the armed services, public service employees, law enforcement, and fire and public safety individuals
- A forward thinking outlook that values innovation, self-assessment, creative thinking, and a willingness to initiate positive educational change
- Innovation in using imaginative and effective solutions

Accreditation and Licensure

There is a voluntary non-governmental process within higher education accreditation that assures the public of the overall academic, administrative, and financial quality of the organization. Accrediting agencies that meet all federal standards are recognized by the U.S. Department of Education.

Columbia Southern University is an accredited member of the Distance Education and Training Council (DETC). The Accrediting Commission of the DETC is listed by the U.S. Department of Education as a nationally-recognized accrediting agency, and is a recognized member of the Council for Higher Education Accreditation (CHEA).

Distance Education and Training Council
1601 18th Street, N.W., Suite 2
Washington, D.C. 20009
(202) 234-5100
www.detc.org

CHEA is a non-profit organization serving as the national advocate for self-regulation through accreditation. Membership in CHEA is limited to nationally or regionally accredited colleges and universities.

Columbia Southern University is also licensed by the State of Alabama, Department of Post Secondary Education pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10. For more information on state licensure visit www.columbiasouthern.edu/About-CSU/Accreditation.

Alumni Association

Founded in 2003, the mission of the CSU Alumni Association is to advance CSU through building loyalty, fellowship, and commitment among its members. CSU graduates gain automatic free access to our Alumni Association to stay connected with their alma mater. Alumni Association benefits include:

- A social networking site, the CSU Click, exclusively for CSU alumni
- A subscription to our monthly student/alumni newsletter, the CSU Communicator
- Notice of any social or career networking events
- Discounts from companies such as Avis and Barnes and Noble
- Access to the CSU online library

A formal job placement assistance program is not available, however, thousands of nationwide career opportunities are posted on the CSU Click job board.

For more information, please visit www.columbiasouthern.edu/alumni or email csu-alumni@columbiasouthern.edu.

Institutional Policies

Student Conduct and Due Process

Students will receive written notice in the event that the university feels that the student's conduct warrants disciplinary action and/or expulsion. Students may contest the university's findings and conclusions, with a written challenge directed to the Grievance Committee. The Grievance Committee will review all written challenges within 10 days of receipt. Soon thereafter you will be notified of the committee's decision.

Within 15 days after receiving the decision of the Grievance Committee, students have the right to appeal the decision to the president of CSU. Decisions rendered by the president are final.

Contact Information

Address

Columbia Southern University
21982 University Lane (Shipping)
P.O. Box 3110 (Mailing)
Orange Beach, AL 36561

Main Telephone Number

800.977.8449
251.981.3771

Main Fax Number

251.981.3815

Admissions

admissions@columbiasouthern.edu
Phone: 877.347.6050
Fax: 251.224.0540

Registrar's Office

registrar@columbiasouthern.edu
Phone: 877.316.0219

Student Services

students@columbiasouthern.edu
Phone: 877.323.4471
Fax: 251.224.0550

Technical Support

techsupport@columbiasouthern.edu
Phone: 877.399.1063

Bookstore

<http://bookstore.columbiasouthern.edu>
bookstore@columbiasouthern.edu
Phone: 877.323.4474

Accounting/Business Affairs

accounting@columbiasouthern.edu
Phone: 877.323.4472
Fax: 251.224.0570

Financial Aid

financialaid@columbiasouthern.edu
Phone: 877.316.8396
Fax: 251.224.0590

Website

<http://www.columbiasouthern.edu>

Blackboard Site

<http://online.columbiasouthern.edu>

Student Portal

<http://mycsu.columbiasouthern.edu>

Business Hours

Monday—Thursday

Main Office: 8 AM to 5 PM (CST)
Student Services & Admissions:
8 AM to 7 PM (CST)
Technical Support: 8 AM to 12 AM (CST)

Friday

Main Office: 8 AM to 3 PM (CST)
Financial Aid, Business Affairs &
Registrar's Office:
8 AM to 5 PM (CST)
Student Services & Admissions:
8 AM to 7 PM (CST)
Technical Support: 8 AM to 12 AM (CST)

Observed Holidays 2012

(University offices will be closed on the following dates):

New Year's—January 2
Martin Luther King Jr. Day—January 16
Fat Tuesday (*Mardi Gras*)—February 21
Good Friday—April 6
Memorial Day—May 28
Independence Day—July 4
Labor Day—September 3
Veterans Day—November 12
Thanksgiving—November 21–23
Christmas—December 24–26

Cleary/Campus Security Policy

Columbia Southern University (CSU) is committed to preventing workplace violence and to maintaining a safe working environment. All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Conduct that threatens, intimidates, or coerces another employee, a customer, or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local laws.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to any member of management. This includes threats by employees, as well as threats by students, vendors, solicitors, or other members of the public. All suspicious individuals or activities should be reported as soon as possible to university management. CSU will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment/reporting to local law enforcement authorities.

The university must publish and distribute the annual campus security report each year. The report is distributed to students and staff and made available to prospective students and

employees. The statistics contained in the report must include the following:

- Criminal homicide, including murder and non-negligent manslaughter and negligent manslaughter
- Sex offenses including forcible sex offenses and non-forcible sex offenses
- Robbery
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- By category of prejudice, crimes listed above and any other crime involving bodily injury reported to local law enforcement or to the campus that demonstrates evidence of prejudice based on race, gender, religion, sexual orientation, ethnicity, or disability
- Arrests for violations of liquor and drug law violations
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations

The Campus Security Authority personnel includes:

- Orange Beach, University Lane Office—Director of Human Resources
- Orange Beach, Canal Road Office—Director of Military Programs, or in the case of harassment or discrimination, should be reported directly to the Director of Human Resources

- Online Campus—Dean of Students
- Educational Fairs/Seminars—The senior staff person should report any crimes to the Director of Human Resources

The Campus Security Authority previously mentioned will:

- File a report with the local police department when there is a theft of company property that has some type of traceable identification, or if there has been a pattern of thefts.
- Report homicide, rape, robbery, assault, illegal drugs, and weapon possession to the local police department.

The CSU Crime Prevention program includes:

- All guests (including contractors/facility maintenance and students) are requested to sign in at the receptionist desk to receive a visitor's pass. All guests will remain in the receptionist area until a CSU employee comes to escort them through the building. Visitors should remain with the CSU employee, or in the meeting area, and escorted when leaving the building.
- Video surveillance may be used.
- In addition to the Orange Beach location being routinely patrolled by local police, CSU utilizes the services of Hunter Security monitoring service.

Crime Log

An employee crime log will be maintained by the Office of Human Resources. The crime log will be maintained as follows:

- Record by date when the crime was reported, the nature, date, time, and general location of each crime, and the disposition of the complaint, if known.
- Allow inspection of the logs, except where prohibited by law or when disclosure would jeopardize the confidentiality of the victim or investigation of the case.
- Disclose any information withheld once the adverse effect described is no longer likely to occur.
- Have the crime log open to the public for inspection during normal business hours for the most recent 60 days.

Notice of Reporting and Disclosure of Campus Safety Policies and Annual Crime Statistics

All current students, faculty, and staff members will be provided a notice that contains a brief description of CSU Campus Safety Policies. This notice may be distributed through printed or electronic publications.

Once the Campus Security Authority has received a notification of a crime on a CSU campus, the circumstances will be verified and recorded into the crime log. Current data can also be circulated upon request daily, monthly, or annually.

Timely "Crime Alerts" to the Campus Community

The Campus Security Authority will post "crime alerts" advising the campus community when there has been a known systematic pattern of a crime or series of crimes that may pose a threat to the safety or welfare of the campus community. These timely reports will be made available through electronic

publications or will be otherwise posted in visible and accessible areas on the campus.

Given that CSU is an online university, the term "Campus Community" primarily refers to the faculty and staff. There are occasions where a student may be visiting the campus or where there are guests on site. These individuals will be warned verbally and given a print out of the submitted crime alert.

Maintenance on CSU Campuses

The Facilities Manager is responsible for overseeing repairs of the office facilities. This includes, but is not limited to, defective doors and locking mechanisms. All members of the campus community are encouraged to report any known problems or hazards to the Facilities Manager. Quickly identifying and reporting any know problems or hazards enhances campus safety for everyone.

Reporting Criminal Activities

In emergency situations, first dial 9-1-1. Then, file a report to the Campus Security Authority.

In non-emergency situations, report criminal offenses to the Campus Security Authority.

All students, faculty, and staff members of CSU are strongly encouraged to report any criminal activity that occurs within the university system to the Campus Security Authority.

Reportable Offenses

The following list of crimes is compiled in accordance with the definitions used in the Uniform Crime Reporting System of the Department of Justice, FBI, as modified by the Hate Crime Statistics Act.

- Criminal homicide including murder and non-negligent manslaughter and negligent manslaughter
- Forcible and non-forcible sex offenses
- Robbery
- Theft
- Aggravated assault
- Burglary
- Motor vehicle theft
- Arson
- Hate crimes
- Arrests for drug law violations and illegal weapons possession
- Persons not arrested but referred for campus disciplinary action for liquor, drug, and weapons law violations

Additional reportable offenses include:

- Attempted motor vehicle theft
- Vandalism

Monitoring Student Criminal Activity Off-Campus

Given that CSU is an online university, student criminal activity is not monitored.

GENERAL INFORMATION

Drug and Alcohol Prevention Policy

Columbia Southern University (CSU) is committed to providing a drug-free, healthful, and safe workplace. Alcohol and other drug abuse is a significant public health problem and has a detrimental effect on the community in terms of increased medical and workers compensation claims, medical disability costs, decreased productivity, injuries, theft, and absenteeism. Accordingly, CSU has the right and obligation to maintain a safe, healthy, and productive working and learning environment and to protect CSU property, operations, and reputation.

Students, faculty, and staff must comply with the federal, state, and local laws concerning alcohol and illegal drug usage, whether on University property or otherwise. Violations will be reported to the appropriate law enforcement officials. Individual(s) will be subject to university disciplinary action, up to and including expulsion or separation, pursuant to CSU policies and procedures.

Resources

Because our virtual campus does not enable us to provide onsite counseling or treatment, we provide the following information as a resource for those who need assistance with avoiding or recovering from alcohol or drug abuse. We encourage any student, staff, or faculty member who needs information related to alcohol or drug abuse to use directory information, online searches, the telephone book, or referrals from friends and/or professionals. At a national level there are also organizations dedicated to providing information and suggestions:

Substance Abuse and Mental Health Services Administration (SAMHSA)—An agency of the US Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.

General Address: www.samhsa.gov

Specific Address for Treatment Programs:

findtreatment.samhsa.gov

800.729.6686

The National Clearinghouse for Alcohol and Drug Information—

Part of U.S. Department of Health and Human Services & SAMSHA's Clearinghouse

<http://www.health.org/>

800.729.6686

About.com Substance Abuse—Explore the complicated disease of addiction. Information on basic questions concerning drugs and addiction. <http://search.about.com/fullsearch.htm?terms=substance%20abuse>

National Institute on Drug Abuse

General Link/Address: www.nida.nih.gov

Specific Link/Address on Club Drugs: www.clubdrugs.org

310.443.1124

Alcoholics Anonymous

www.alcoholics-anonymous.org

Narcotics Anonymous

www.na.org

www.24houraddictionhelp.com

Local Resources for Staff/Faculty

Baldwin County Mental Health Center 1-800-738-2871

Licensed Counselors Listed in the Yellow Pages—CenturyLink Telephone Book

Posters Found on CSU Bulletin Boards

Student Records

Student records, including financial and academic records, are kept indefinitely.

Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974 (FERPA) affords a student certain rights with respect to their educational records. Columbia Southern University (CSU) acknowledges this law as university policy.

Under the provisions of this law, students are entitled to the following privileges:

- Inspection and review of the student's educational records.
- Request of amendments to the student's records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights.
- Consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent.
- File a complaint with the U.S. Department of Education concerning alleged failures by CSU to comply with FERPA requirements in the instance that a complaint cannot be resolved within the University.

Requests by students to inspect, review, or amend must be submitted in writing and identify the following:

- Record the student wishes to inspect
- Purpose of the disclosure
- Records that may be disclosed
- The party or class of parties to whom the disclosure may be made
- Signature and date

Recently, the FERPA regulations have been amended to allow that request to be made electronically. In addition to the aforementioned information, the consent form must:

- identify and authenticate a particular person as the source of the electronic consent; and
- indicate that person's approval of the information contained in the electronic consent.

For requests to amend, students must clearly identify the portion of the educational record the student is requesting be changed, and specify why the record should be changed. If the requested change is not approved, the student will be notified of the University's decision, and the student's right to a hearing. Students are informed of those instances where FERPA authorizes disclosure without consent in the catalog information (electronically and in print).

However, FERPA allows schools to disclose student records, without consent, to the following parties:

- School officials with legitimate educational interest
- Other schools to which a student is transferring
- Specified officials for audit of evaluation purposes
- Appropriate parties in connection with financial aid to a student
- Organizations conducting certain studies for or on behalf of the school
- Accrediting organizations
- Appropriate officials in cases of health and safety emergencies
- State and local authorities

Release of student "directory" information is also permitted by FERPA. CSU identifies "directory" information as name, address, telephone number, email address, date and place of birth, honors and awards, dates of attendance, major field of study, enrollment status, previous institutions attended, photograph or other comparable information.

Personally identifiable information (or non releasable information) includes all information not defined as directory information and may not be released without expressed written consent of the student. Students may control the release of directory information by notifying the Registrar's Office at CSU in writing. Upon receipt of this request, a Privacy Hold will be placed on the student's record.

To Whose Record does the Act apply?

FERPA applies to the education records of persons who are, or have been, in attendance at CSU, including students in continuing education programs sponsored by the university. FERPA does not apply to records of applicants who are denied admittance or, if accepted, do not attend CSU.

To What Records Does the Act Apply?

The act applies to all education records maintained by CSU, and all parties acting for CSU, which are directly related to a student. Records containing a student's name, identification number, or other personally identifiable information, in whatever medium, are covered by FERPA unless identified in one of the act's excluded categories.

Enforcement and Penalties

The CSU Office of the Registrar is responsible for university compliance with this policy. Responsibility for administering the act by the federal government has been assigned to the Family Policy Compliance Office within the United States Department of Education. This office reviews and investigates complaints and attempts to bring compliance through voluntary means.

State Specific Policies and Procedures

For additional policies and procedures specific to state of residence, including complaint procedures, please visit <http://www.columbiasouthern.edu/About-CSU/Accreditation>

Contact Us

Please contact the Office of the Registrar at 800.977.8449 or registrar@columbiasouthern.edu if you have any additional questions or concerns about our privacy policy.

Consent to Release Student Information Form can be found on the "forms" page in the student portal (<http://mycsu.columbiasouthern.edu>).

Technical Requirements

Curriculum at CSU is delivered completely online allowing students access to their course material anytime from anywhere. As a result, it is required of all students to have computer and internet access, along with a valid (non-shared) email address. The course syllabus, study guide, and examinations are all provided within the online course.

Policy Disclaimer

At CSU, we are committed to ensuring that our students are kept informed of the latest principles, theories, and applications pertaining to their studies. However, CSU reserves the right to make changes as deemed appropriate in our course offerings, curricula, academic policies, and other rules and regulations affecting students without prior notification.

Catalog Disclaimer

This publication is not a contract between the student and CSU or any party or parties and should not be regarded as such. Reasonable effort was made at the time this document was created to ensure that all policies and provisions of this publication were correct. CSU reserves the right to make changes and addendums to current policy as it feels necessary and will post these changes on the CSU website at <http://myCSU.columbiasouthern.edu>. Students affected by policy changes will be contacted by the appropriate CSU faculty or staff member to discuss the student's options under the new policy.

II. Student Resources

Student Portal

The Student Portal contains several useful resources and can be accessed by visiting myCSU.columbiasouthern.edu. A partial list of tasks that can be completed on this website are provided below.

- Submit an enrollment agreement
- Access the Online Bookstore
- Login to Blackboard
- Request a course extension
- Access the Online Library
- View a list of completed and open courses
- Verify course start dates
- Verify course extensions have been processed
- View list of course assignments along with received dates and grades
- Verify CSU has your correct email address and send a test email from CSU
- View all automated emails that have been sent
- Submit a tuition payment

Student Services

Student Services staff are available to assist you with a variety of services. Students can receive hands-on support with course extensions, re-enrollments, and more to help guide their educational journey.

Success Center

CSU is committed to providing students with the resources they need to successfully complete their program of study. As part of this commitment, writing and math tutoring services are available at no cost. Tutoring services are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday.

Office of Disability Services

Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Columbia Southern University is committed to providing students with disabilities the equal opportunity to partake and benefit from its educational programs and services.

By amalgamating instruction, research, and service, it is the mission of Columbia Southern University to change lives through education by offering affordable, flexible, quality academic opportunities and extraordinary service which enables students to maximize their professional and personal potential, and serve the communities in which they live and/or work. The mission of the Office of Disability Services (ODS) is to enhance this experience for students with disabilities. Our goal is to ensure a comprehensively accessible University experience where individuals with disabilities have the same access to programs, opportunities and activities as all others.

Academic Support

Not only does Columbia Southern University comply with the letter of the law, it embraces the spirit in which it was written by providing reasonable accommodations to all students with disabilities to ensure accessibility to all university programs and activities. The Office of Disability Services can assist students to maximize their potential while helping them develop and sustain autonomy. Services available may include, but are not limited to assessment of disability related needs, academic accommodation plans at the start of each term, advocacy, alternative text, course substitution or waiver assistance, test accommodations, etc. Without reservation, the needs of our students come first. Our philosophy is centered on the promotion of self-awareness, self-determination, and self-advocacy in a comprehensively accessible environment.

Eligibility

Students with disabilities requesting services should contact the Office of Disability Services prior to submitting an enrollment. Documentation of the disability from a diagnosing professional is required to verify eligibility. The documentation provided

STUDENT RESOURCES

should be as current as possible but not more than 3 years old. In addition, depending on the nature of the disability (e.g. learning disability), assessments, and evaluations made at the secondary school level may not be sufficient.

It is the responsibility of the student to present appropriate documentation of a disability to the Office of Disability Services in a timely manner to secure accommodations. Accommodations cannot be made retroactively. Services are provided to students at no cost; however, fee-based services, such as disability evaluation and testing performed by a private professional, can be billed directly to students or sponsoring agencies. For more information, please visit www.columbiasouthern.edu/disability-services or call the Office of Disability Services at (800)977-8449 ext. 1434.

Career Services

Career Services assists students and alumni in job search strategies, interview preparation and constructing professional correspondence such as resumes, cover letters, and thank-you letters. We also review resumes, cover letters and offer tips on social networking. Career Services can be reached at careerservices@columbiasouthern.edu or at 1-800-977-8449 ext. 6551. Please note: Career Services is neither a placement office nor a resume writing service.

Advising Services

Trained CSU academic advisors are available to assist students with selecting the courses needed to successfully complete their desired program of study. These academic advisors possess a minimum of a master's degree, and are familiar with the academic requirements and career opportunities for the program in which they advise.

Academic advisors not only answer questions about course selection, policies, and procedures, but also encourage students to look to the future to formulate their educational and career goals. Each student is assigned an academic advisor who is available at any time to discuss program requirements. Students are encouraged to contact their advisor with any questions about their degree plan.

Online Library

Online Library

The Online Library furnishes each student with a variety of research options, including reference materials, e-books, and subscription databases that provide access to many full-text online professional journals. A student can navigate to the Online Library in two ways:

- Login to a course in Blackboard and use the My Library button on the course menu.
- Login to the myCSU Student Portal and use the library link on the menu of options to the left of that webpage.

Research assistance is available to students and faculty by emailing librarian@columbiasouthern.edu or telephoning 877.268.8046. The hours of library service are as follows:

Monday through Thursday	8 AM–11 PM
Friday	8 AM–3 PM
Sunday	3 PM–11PM

The headings at the Online Library identify the resources as:

- **Research Databases.** The most important component of the Online Library is the collection of databases containing full-text online articles. These sources allow a user to search through thousands of magazines, journals, newspapers, trade publications, and reference selections. The majority of these works are not freely available on the Web.

A student should always begin research for a paper or project with the Online Library databases. After entering key search terms one can view the search results, evaluate the retrieved information, and print selected articles for use.

To ensure that you only retrieve complete articles, be sure to indicate "Full Text" or "Limit search to full text" before executing your search.
- **Online Books.** CSU's collection of online books, or ebrary, contains over 35,000 recent academic titles that are available in full-text online format. These titles have been selected to support academic programs of study, and CSU students will be able to locate a wealth of research information covering a broad array of topics.
- **Research Support.** Although the Research Databases and ebrary are used most frequently when CSU students are completing research assignments, other Online Library resources provide vital information as well. Research Support includes links to:
 - **Ask a CSU Librarian**, which is contact information for members of the CSU library staff
 - **Using Wikipedia**, CSU's statement of policy regarding the Wikipedia website
 - **APA Resources** to assist with using the APA style rules
 - **General Reference**, which directs students to dictionaries and encyclopedias
 - **Government Resources** featuring a search interface that will locate US government publications on the Web
 - **Online Tutorials and Supplemental Material**, a list of websites for learning more about challenging academic subjects such as math, American literature, and statistics

While using the library resources can be a frustrating experience, library research is a skill that improves with practice. Be patient with yourself and review the Help information for a site in order to learn specific searching tips. Your efforts will be worth your investment of time and energy —the Online Library is vital for student success at CSU!

III. Admissions

At Columbia Southern University (CSU), we have an open admission policy. Applications and enrollment are accepted throughout the calendar year.

Nondiscrimination Policy

CSU provides equal educational opportunity and does not discriminate with respect to race, religion, national origin, sexual orientation, physical handicap, age, marital status, sex, or status such as a disabled veteran.

Admission Requirements

Undergraduate Programs

Applicants are required to submit one of the following:

- An official accredited high school transcript recognized by the U.S. Department of Education showing completion, or
- Official GED score sheet with passing scores required by the state in which the GED was administered, or
- Veterans may submit DD-214 indicating that the applicant has completed high school, or
- Transfer students may provide an official accredited postsecondary institutional transcript in which twelve (12) semester hours have been successfully completed with a grade of "C" or higher in each course and meet quantitative and qualitative factors.

Home School Students

CSU understands there are multiple pathways a home school student may take to complete their education. A detailed guide for meeting the CSU admissions requirements is available in the CSU Home School Admissions Guidelines located at www.ColumbiaSouthern.edu/Future-Students/Requirements.

Master's Programs

Applicants are required to submit an official accredited postsecondary institutional transcript 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.

Doctoral Program

Applicants are required to submit the following:

- Official transcripts for an accredited bachelor's and master's degree,
- Have a Master of Business Administration Degree, or business related degree* with two years of professional experience post baccalaureate, and a
- Professional business resume

**Note: Students that do not have an MBA or business related degree are required to complete program course prerequisites.*

Title IV

Students who are interested in Title IV funding must submit all official transcripts from previously attended institutions at the time of admission.

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 reports prior to admission:

- Test of English as a Foreign Language (TOEFL) test score with the following:
 1. *Undergraduate*—A minimum of 500 in the paper-based version or 61 in the Internet-based version
 2. *Master's*—A minimum of 530 in the paper-based version or 71 in the Internet-based version
 3. *Doctorate*—A minimum of 550 in the paper-based version or 80 in the Internet-based version
- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test;

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- A minimum score of 6.0 on the International English Language Testing System (IELTS), including the academic writing and academic reading modules;
- A minimum grade of Pre-1 on the EIKEN ENGLISH PROFICIENCY EXAM;
- 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 where the language of instruction is English;
- A transcript indicating a grade of "C" or higher in a 3 semester hour English Composition course from an appropriately accredited/recognized college or university (as verified by the International Handbook of Universities (21st ed.);
- An official high school transcript completed at an appropriately accredited/recognized high school where the medium of instruction is English. Transcripts not in U.S. equivalency must be translated through a National Association of Credential Evaluation Services (NACES) approved translating service. Please visit www.naces.org for more information.

Transcripts

A student may send copies of transcripts or documents during the initial admission stages and enroll as a student on Conditional Status (not eligible for Title IV). The student must provide official transcripts prior to completing 12 undergraduate/7 graduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of the Registrar at CSU.

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

Transcripts from unaccredited schools are not acceptable to satisfy admissions criteria. CSU reserves the right to deny admission to applicants who do not meet full admissions requirements. Applicants who are denied admission have the right to appeal this decision by providing supporting documentation to the registrar@columbiasouthern.edu.

Computer Access

CSU students must have access to the internet and an appropriate individual (non-shared) e-mail account in order to complete a program of study at CSU. If personal internet service is unavailable, you are encouraged to contact local libraries, schools or a public business to locate access to the internet. Microsoft Word and Adobe Reader are also required. Other Microsoft Office products may be required for information technology courses such as ITC 3001.

Admission Process

1. Submit the application for admission located online at www.columbiasouthern.edu/apply. Please submit your academic transcripts along with your application. Military transcripts and professional licenses and certificates should also be included if applicable. You may fax corresponding documentation to 251.224.0540. Please indicate on your application if you are eligible for tuition assistance through Military TA, DANTES, or VA.

2. CSU will conduct a comprehensive evaluation of your application and provide you with a detailed evaluation report. This report will outline courses you need to complete, transfer credit accepted, and any additional information or documentation deemed necessary.

You can request priority evaluation service for a \$25 fee to guarantee that your completed application packet be evaluated within 48 hours after your required documents are received. Otherwise, applications may take between 7 to 10 days to evaluate based on the volume of applications received by CSU at that time. Please note that documents submitted for evaluation following the initial evaluation and prior to enrolling will be subject to an additional evaluation fee of \$25.

3. Contact the admissions department or visit our website to enroll. Our open enrollment allows you to begin your program at anytime. The CSU Admissions Department will walk you through the process of enrolling and registering for your first course. Even if we are still missing copies of the transcripts we need to complete your evaluation, you can enroll immediately under Temporary Admission Status. As a Temporary student, you may complete up to 12 undergraduate semester hours or seven graduate semester hours. Once all transcripts are received and evaluated, an Application Evaluation Report will be issued and your status will be changed. For more information, please refer to the Admissions Status Policy.

Enrollment Systems

CSU offers two convenient enrollment systems:

Per-Course/Open Enrollment (10 Week Courses)

CSU Per-Course Enrollment allows students to begin a course at any time. There are no predetermined semester or session dates. Students may take one course after another or multiple courses simultaneously. Because of the nature of the per-course system, the class size for each course will vary.

Term Enrollment (8 Week Courses)

Term Enrollment System Description

Students using FSA must enroll in the CSU Term Enrollment System. Term Enrollment is different than the CSU Per-Course/Open Enrollment System. Term Enrollment courses must be completed within 8-weeks, have set start and end dates, and are cohort based. All students in the course will start the course together and proceed through the course on the same timeline. Students must submit discussion board postings and other assignments by the weekly due date.

However, there are no group projects and the courses are totally asynchronous. This means each week, students can login only as needed to review the assignments and read the postings of classmates. Students taking courses in the Term Enrollment System can study offline anytime and anywhere that works best for them and simply log back on to submit the prepared assignments by the due date.

A list of courses for each term is available online at www.ColumbiaSouthern.edu/Degree/TermSchedule.

Academic advisors will be available to assist students in planning what courses they need to take each term.

There are two term tracks to choose from, Track A and Track B. Once a track is selected, the student must remain in that track for the remainder of the program.

Admission Status Policy

Students may enroll at CSU under one of the following:

- **Temporary (Per-Course Enrollment Only)**—Application submitted but has not been approved and evaluated for transfer credit.
- **Conditional**—Application approved and transfer credit evaluated based on copies of transcripts.
- **Accepted**—Application approved, transfer credit evaluated, and all required official transcripts on file (required for students to use VA Benefits or Federal Student Aid).

Temporary Status Enrollment

Students who wish to begin enrolling in courses immediately after submitting their Application for Admission may do so under “Temporary” Admission Status and while “Temporary,” may complete up to 12 undergraduate semester hours or seven graduate semester hours. Once all transcripts are received and evaluated, an Application Evaluation Report will be issued and the student’s status changed. For more information about temporary status, view the admission status page (<http://www.columbiasouthern.edu/admissions/status/>).

When enrolling in courses while on “Temporary” status, the student is responsible to select courses that he/she will not transfer to CSU and that will fulfill the requirements of his/her selected program of study. Information on CSU program course requirements can be found on the CSU website. For assistance on course selection, students may contact the CSU Admissions Department at 800-977-8449 or admissions@columbiasouthern.edu.

Before enrolling under “Temporary” status, the student should make certain he/she meets the CSU admissions requirements of a high school diploma or GED for undergraduate programs and an accredited bachelor degree for graduate programs. A CSU transcript cannot be issued while a student is on “Temporary” status. A CSU transcript may be issued for students on “Conditional” status but will not list transfer credit. A CSU transcript may be issued for students on Accepted status listing all institutional credit.

Transfer Credit

CSU evaluates all eligible credit transfer to include prior academic credits, training, and relevant professional licenses and certifications. Up to 75 percent of undergraduate courses and 50 percent of graduate courses can be transferred into your degree program. Students are allowed to transfer in 15 percent of coursework into the DBA program. CSU does not grant advanced / honors standing for prior education and training.

Academic Credit

CSU accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Secretary of Education and/or the Council for Higher Education Accreditation (CHEA). For prior undergraduate academic credit to be eligible for transfer, grades earned must be a “C” or higher. However, a maximum of three courses in which a “D” was earned may be considered during the admission process. “D’s” are not accepted as transfer credit for English Composition I, II or their equivalent. For prior academic credit to be eligible for transfer at the master’s degree level, grades earned must be a “B” or higher. However, a maximum of one course in which a “C” was earned may be considered for acceptance.

Professional Licenses, Certificates, and Training Programs

CSU uses guidelines established by the American Council on Education (ACE) to determine if certain training programs, certificates, professional licenses, and/or military training warrant awarding academic credit. The following ACE publications are used.

The National Guide to Education Credit for Training Programs

For 30 years, this guide has been a trusted source of information on thousands of educational courses offered by businesses, labor unions, schools, training suppliers, professional and voluntary associations, and government agencies. These courses provide academic credit to students for learning acquired at leading organizations. Each entry in the comprehensive National Guide provides: course title; location of all sites where the course is offered; length in hours, days, or weeks; period during which the credit recommendation applies; purpose for which the credit was designed; learning outcomes; teaching methods, materials, and major subject areas covered; and college credit recommendations offered in four categories (by level of degrees) and expressed in semester hours and subject area(s) in which credit is applicable.

Guide to the Evaluation of Educational Experiences in the Armed Forces

This three-volume set of guidebooks is the standard reference tool used by most U.S. colleges and universities to award academic credit for military learning. It contains more than 8,000 courses offered by the U.S. armed services and defense department between January 1990 and the present. The Guide to the Evaluation of Educational Experiences in the Armed Forces is updated every two years. Every six months, ACE publishes a Handbook to the Guide.

The National Guide to Education Credit for Training Programs, the Guide to the Evaluation of Educational Experiences in the Armed Forces, and the Handbook are available at most public libraries. The Guide (Armed Forces) and the Handbook are usually available at military education services offices.

Transfer Credit by Examination

CSU accepts credit by examination from the following:

- The College Level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education (DANTES)

ADMISSIONS

Almost all institutions of higher learning, including CSU, restrict the acceptance of credits from other colleges and universities. This is also true of many agencies, companies and organizations. It is, therefore, recommended that you seek prior approval of your CSU credits if you want to transfer them at a later date, or if you anticipate using your CSU credits for credentialing, re-imbursement or similar reasons.

Accommodation for Disabilities

Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, Columbia Southern University is committed to providing students with disabilities the equal opportunity to partake and benefit from its educational programs and services.

Students with disabilities requesting services should contact ODS prior to submitting an enrollment. Documentation of the disability from a diagnosing professional is required to verify eligibility. The documentation provided should be as current as possible, but not more than 3 years old. In addition, depending on the nature of the disability (e.g. learning disability), assessments, and evaluations made at the secondary school level may not be sufficient.

ODS is responsible for obtaining and maintaining disability-related documents, certifying eligibility for services, determining reasonable accommodations and developing a plan to implement the appropriate accommodations for students whom disclose and register for services. The goal of the ODS is to ensure that all students with disabilities have equal access to all educational opportunities offered at Columbia Southern University. For additional information, visit <http://www.columbiasouthern.edu/disability-services> or call (800) 977-8449 ext. 1434.

Academic Calendar for Term Enrollment*

U.S. students must register by the end of the registration period. Students with APO/FPO addresses must register at least four weeks prior to the term start date in order to allow sufficient time for textbook delivery.

Academic Calendar 2011-2012 Term Enrollment

Track A

Semester	Term	Registration	Start Date	Drop Date	End Date
Fall	2A	06/22/11 to 08/30/11	09/14/11	09/20/11	11/08/11
Winter	3A	08/31/11 to 11/15/11	11/30/11	12/06/11	02/07/12
<i>Christmas Break – During Term 3A - 12/21/11 to 01/03/12 (2 weeks)</i>					
Winter	4A	11/16/11 to 02/07/12	02/22/12	02/28/12	04/17/12
Spring	5A	02/08/12 to 04/17/12	05/02/12	05/08/12	06/26/12

Track B

Semester	Term	Registration	Start Date	Drop Date	End Date
<i>Christmas Break – Between Term 2B and Term 3B - 12/14/11 to 01/03/12 (3 weeks)</i>					
Winter	3B	10/05/11 to 12/20/11	01/04/12	01/10/12	02/28/12
Spring	4B	12/21/11 to 02/28/12	03/14/12	03/20/12	05/08/12
Summer	5B	02/29/12 to 05/08/12	05/23/12	05/29/12	07/17/12

Academic Calendar 2012-2013 Term Enrollment

Track A

Semester	Term	Registration	Start Date	Drop Date	End Date
Summer	1A	04/18/12 to 06/26/12	07/11/12	07/17/12	09/04/12
Fall	2A	06/27/12 to 08/28/12	09/12/12	09/18/12	11/06/12
Fall	3A	08/29/12 to 10/30/12	11/14/12	11/20/12	01/22/13
<i>Christmas Break – During Term 3A - 12/19/12 to 01/01/13 (2 weeks)</i>					
Winter	4A	10/31/12 to 01/22/13	02/06/13	02/12/13	04/02/13
Spring	5A	01/23/13 to 04/02/13	04/17/13	04/23/13	06/11/13

Track B

Semester	Term	Registration	Start Date	Drop Date	End Date
Summer	1B	05/09/12 to 07/17/12	08/01/12	08/07/12	09/25/12
Fall	2B	07/18/12 to 09/25/12	10/10/12	10/16/12	12/04/12
Winter	3B	09/26/12 to 11/20/12	12/05/12	12/11/12	02/12/13
<i>Christmas Break – Between Term 2B and Term 3B - 12/19/12 to 01/01/13 (2 weeks)</i>					
Winter	4B	11/21/12 to 02/12/13	02/27/13	03/05/13	04/23/13
Spring	5B	02/13/13 to 04/16/13	05/01/13	05/07/13	06/25/13

*Refer to our website for the most current academic calendar.

IV. Academic Information

Academic Year

The federal student academic year is defined as at least 30 weeks of instructional time. Within the weeks of the academic year, a full-time student must be expected to complete at least 24 semester hours. The CSU academic year for Pell purposes is 32 weeks, during which a full-time student will complete 24 semester hours. CSU uses the following determination to calculate grade level for loan purposes:

First Year	0 to 24 semester hours
Second Year	25 to 48 semester hours
Third Year	49 to 72 semester hours
Fourth Year	73 or more semester hours

Degree and Certificate Programs

College of Arts & Sciences

- Associate of Arts in General Studies*
- Bachelor of Science in Psychology

College of Business

- Associate of Applied Science in Business
- Bachelor of Science in Business Administration (BSBA)
 - BSBA Finance*
 - BSBA Hospitality and Tourism*
 - BSBA Human Resource Management*
 - BSBA Information Technology*
 - BSBA International Management*
 - BSBA Management*
 - BSBA Marketing*
 - BSBA Project Management*
 - BSBA Sport Management*
- Bachelor of Science in Health Care Administration
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Information Technology
- Bachelor of Science in Organizational Leadership
- Master of Business Administration (MBA)
 - MBA Finance*
 - MBA Health Care Management*
 - MBA Human Resource Management*
 - MBA Marketing*
 - MBA Public Administration*

MBA Project Management

- Master of Science in Organizational Leadership
- Doctor of Business Administration (DBA)
- Certificate Programs*
 - Finance Certificate (Undergraduate and Graduate)*
 - Health Care Management Certificate (Graduate)*
 - Hospitality and Tourism Certificate (Undergraduate)*
 - Human Resource Management Certificate (Undergraduate and Graduate)*
 - Information Technology Certificate (Undergraduate)*
 - International Management Certificate (Undergraduate)*
 - Management Certificate (Undergraduate)*
 - Marketing Certificate (Undergraduate and Graduate)*
 - Project Management Certificate (Undergraduate and Graduate)*
 - Public Administration Certificate (Graduate)*
 - Sport Management Certificate (Undergraduate)*

College of Safety and Emergency Services

- Associate of Applied Science in Occupational Safety and Health
- Associate of Applied Science in Criminal Justice
- Associate of Applied Science in Fire Science
- Bachelor of Science in Criminal Justice Administration
- Bachelor of Science in Environmental Management
- Bachelor of Science in Fire Science
- Bachelor of Science in Occupational Safety and Health
 - Concentration in Fire Science*
- Master of Science in Criminal Justice Administration
- Master of Science in Emergency Services Management
- Master of Science in Occupational Safety and Health
 - Concentration in Environmental Management*
- Certificate Programs*
 - Fire Science Certificate (Undergraduate)*
 - Environmental Management Certificate (Undergraduate and Graduate)*
 - Occupational Safety and Health Certificate (Undergraduate and Graduate)*
- Industrial Hygiene Management Certificate

Partner Programs Certificates and Certifications*

- Chief Brunacini Fire-Rescue Leadership Institute
- NSA Center for Public Safety
Certificate in Court Security Operations
- Fire Department Safety Officer Association
- Fire Officer I Certification

*These programs are not eligible for Federal Student Aid.

Courses

Academic Course Load Policy

At CSU, students are allowed to progress as quickly through their program of study as they are able, but within defined parameters. Because of personal and professional obligations, the majority of CSU students take seven to ten weeks to complete a course. However, there are some students who may wish to progress through their program of study at a faster, but unacceptable, pace.

Accelerating course completion beyond what is academically sound defeats the purpose of study, because little is comprehended and even less is retained. No single course may be completed in less than a three-week period.

The policy outlined below restricts students from setting a pace that is viewed as academically unsound.

Per-Course/Open Enrollment Course Load Policy

The CSU Per-Course Enrollment System allows students to begin a course at any time. Students may take one course after another or multiple courses simultaneously. Academic Advisors must approve all course loads over six semester hours. Students wishing to enroll in more than six semester hours (2 courses) within a 10-week period must submit the Course Load Waiver form and meet the following requirements:

- All official documents/transcripts must be on file at CSU
- Must have completed at least 12 semester hours at CSU in current degree program
- Must have an established GPA of 3.0 or higher
- Must be maintaining reasonable academic progress
- Read and understand the CSU probation, suspension, and dismissal policies

The waiver is granted on an individual enrollment basis and students are expected to meet the above requirements for each waiver to be approved. The maximum course load allowed is nine semester hours within a 10-week period. Course load limits remain in place even if a student completes their course load before the end of the 10-week period. (Note: Students who take six semester hours or more in any 10-week period are deemed to be full time students.)

Term Course Load Policy

The Academic Advisor must approve all course loads over six semester hours. Students requesting course loads over six hours must submit the Course Load Waiver form and meet the following requirements:

- All official documents/transcripts must be on file at CSU

- Must have completed at least 12 semester hours at CSU in current degree program
- Must have an established GPA of 3.0 or higher
- Must maintain reasonable academic progress
- Read and understand the CSU probation, suspension, and dismissal policies

The waiver is granted on a term-by-term basis and students are expected to meet the above requirements for each waiver request to be approved. A student may not take courses in overlapping terms if using financial aid. Course grade reports will be issued at the end of the term.

Note: A full-time load in an eight-week term is 6 semester hours for undergraduate and 3 semester hours for graduate.

Term Enrollment System Benefits

The Term Enrollment System offers students several excellent benefits.

- Students have opportunities to network with other CSU students from across the U.S. and several different countries. Our students are professionals who work in fields such as law enforcement, occupational safety, business and health care management, just to name a few. In addition, a large portion of CSU students include members of the U.S. Military who could be stationed anywhere around the world or may be deployed in war zones.
- Some students find it easier to stay on track and successfully complete their courses with weekly assignment deadlines and classmates working at the same pace.
- The Term Enrollment System provides for increased interaction and assistance from your course professor.

Attendance Policy for Non-Scheduled Courses

Students enrolled in the non-scheduled term system must show attendance by submission of a course assignment for each course enrolled prior to the end of week four (4) in the enrolled term. Students failing to show attendance will be automatically withdrawn from the course and a grade of W will be posted. Please refer to the Tuition Refund Policy for any eligible refund due. CSU will file VA Form 22-1999b with the Department of Veterans Affairs indicating course enrollment termination due to unsatisfactory attendance. This action will result in the suspension of benefit payments on courses reported.

Other Differences for Non-Scheduled Courses

Scheduled courses have assignments and discussion board postings due weekly. Non-Scheduled courses do not have such weekly deadlines but do share the same term start date, end date, and extension policies as scheduled courses.

Course Registration

When students first enroll, the Admissions Department assists them through the process of enrolling for their first course. CSU offers two convenient enrollment systems: the Per Course Enrollment and Term Enrollment.

ACADEMIC INFORMATION

The first course that students should take is SLS 1000 for undergrad, OR 5000 for graduate, and for doctoral students, DBA 7000. Each time you enroll in a course, you will be notified by email that the registration has been processed. Another email will be sent that contains online account information and instructions for accessing your online course. With each online course, you will find a detailed course syllabus that provides everything you need to begin your course work.

Course Structure

CSU courses are developed using a standard course design and standard procedures and instructions. Students initiate access to their course by using the login procedure. Following course access into the CSU learning platform, Blackboard, the student will be presented with access to current course study guide materials and important course information. The student is advised on how to study for the course and to prepare for exams within the material.

After students enter the online course, the first screen they see is the announcement section. The announcement section contains important information concerning the course. On the left of the screen the student will see a button for each section of the course. After reading the announcement, the student should select the course syllabus section.

These documents provide important information and requirements concerning the course. The student should review the entire syllabus for each course so that they are aware of all course requirements.

Course Professors

Each course has an assigned professor. Students will be provided with their professor's contact information by email at the beginning of the course. The student may also find their professor's name and email in the online course by clicking the professor icon. The student should direct all course related questions to the course professor. All other questions should be directed to the CSU Student Services Department at students@columbiasouthern.edu. The preferred contact method for all CSU faculty is email. This provides a written record and more convenient method of communication.

Course Sequence

You are not required to complete lower division (general education) courses before beginning CSU upper division (core) course requirements. Core courses should be completed in sequence. CSU has ranked these core courses in a sequence that will best serve you. You must complete prerequisite courses before you will be allowed to enroll in certain courses. The prerequisites can be found in the course description.

Time Allotted for Course Completion

The enrollment period is ten weeks for each course in the Per Course Enrollment system and eight weeks for those students in the Term Enrollment system. The textbook is automatically shipped out under the CSU Book Grant and the start date for the course is defined as the day after the textbook is scheduled to be delivered.

Students using VA or Federal Financial Aid benefits enroll under the Term Enrollment system and have eight weeks to complete each course using the academic calendar with set start dates. Tuition is nonrefundable after the enrollment period has expired.

Attendance Policy for Scheduled Term Courses

CSU will verify your attendance in each registered course at the end of the first week. The discussion board posting or Unit I Assessment must be submitted to verify attendance and all Unit I assignments are due by the end of week one to receive credit. Students who choose not to attend the first week will be institutionally dropped from the course.

For students approved to enroll in Non-scheduled courses, a different attendance policy applies. See "Attendance Policy for Non-Scheduled Courses".

Course Completion Policy

Students are encouraged to complete all assignments within a course; each assignment holds a weighted score that comprises the final course grade. Course assignments not completed by the original or extended course end date will be assigned a grade of zero (0). Final course grades are calculated utilizing the weighted score assigned to each course assignment. For example, failing to complete an assignment weighted at 25% of the course grade would earn a final grade no higher than 75%. Students who are unable to complete all course assignments prior to their original course end date are offered the option of extending or withdrawing from the course. Academic and financial consequences should be noted for students who withdraw after Week One of the course. Students planning to withdraw from any course should review the Course Drop/Withdrawal Policy. In addition, academic advisement should be sought to address all consequential actions prior to submitting the withdrawal request. Students requesting to extend a course must submit the online Course Extension Request Form located in the Student Portal under Online Forms. Students are required to maintain a minimum cumulative grade point average (GPA) of 2.00 in undergraduate programs and 3.00 in graduate programs. Academic standards of performance are established to ensure satisfactory academic progress toward an earned degree.

Open/Per-Course Enrollment Course Extension

Any student not completing his/her course in the ten week time frame allotted will have the option to request an extension from the university. The Student Services Department must receive this request before the course end date. The extension will provide an additional 30 days in which the student will be allowed to complete the course. For each course that a thirty day extension is requested, there will be a \$50 fee. A maximum of two thirty day extensions are allowed for each course.

Term Enrollment Course Extension

Should circumstances prevent a student from completing all required coursework before the end of a course, the student will have the option to request a 45 day course extension. Extending a course is most often preferable to withdrawing; however, approval is not automatic and must be granted by the course professor. A Course Extension cannot be requested until week six, seven, or eight. Successful course progress must

be demonstrated at the time of the request. Successful course progress is defined as a sixty (60) percent course average for undergraduate courses and a eighty (80) percent course average for graduate courses. Students needing more than 45 days are encouraged to view the Special Circumstances Extension Policy.

The following are important facts concerning Term course extensions:

- There is a forty-five (45) day time limit to complete course requirements.
- A plan to complete the coursework during the extension period must be presented and adhered to. Assignment due dates are required; if more than one assignment remains due, each assignment due date must be spaced a minimum of one week apart.
- When a student is given an extension, an "I" grade will be posted for the course. The "I" grade will be replaced with a letter grade when the course extension ends. As long as the "I" grade remains it is counted as a grade of "F" when calculating Satisfactory Academic Progress (SAP). Therefore, the "I" grade may affect future registrations, GPAs, and/or FSA eligibility.
- Students who do not complete the course, on which the extension was granted, within the extension period requested will receive a course grade calculated on the weighted scores of all completed course assignments. All assignments left undone will be assigned a grade of zero. If the calculated grade is an "F" for undergraduates and a "D" or "F" for graduate students, the course must be taken over again in its entirety and the student will be required to pay full tuition for the course.

The following are required for extension approval:

- The extension may only be requested during the last three weeks of the course and should be submitted prior to the course end date.
- The student cannot have a course on extension from a previous term.
- Successful course progress must be demonstrated at the time of the request.
- Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines.
- The student must submit valid justification as to why the course could not be completed on schedule due to reasons beyond normal circumstances. Supporting documentation may be requested by the University.
- To request an extension, the student must complete and submit the Term Course Extension Request Form in the online form section of the CSU Student Portal.
- An Extension Fee of \$50 will be charged if the extension is approved.
- The extension request is not automatic and must be approved. If the extension request is denied and the course end date has occurred, the course grade based on the coursework completed by the student will be posted. A zero grade will be given for all assignments not completed.

Open/Per-Course Enrollment Special Circumstances Extension

A special circumstances extension is a 120-day extension for those students who encounter unusual circumstances that prevent them from completing a course within a standard 60-day course extension. The following are required for special circumstances extension approval:

- The student must be able to complete the course within a maximum of 120 days from the course end date.
- The student's circumstance must involve an unusual or critical circumstance such as military deployment, TDY/TAD, PCS, major surgery, natural disaster, family emergency, death of an immediate family member, or job relocation.
- The student must submit official documentation that substantiates the circumstance and dates that the student will be affected. Requests that are received without supporting documentation will not be considered.
- The online Special Circumstances Extension form must be completed and submitted prior to the course end date or the end of a standard extension. Also, the form should be submitted prior to or at the outset of the unusual or critical circumstance.
- The student will not be allowed to enroll in new courses until the extended courses have been completed or the special circumstances extension has ended.

To request a special circumstances extension, the student must complete and submit the Special Circumstances Extension Request form. This form includes the reason for the extension and the student's plan for completion. Please note that approval is not automatic. The Special Circumstances Extension Committee will review and decide on the approval of each request.

If approved, the special circumstances extension will extend the course(s) for up to 120 days from the original end date of the course. If the unusual circumstance does not allow the completion of the course within 120 days, the student should contact their academic advisor and discuss withdrawing from the course. However, please remember that the withdrawal request must be made before the original end date of a course. No more than two special circumstances extension requests may be granted in a 12 month period.

Students who do not complete the course within the extension period requested will receive a course grade calculated on the weighted scores of all completed course assignments. All assignments left undone will be assigned a grade of zero. If the calculated grade is an "F" for undergraduates and a "D" or "F" for graduate students, the course must be taken over in its entirety and the student will be required to pay the current tuition rates for the course.

To request a special circumstances extension, please visit the student portal at <https://mysu.columbiasouthern.edu> and complete the form. The form and supporting documentation may be faxed to Student Services at 251.224.0550 or mailed to Columbia Southern University, Attn: Special Circumstances Extension Committee, PO Box 3110, Orange Beach, AL 36561.

Term Enrollment Special Circumstances Extension

A special circumstances extension is available for those students who encounter unusual circumstances that prevent them from completing a course within a standard 45 day course extension. A special circumstances extension is 60 days in length and has no fee requirements. The following are required for special circumstances extension approval:

- The student must be able to complete the course within a maximum of 60 days from the course end date.
- The student's circumstance must involve an unusual or critical circumstance such as military deployment, TDY/TAD, PCS, major surgery, natural disaster, family emergency, death in the immediate family, job relocation.
- The student must submit official documentation that substantiates the circumstance and dates that the student will be affected. Requests that are received without supporting documentation will not be considered.
- The online special circumstances extension form should be completed and submitted prior to the course end date or the end of a standard extension. It should also be submitted prior to or at the outset of the unusual or critical circumstance.
- The student will not be allowed to enroll in a new course until the extended courses have been completed or the special circumstances extension has ended. To request a special circumstances extension, the student must complete and submit the Term Special Circumstances Extension Form in the myCSU Student Portal. The reason for the extension, the student's plan for completion, due dates for each assignment, and the anticipated date of completion of all course work are requested on this form. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines. Please note that approval is not automatic. The special circumstances extension committee must approve each request.

The maximum allowable time for a term special circumstances extension is 60 days from the original end date of the course. If the unusual circumstance does not allow the completion of the course within 60 days, the student should contact their academic advisor and discuss withdrawing from the course. However, the request to withdraw must be submitted prior to the original end date of the course.

When a student is approved for a special circumstances extension, an "I" grade will be posted for the course. The "I" grade will be replaced with a letter grade when the extension ends. As long as the "I" grade remains, it is counted as a grade of "F" when calculating Satisfactory Academic Progress (SAP). Therefore, the "I" grade may affect future registrations, GPAs, and/or FSA eligibility.

Students who do not complete the course within the extension period requested will receive a course grade calculated on the weighted scores of all completed course assignments. All assignments left undone will be assigned a grade of zero. If the calculated grade is an "F", the course must be taken over again in its entirety and the student will be required to pay full tuition of the course.

Student Course Evaluation

Students are asked to complete a Student Course Evaluation following the completion of each course of study. This survey is emailed to the student upon completion of their course. Student Course Evaluations are viewed and results are tabulated. This enables the university to measure the effectiveness of the course and to pinpoint problem areas. The evaluation is used to rate the textbook, study guide, final exam, and the course professor. Students may remain anonymous if they desire. If students wish to be contacted by the CSU Administration concerning their comments, they should provide a contact phone number on the survey.

Testing and Evaluation

CSU courses are generally divided into eight units. Depending on the course, a paper, project, discussion board assignment, or proctored final exam may be required. All assignments are open book. Students will receive progress reports for the course including email grade notifications for each assignment from the instructor. Students may also view their grades through the online grade books. Students can view their academic record and course information by visiting the student portal at <https://myCSU.columbiasouthern.edu>. Letter grades are assigned only at the end of the course. The following scale is used to determine the final grades:

<i>Grading</i>		<i>Points per credit hour</i>
A	Excellent 90-100	4.00 Quality Points
B	Good 80-89	3.00 Quality Points
C	Average 70-79	2.00 Quality Points
D	Passing 60-69	1.00 Quality Points
F	Failing 59-0	0.00 Quality Points
W	Withdrawal	0.00 Quality Points

The grade point average (GPA) is computed by dividing the total number of quality points by the total number of hours completed.

Examination Procedures

Unit examinations, projects, and/or written assignments will be found within the online syllabus. These exams, projects, and/or written assignments are to be self-administered and submitted online through blackboard for grading. Unit examinations enable both the university and the student to gauge the student's level of comprehension of the materials presented.

Grading Procedures

Academic Integrity Policy

Statement of Policy

Ethical conduct is a foundation upon which a successful academic career at Columbia Southern University rests. The students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation of these standards is a breach of the ethics that are the basis of Columbia Southern University's academic programs, and thus a violation of the university's Academic Integrity Policy.

A violation of the Academic Integrity Policy includes, but is not limited to:

- Cheating: using unauthorized materials or receiving unauthorized assistance during an examination or in connection with any work done for academic credit.
- Plagiarism: taking the work of another and offering it as one's own without proper acknowledgement of the true source, whether that material is paraphrased or copied in verbatim or near-verbatim form.
- Unauthorized collaboration on a project, homework, or other assignment unless otherwise allowed by a course instructor.
- Sharing, selling, or buying information related to any graded learning activities.
- Using professor feedback for another student as the basis for an essay response.
- Resubmitting a paper or portion of an assignment that has already been submitted for another course.
- Falsifying information.
- Accessing or using unauthorized materials (electronic or print) and/or websites.
- Use of an alternate, stand-in, or proxy during an examination.

APA Guidelines

Students are expected to follow the format of The Publication Manual of the American Psychological Association (2009, 6th edition). The APA Publication Manual presents explicit style requirements for students in the preparation of written works which may include research projects, discussion board content, and written responses.

As required by APA, all sources used (directly or indirectly) must be referenced within the text and all appropriate sources shall be compiled together at the end of all applicable written works. Students and faculty should refer to all assignment instructions for specific guidelines. CSU has created an APA Guide and other resources to assist students in complying with APA standards. These resources are all located in the student portal linked to the Learning Resources tab.

Sanctions

Columbia Southern University regards violations to the Academic Integrity Policy as a very serious matter. Students who are found to be in violation of the Academic Integrity Policy are subject to sanctions, which are based on the specific incident and the severity of it. The consequences range from a letter of reprimand to the failing of a course, and/or a university dismissal and degree revocation.

Statute of Limitations

There shall be no 'statute of limitations' that precludes the university from acting on the discovery of alleged violations, either during the time in which the course in question is being offered or after the course has ended (and after the student has graduated).

Right to Appeal

If a student is found in violation of Academic Integrity, the student is allowed due process and may, within 72 business hours of official notification, contest the university's findings. A formal, written challenge must be sent to the appropriate academic Chair who presents the official notice of violation to the student. The student's appeal will be sent to CSU's Academic Appeal Committee for a final decision; which will be made within seven business days.

Final Examination Proctor Policy

Final examinations are to be administered to students by an approved proctor on a date that is mutually convenient before the course end date. The student is responsible for selecting a qualified proctor that must be approved by the university. A list of acceptable proctors is provided in the Proctor Policy. Proctors must submit a signed Proctor Agreement to CSU for approval before being allowed to proctor an exam. Students may have up to three approved proctors on file. Proctors are to verify the student's identity, remain in proximity while the student takes the exam, assures that the four hour exam time limit is strictly adhered to, and assures that only the course text and a calculator are allowed during the exam. Proctor forms can be found in the myCSU student portal.

Proctors

The student is responsible for selecting a qualified proctor that must be approved by the university. Proctors must be a responsible and reputable third party. CSU reserves the right to verify proctor qualifications, require additional evidence of eligibility, or require a different proctor be selected. All proctors are subject to approval. Students are responsible for any proctor fees.

The following may serve as Proctors:

- Supervisors (must be of higher position or rank than student)
- University/college testing center, private testing center, office of CSU representative, or military base testing office
- School principal or vice principal
- Full-time librarian, teacher, or school counsel
- College professor, dean, or director
- Human resource manager, training director/officer
- Minister, priest, or rabbi of an established church, temple, mosque, or synagogue

Unacceptable Proctors include:

- Assistant
- Tutor
- Neighbor
- Relative (including spouse)
- Friend
- CSU student
- CSU graduate
- Anyone with a conflict of interest

ACADEMIC INFORMATION

Individuals selected to serve as proctors must have no vested interest in the outcome of the exam. Falsifying proctor information or not following proctor testing procedures will result in failure of the examination and may be cause for termination from the university.

Proctor Approval

Individual proctors are approved only once. The approved proctor's information will remain on file for the student and the student may use the proctor until one of the following occurs:

- The student or proctor cancels the proctor agreement.
- CSU disapproves or cancels the proctor agreement.

Examination Procedures

- Students must provide the desired proctor with the Final Examination Proctor Policy and CSU Proctor Agreement. The proctor will complete and submit the agreement to CSU. The proctor and student will be notified via e-mail once the proctor agreement has been processed and approved.
- Students should allow time for the proctor to return the agreement to CSU and for processing before submitting the first/next Request to Take Proctored Final Examination.
- Once an approved proctor(s) is listed on the student's record, the student only needs to submit the Request to Take Proctored Final Examination Form in which the pre-approved proctor is listed. CSU will process the request and send online final exam instructions to the identified pre-approved proctor.

Proctor Responsibilities

- Provide the student with a private area conducive to testing. A computer with Internet access must be available.
- Check student's photo ID to ensure the examinee is actually the person scheduled to test.
- Ensure no copies of the exam are made.
- Ensure that the student does not access notes, articles, or other information beyond the course textbook and a calculator (unless specified in exam instructions).
- Time the exam and stop the examinee when time has been expended. A maximum of four hours is allowed for the exam.
- Keep the exam secure and only allow the student to access the exam in your presence. The password must be kept confidential.

Course Drop/Withdrawal Policy

Students requesting to drop or withdraw from a course should submit the Course Drop/Withdrawal Form located in the online forms section of the CSU Student Portal.

Course Drop (Term only)

Students are allowed to drop a course through the term "drop date" as listed on the academic calendar (normally the first week of the course) without financial penalty. A grade of "DP" will

be recorded for the course. Dropped courses do not appear on student's official transcript nor do they count as hours attempted in the Satisfactory Academic Progress (SAP) calculation. The course drop date is determined by the date the request is received.

Course Withdrawal

A course drop/withdrawal request submitted after the term drop date and before or on the original term/course end date will be considered a course withdrawal. A grade of "W" will be issued. The grade of "W" will appear on the student's transcript but will have no effect on the student's cumulative CSU GPA. However, the course will count toward hours attempted and may affect Federal Student Aid (FSA) eligibility. Students using military Tuition Assistance (TA) must contact their Education Services Officer (ESO) when withdrawing from courses.

Unofficial Withdrawal Policy

This policy affects any student enrolled in the Term Enrollment System who did not submit an official Course Drop/Withdrawal Form and did not complete the course(s) by the term end date. In addition, the student has not been granted an extension.

- If no assignments have been submitted in the last 21 days of the term, the student is withdrawn from the course and a grade of "WF" is assigned. Grades of "WF" count in the calculation of the student's GPA as a grade of "F." The grade of "WF" also is counted in attempted hours, affecting SAP. A charge will be posted to the student's account if the text was supplied through the CSU Book Grant.
- If an assignment has been submitted in the last 21 days of the term, the student will not be withdrawn and no action will be taken. The grade calculation will automatically occur as follows: All remaining assignments will be given a grade of "0" and the final grade is then calculated.

Course Retake

Graduate Courses

Graduate students must earn a cumulative GPA of 3.0 or higher on a 4.0 scale. The graduate course in which a grade below "C" is received must be repeated at CSU. In cases where a student repeats a course, the hours attempted are counted once, and the most recent grade recorded as credit cannot be given twice for the same course. If a student needs to repeat a course, please contact the Student Services Department at students@columbiasouthern.edu for instructions.

Undergraduate courses

Undergraduate students must earn a cumulative GPA of 2.0 or higher on a 4.0 scale. Students earning a "D" or below in a course also have the option of repeating the course. In cases where a student repeats a course, the hours attempted are counted once, and the most recent grade recorded as credit cannot be given twice for the same course.

Extra Credit —Undergraduate Courses Only

Undergraduate students must earn a cumulative GPA of 2.00 or higher on a 4.0 scale. Students earning a grade of "D" or below may wish to request an extra credit assignment. However, the student must have completed all assignments in the course to be eligible to request an extra credit assignment. A maximum of 10 points may be earned through extra credit.

This option is available only to those students who have completed all of the assignments and where no academic dishonesty has occurred. Students must contact Student Services to request an extra credit assignment. An extra credit assignment fee of \$50 is required.

Students earning a "D" or below in a course also have the option of repeating the course. If a course is repeated, the hours attempted are counted once and the lowest grade is deleted as credit cannot be given twice for the same course.

Extra credit assignments are only available at the undergraduate level. Extra credit assignments must be requested no later than 7 days after the course completion date. The extra credit assignment must be completed no later than 14 days after the course completion date.

Once they have received the Extra Credit Application Form, Student Services will notify the course professor and request that they approve an extra credit assignment. The course professor can decide to or not to allow the student to complete an extra credit assignment. If the professor agrees to allow a student to complete an extra credit assignment, the professor is responsible for determining the nature of the extra credit assignment and the number of points (maximum of 10) to be awarded.

Extra Credit is not available for students in the term enrollment system.

Grade Challenge Policy

Students who believe that a grading discrepancy has occurred should complete a Grade Challenge Request form and submit to GradeChallenge@columbiasouthern.edu within 14 calendar days of the date the grade posted in Blackboard. The form is located within the myCSU Student Portal, under "Online Forms" and then "Courses". Requests that are received more than 14 calendar days from the grade posted date will not be considered. Please note that a final course grade cannot be challenged, but rather the student will be required to challenge a specific assignment. A separate form should be completed for each question and/or assignment challenged. The form is to be completed electronically and submitted to CSU for processing by email. The grade challenge will be documented in the student's record and sent to the professor for review. To allow CSU to effectively process a grade challenge request, please allow five calendar days for a decision to be made. Should the student not be satisfied with the action taken during the formal grade challenge process, the student may submit a written appeal to the University.

Non-Academic Appeals and Grievances

From time to time, students may have questions concerning administrative policies or operations. Generally there are logical explanations for situations and usually most questions can be resolved in an informal manner through discussion with the individual or office involved. In instances where a student raises a question about a policy or decision, the affected staff member will respond. If it is not possible to resolve a matter through discussion, a student may file a complaint. The student must present his/her appeal in writing to the Grievance Committee.

Should a student not be satisfied with the action taken by the Grievance Committee, the student may appeal the decision to the CSU President. This policy is designed in accordance with the SPRE (State Postsecondary Review Entity) Guidelines and is intended to ensure that the student is given fair and equitable consideration in any matter that may arise.

Institutional Academic Progress, Probation, Suspension and Dismissal

This policy applies to all students except for those enrolled in the DBA program. DBA students should refer to the policy provided in the DBA Handbook.

Students are required to have a minimum cumulative grade point average (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. A student will not be permitted to enroll in a fifth course after being placed on academic probation until completion of the fourth course and once the academic status is determined.

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 come off 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.

ACADEMIC INFORMATION

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 will begin.

*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.

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.

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.

The Office of the Registrar monitors academic progress and officially notifies students who deviate from a Good Standing status. Academic progress is also noted within the myCSU Student Portal where students use a unique identifier and are CAS Authenticated for login purposes. Within the myCSU Student Portal, course grades and GPA are posted.

Inactive Status

Students who do not submit any coursework within a 12 month period will be considered inactive and any tuition being held by the university will be forfeited. Students desiring to return to their studies must be re-evaluated and will be subject to any changed academic requirements, tuition increases, and policy changes in force at the time of reenrollment. The student will also be assessed a \$25 re-evaluation fee.

Graduation Requirements

Undergraduate Requirements

A 2.0 Cumulative Grade Point Average (CGPA) is required for Undergraduate students to be eligible for graduation. A minimum of 15 credit hours, or five courses, must be completed with CSU to be eligible to graduate in an associate program. A minimum of 30 credit hours, or 10 courses, must be completed with CSU to be eligible to graduate in a bachelor program.

Graduate Requirements

A 3.0 CGPA is required for graduate students to be eligible for graduation. Master Degree program students must complete at least 50 percent of the courses that comprise the program, 18 credit hours or six courses. No grade below a "C" is acceptable for credit toward a graduate degree. The graduate course in which a grade below a "C" is received must be repeated at CSU. There are situations in which a grade of "C" is unacceptable if the result of this grade is a CGPA below 3.0. Consequently, students will be required to repeat courses in which the grade of "C" is earned until a 3.0 CGPA is restored.

Note: Students who entered CSU prior to November 2007 must have completed the one credit hour CSU Student Orientation course.

Graduation with Honors

In order for a student enrolled in a Bachelor Degree program to graduate Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, they must earn the following Cumulative Grade Point Average:

- Summa Cum Laude - 4.0 CGPA
- Magna Cum Laude - 3.8-3.99 CGPA
- Cum Laude - 3.5-3.79 CGPA

Honors are based upon coursework completed at CSU. Honor graduates must have no grades lower than a "C", and must not have repeated any course taken at CSU due to non-satisfactory grades.

Honors are not awarded for graduate degree programs. Graduate students are expected to maintain a minimum of a 3.0 CGPA throughout their program to satisfy graduation requirements.

Petition for Graduation

After students have completed all the courses for their program, a student must submit a Petition for Graduation to begin

the Graduation Audit Process. This form can be completed online and can be accessed within the myCSU Portal. Once the graduation audit is complete, students will be notified of the petition status and any requirements that have not been satisfied. A \$75 graduation fee is to be paid at the time the Petition for Graduation is submitted to CSU. This fee covers the student records, audit and diploma processing.

Diploma

The diploma and an official transcript will be mailed directly to the address provided on the Petition for Graduation Form. This normally takes approximately five to six weeks after submitting the Petition for Graduation and the graduation fee.

Graduation Ceremony

Each year CSU hosts a commencement ceremony for those graduates who have completed their program. CSU encourages all graduates to attend the commencement exercise and accompanying activities. There is a fee for the ceremony and an additional fee for regalia (cap, gown, and tassel). Since the ceremony fee varies from year to year, students will need to visit the CSU website for pricing information. Travel arrangements and accommodations are the responsibility of the student.

Transcripts

A transcript bearing the university seal and signature of the registrar is the official copy of the student's permanent academic record. A transcript will be provided at the time of graduation. Additional transcripts may be obtained by written request to the university or by submitting a transcript request form online at myCSU student portal. CSU makes no claim or guarantee that credit earned will transfer to another institution.

Requesting a Transcript

Once a student has completed the first three credit hour course and course tuition is paid, the student may request an official CSU transcript. A \$10 transcript fee applies. A CSU transcript may be requested by using the Transcript Request Form. Please allow 7 to 10 business days for processing.

The transcript will be sent as a sealed Official Transcript to the institution or person indicated on the Transcript Request Form. An Unofficial Transcript may be faxed if indicated on the request form. Please note, the \$10.00 transcript processing fee still applies whether the transcript is issued as Official or Unofficial.

Bachelor to Associate Degree Policy

This policy applies to students who are currently enrolled in a bachelor degree program and wish to petition for graduation for the associate degree. In order to petition for an associate degree while enrolled in a bachelor degree, the student must submit the Bachelor to Associate Degree Form. Please note that by submitting this request, it is the student's intention to remain in the bachelor degree program and complete the program requirements outlined on the initial Application Evaluation Report. If it is the student's intention to change to the associate degree and NOT complete the bachelor degree, the student should request a change of program instead. (*Students utilizing Title IV Funding may not submit a change of program request for programs not currently approved for financial aid.*)

The following requirements must be met before petitioning for the associate degree:

- Students must have completed a minimum of 15 credit hours at CSU, which must satisfy associate degree program requirements in order to have the associate degree awarded.
- All degree requirements (courses) for the associate degree must already be completed with a final grade posted to the official student record.
- Students must have at least a 2.0 cumulative grade point average.
- All financial obligations (tuition) owed to the university must be paid and account status must be current.
- Official transcripts must be on file for any transferred courses.

V. Tuition and Fees

Tuition Rates

<i>Tuition</i>	<i>Per Credit Hour</i>
Undergraduate	\$200.00
Graduate*	\$265.00
Doctorate	\$300.00

** The tuition rate for graduate courses per-credit hour is \$250 for all active-duty members of the military (not applicable for learning partners). The lower rate is offered to keep the tuition rate at the DoD cap of \$250. CSU Learning Partner tuition discount will be applied to the full tuition rate.

Student Fees

Fees may apply to certain services rendered. Charges are as follows:

<i>Fee</i>	<i>Amount</i>
Online Library Fee*—Undergraduate and Graduate Students	\$20
Online Library Fee*—	
Doctoral Students	\$50
Priority Evaluation Fee	\$25
Degree Program Change Fee	\$75
Concentration Change Fee	\$75
Extra Credit Assignment Fee.....	\$50
Graduation Audit Fee	\$75
30 Day Course Extension Fee	\$50
Return Check Fee	\$25
Late Payment Fee	\$15
Official CSU Transcript Fee	\$10
Bachelor to Associates	
Degree Request.....	\$100

All fees are nonrefundable.

Payment Options

- Per Course Enrollment Full Payment**
Tuition may be paid by check, money order, or credit card.
- Per Course Enrollment Payment Plan**
Tuition may be split over two payments and automatically charged to a credit card. Half of the tuition due is charged to a credit card upon enrollment and the other half is charged to the same credit card after four weeks. A credit card is required to participate in this payment plan.
- Term Enrollment**
Students may pay their tuition for the term in full or may split the tuition over two payments. The payments are automatically charged to a credit card.
- Military Tuition Assistance**
Tuition assistance is available for all active and some retired military personnel through TA, DANTEs, or VA benefits. Students using VA benefits must enroll in the Term system.
- VA Flex Payment Plan**
VA students may place a \$99 down payment for the first or second enrollment. Tuition must be paid in full prior to the third enrollment. This VA Flex Payment Plan is not available for Federal Student Aid, Tuition Assistance, Chapter 31, Chapter 33, or if you are receiving any other form of financial assistance.
- Corporate Direct Billing**
Tuition is billed to the corporation responsible for funding an employee's tuition. Approved company or government vouchers or purchase orders must accompany Enrollment Agreements.
- Federal Financial Aid/Loans**
Federal Financial Aid, also known as Federal Student Aid, offers grant and loan programs administered by the U.S. Department of Education. CSU participates

* The Online Library fee is a one-time charge.

TUITION AND FEES

in the following grant and loan programs available through Federal Student Aid.

Federal Grants

Pell Grants—*Undergraduate Students Only*

Federal Supplemental Educational Opportunity Grant (FSEOG)

Academic Competitiveness Grant—*1st and 2nd Year Undergraduate Students Only*

Federal Loans

Direct Stafford Loans

Direct PLUS Loans for Parents—*Undergraduate Students Only*

Direct PLUS Loans—*Graduate Students Only*

9. Automatic Credit Card Payment Plan

CSU offers an automatic credit card payment plan for students paying out-of-pocket. This plan allows students to spread tuition payments out over time by having them automatically charged to a credit card on a pre-set schedule. The student's credit card will be charged for half of the tuition due for the term upon registration and half at the start of the fifth week of the term.

To be eligible for this plan, the student must:

- Have declared an undergraduate or graduate degree as their academic goal
- Use a credit card as payment
- Have an acceptable credit history with CSU (New students automatically qualify if the first tuition payment is approved).

Tuition Refund and Withdrawal Policy

Per-Course

Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the myCSU Student Portal. Alternatively, students may withdraw in any manner by contacting the CSU Student Services Department by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. If CSU is notified of cancellation no later than the second day of the course (one day after the course start date) or within five calendar days of submitting/signing the enrollment agreement, whichever is later, a full refund of tuition will be issued (also see CSU Book Grant policy). All students withdrawing after the second day of the course enrollment will be charged a one-time 20% Registration Fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

- 1st week: 80%
- 2nd week: 60%
- 3rd week: 40%
- 4th week: 20%
- 5th week: 0%

Term Enrollment

Students who wish to drop/withdraw from a course or withdraw from their program should complete the Course Drop/Withdrawal Form located in the myCSU Student Portal. Alternatively, students may withdraw in any manner by contacting the CSU Student Services Department by phone, email, chat, or fax. Any refunds due will be issued within 30 business days. Tuition refunds for course withdrawals are based on the Term Enrollment Tuition Refund Policy. All students that drop/withdraw from a course after the drop date will be charged a one-time 20% Registration Fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the Term start date and the tuition percentage amounts listed below.

- 1st Week = 80%
- 2nd Week = 60%
- 3rd Week = 40%
- 4th Week = 20%
- 5th Week = 0%

Students are not permitted to withdraw from a course after the original term end date.

CSU Book Grant

Textbooks are provided at no cost through CSU Book Grant as long as the student successfully completes the course. When a student drops, withdraws, or fails a course, a charge for the textbook and shipping will be posted to the student's account. The student may return the text within 30 days to have the charge reversed. Alternatively, the student may re-enroll in the same course and indicate on the Course Retake Form that the previously provided text will be used. As long as the Enrollment Agreement is submitted within 30 days of the drop/withdrawal or failure, the text charge will be reversed. The charge will be based on the textbook price listed at the CSU website and \$12 for shipping and handling. Upon submission of the Drop/Withdrawal Form at the myCSU Student Portal, a Textbook Return Form will be provided for printing and enclosing with the returned text. Students who return textbooks without proper paper work to identify themselves will not receive credit for the return. Students who do not return text and do not pay the text charge may not be allowed to enroll in future courses. Books may be new or used.

VI. Financial Assistance

Types of Federal Student Aid Available

Federal Grant Programs

Pell Grant—Undergraduate Students Only

Pell grants are awarded solely on demonstrated financial need to every eligible undergraduate student who has not already earned a bachelor's or professional degree.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant (FSEOG) program is for undergraduates that demonstrate exceptional financial need. Pell Grant recipients with the lowest expected family contributions (EFCs) will be considered first for a FSEOG. Just like Pell Grants, the FSEOG does not have to be repaid.

These funds are very limited so students are encouraged to apply for financial aid early and get all necessary documents in timely. CSU will allocate these funds evenly and on a first come, first served basis over the course of the funding year.

Federal Loan Programs

Direct Stafford Loans, from the William D. Ford Federal Direct Loan (Direct Loan) Program, are low-interest loans for eligible students to help cover the cost of higher education at a four-year college or university, community college, or trade, career, or technical school. Eligible students borrow directly from the U.S. Department of Education (the Department) at participating schools.

Direct Stafford Loans include the following types of loans:

- **Direct Subsidized Loans**—Direct Subsidized Loans are for students with financial need. CSU will review the results of your Free Application for Federal Student Aid (FAFSA) and determine the amount you can borrow. You are not charged interest while you are in school at least half-time and during grace periods and deferment periods.

- **Direct Unsubsidized Loans**—You are not required to demonstrate financial need to receive a Direct Unsubsidized Loan. Like subsidized loans, CSU will determine the amount you can borrow. Interest accrues (accumulates) on an unsubsidized loan from the time it is first paid out. You can pay the interest while you are in school and during grace periods and deferment or forbearance periods, or you can allow it to accrue and be capitalized (that is, added to the principal amount of your loan). If you choose not to pay the interest as it accrues, this will increase the total amount you have to repay because you will be charged interest on a higher principal amount.

Annual Stafford Loan Limits—Effective July 1, 2008

Year/Classification	Base Amount	Additional Unsubsidized Loan Amount	Total
Dependent Students			
Freshman	\$3,500	\$2,000	\$5,500
Sophomore	\$4,500	\$2,000	\$6,500
Junior or senior	\$5,500	\$2,000	\$7,500
Independent Students			
Freshman	\$3,500	\$6,000	\$9,500
Sophomore	\$4,500	\$6,000	\$10,500
Junior or senior	\$5,500	\$7,000	\$12,500
Graduate Students	\$8,500	\$12,000	\$20,500

Note: It is important to note that even if a student is financing their education on their own, dependency status is still determined by the school.

For loans disbursed between July 1, 2011 and June 30, 2012, the Subsidized Stafford Loan interest rate is fixed at 3.4 percent for undergraduate students, and has a fixed interest rate of 6.8 percent for graduate and professional students. The Unsubsidized Stafford Loan interest rate is fixed at 6.8 percent for all students. The Federal Stafford Loan programs carry both annual and cumulative limits. Your Student Aid Report (SAR) lists your cumulative loans, but it is important to keep records of all of your loan transactions. You can also review your loan history online at: www.nsls.ed.gov

Additional loan types provided under the Direct Loan Program include Direct PLUS Loans (for parents and graduate and professional degree students).

Direct PLUS Loans for Parents—Undergraduate Students Only
Federal PLUS loans enable parents with good credit histories to borrow money to pay the educational expenses of their children. Each child must be a dependent undergraduate student enrolled at least half time in an approved college or university. The primary benefit of PLUS Loans is that it allows parents to borrow federally guaranteed low interest loans to help pay for their child’s education. The loans are not based on need, but when combined with other resources cannot exceed the student’s cost of education.

Direct PLUS Loans—Graduate Students Only
Graduate and professional degree students are now eligible to borrow under the PLUS loan program. A graduate PLUS loan is a non-need credit based loan similar to a private student loan, but with the benefit of having a fixed interest rate and federal guarantee. The graduate PLUS loan allows graduate students to borrow up to their total cost of attendance minus any other aid. This is a credit based loan and currently has a fixed interest rate of 7.9 percent.

Federal Student Aid should not be confused with Military Tuition Assistance (TA), Veterans Benefits, and other programs associated with federal and state government.

Federal Student Aid Eligibility

The following criteria must be met for a student to be eligible to participate in Federal Student Aid (FSA):

- Be an admitted student enrolled in an eligible programs of study for the purpose of obtaining a degree.
- Be officially accepted at CSU.
- Not be enrolled solely in remedial coursework.
- Not be currently enrolled in secondary school.
- Have a high school diploma or a recognized equivalent (such as a GED).
- Be a U.S. citizen or national, or an eligible non-citizen (verification of eligible non-citizen status may be required.)
- Have a valid Social Security Number.
- Not have been convicted of an illegal drug-related offense. If convicted, the student must visit FAFSA online, click “Before Beginning a FAFSA” and complete “Drug Worksheet” (on the left) to determine if it will affect eligibility. Additional help is available by calling 800-4FED-AID (800-433-3243).
- Be enrolled at least half-time if applying to receive Stafford Loans.
- Not be incarcerated.
- Not be in default on a Federal Student Loan or owe an overpayment on a FSA grant or loan.
- Not have borrowed in excess of the annual or aggregate loan limits for FSA.
- If the student is a male, he must be registered with the Selective Service.
- Maintain Satisfactory Academic Progress (SAP) once approved for funding.
- Certify that FSA will only be used for educational purposes.

Preparing to Apply for Federal Student Aid

Programs Not Eligible for Federal Student Aid at CSU
Students must be enrolled in an eligible program at CSU to receive Federal Student Aid (FSA). All CSU degree programs are eligible for FSA except the programs listed below.

- Associate of Arts in General Studies
- All Certificate Programs

Applying for Federal Student Aid

New students wishing to enroll at CSU for the first time using Federal Student Aid (FSA) should complete the steps listed below at least four weeks prior to the last day of registration. Please note that some student applications for financial aid take longer to process than others as a result of factors beyond the control of CSU. Students who do not receive their aid award by the last day of registration will need to pay out-of-pocket and may be reimbursed, or delay registration for the following term.

- Prospective students who have already received an Academic Evaluation Report from CSU, please refer to FSA application procedures for prospective students who are evaluated but not enrolled immediately following this section in the catalog.
- Submit the CSU Application for Admission. Please check the box indicating that you desire to use Federal Financial Aid as your payment method.
- Complete the Transcript Request Service forms. Using this service will allow CSU to request your official transcripts. These official transcripts are needed to be accepted at CSU and qualify for FSA. First-time college students do not need to use this service but must submit official high school transcripts.
- Obtain a Personal Identification Number (PIN). Prior to applying for FSA, you should obtain a PIN online at www.pin.ed.gov. This number serves as your electronic signature and may be used to file your Free Application for Federal Student Aid (FAFSA), make corrections to your Student Aid Report (SAR), and monitor federal loans that you receive. If you are a dependent student, a parent should also request a PIN, which can be used as their electronic signature on the FAFSA.
- Fill out and submit the FAFSA at www.fafsa.ed.gov. Make certain to indicate the CSU school code of 041215 on the FAFSA. If you have already completed a FAFSA, retrieve it and add the CSU school code.
- Monitor your email for important notifications concerning your SAR. The CSU Office of Financial Aid will receive your FAFSA information and will contact you if necessary.
- Once your application is processed and all official transcripts received and evaluated, you will receive an Academic Evaluation Report by email.

The FAFSA4caster site can provide an estimate of your eligibility for FSA. The information entered will later transfer to your FAFSA if you decide to apply for FSA. You will need tax information on hand to complete this process.

If you have any questions about applying for FSA, please contact the CSU Admissions Department at admissions@columbiasouthern.edu or 800-977-8449, ext. 6521.

FSA Application Procedures for Prospective Students Evaluated But Not Enrolled

Follow these procedures if you have already received your CSU Academic Evaluation Report and wish to apply for Federal Student Aid (FSA).

1. Complete the Transcript Request Service Forms if CSU does not have all official transcripts on file. Using this service will allow CSU to request your official transcripts. These official transcripts are needed to be accepted at CSU and qualify for FSA. First-time college students do not need to use this service but must submit copies of their official high school transcripts.
2. Obtain a Personal Identification Number (PIN): Prior to applying for federal financial aid, you should obtain a PIN online at www.pin.ed.gov. This number serves as your electronic signature and may be used to file your Free Application for Federal Student Aid (FAFSA), make corrections to your Student Aid Report (SAR), and monitor federal loans that you receive. If you are a dependent student, a parent should also request a PIN, which can be used as their electronic signature on the FAFSA.
3. Fill out and submit the FAFSA at www.fafsa.ed.gov. Make certain to indicate the CSU school code of 041215 on the FAFSA. If you have already completed a FAFSA, retrieve it and add the CSU school code.
4. Monitor your email for important notifications and your Student Aid Report (SAR).
5. The Office of Financial Aid will receive and review your completed FAFSA. Once the review is completed, you will be instructed on how to login to the CSU Financial Aid Portal and complete the awarding process.
6. Prior to the end of the registration period, you should submit your term enrollment and select the appropriate boxes for payment information. If your FSA is not confirmed by the end of registration, you must select if you wish to pay out-of-pocket and may be reimbursed once aid is disbursed or cancel the registration and enroll in the upcoming term.

If you have any questions about applying for Federal Financial Aid, please contact the CSU Admissions Department at 800-977-8449, ext. 6521.

Term Enrollment

Students using FSA must enroll in the CSU Term Enrollment System. Term Enrollment is different than the CSU Per-Course/Open Enrollment System. Term Enrollment courses must be completed within 8-weeks, have set start and end dates, and are cohort based. All students in the course will start the course together and proceed through the course on the same timeline. Students must submit discussion board postings and other assignments by the weekly due date.

For more information about the Term Enrollment System, please visit the Term Enrollment System policy section of this catalog.

Attendance Policy

CSU will verify your attendance in each registered course at the end of the first week. The discussion board posting or Unit I Assessment must be submitted to verify attendance and all Unit I assignments are due by the end of week one to receive credit. Students who choose not to attend the first week will be institutionally dropped from the course.

Enrollment Status Requirements

The number of credit hours enrolled during an 8-week term affects the amount of FSA the student will receive. Students must be enrolled on at least a half-time status in consecutive terms. Students not meeting the attendance standard indicated above in one or all of their courses will receive a reduction in their enrollment status. If a student does not meet the minimum enrollment status, FSA will not be disbursed. Please refer to the chart below for enrollment status classifications.

	<i>Undergraduate (Associate and Bachelor Degree Programs)</i>	<i>Graduate (MS, MBA/DBA Programs)</i>
Full-Time	6 credits +	3 credits +
3/4 Time	4 - 5 credits	N/A
Half-Time	3 credits	N/A

Dropping or Withdrawing from Courses

Dropping or withdrawing from courses can affect a student's enrollment status, which in turn affects eligibility for FSA. If a student's status drops below half-time as a result of a drop or withdrawal during the term, the student may become ineligible for Federal Student Aid including funds that may have already been disbursed for the term.

Awarding Federal Student Aid

Student Aid Report

Once a student completes the FAFSA, they will receive a Student Aid Report (SAR) that summarizes the data from the FAFSA and determines the student's official Expected Family Contribution (EFC).

Receiving your SAR

- The student will receive a copy of their SAR within a few days of submitting the FAFSA if an email address was supplied on the FAFSA. The email will contain a secure link to access your SAR online.
- If an email address was not provided on the FAFSA, the student will receive a paper copy of their SAR in the mail approximately four weeks from the date the FAFSA was submitted.
- If additional information is needed from the student, the EFC may not appear on the SAR.

Reviewing your SAR

After receiving your SAR, carefully review the information for mistakes. If you believe your information is incorrect, you may fix any mistakes by writing the correct answers on the

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Information Review Form located on the back of the SAR. Once the Information Review Form is complete, you can:

- Contact the CSU Office of Financial Aid to determine if the corrections may be submitted electronically, or
- Mail the form to the address designated on the SAR.

Cost of Attendance

The Cost of Attendance (COA) is the total amount needed to attend college each year. Each school determines its annual average COA using a formula established by Congress. A student’s eligibility for financial aid will be based not on individual preferences and spending habits, but on standard budget allowances.

A student’s cost of attendance will include:

- Tuition and fees
- Miscellaneous personal expenses
- Room and board expenses
- Costs related to disability

Student Award

The student will provide information required in the awarding process in the Financial Aid Portal. Once the award is generated, the student will be notified via email and at that time the student will review their award notification and have the ability to accept, adjust or decline the offer of award.

Military Students Applying for Financial Aid

Military Tuition Assistance (TA) is an education benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. TA provides funding to students up to \$250 per semester hour and up to \$4,500 per fiscal year. Students using TA may also apply for FSA. FSA eligibility will be dependent upon the student’s cost of attendance and demonstrated financial need.

Academic Year

Students receiving FSA must follow an academic calendar consisting of an “academic year” that is made up of four terms; each term is 8 weeks in length. The academic year starts on the start date of the first term in which FSA is used. The academic year must be at least 32 weeks of instructional time for financial aid purposes. A full-time undergraduate student must be expected to complete at least 24 semester hours (6 hours each term) and a full-time graduate student must complete 12 semester hours (3 hours each term) within the weeks defined in the academic year.

Federal Student Aid Policies and Procedures

Verification Process and Procedures

CSU must check the accuracy of all applications the Central Processing System (CPS) selects for verification. The CPS will select applicants for verification due to edit checks which identify inconsistencies or potential errors, as well as randomly select applicants for verification. CSU must also verify any application information that it has reason to believe is incorrect or discrepant. If the CPS selects an application for verification, it is required that CSU verifies five major data elements:

- Household size
- Number enrolled in college
- Adjusted gross income (AGI)
- U.S. income tax paid
- Certain untaxed income and benefits

Social Security Benefits

Child Support Received

IRA/Keogh deductions

Cost of Attendance

The cost of attendance for students attending CSU does include expenses related to direct and indirect costs students may incur. The figure used to determine the indirect cost allowance is the national average obtained from the U.S. Bureau of Labor and Statistics.

<i>Associate Degree</i>	<i>Bachelors Degree</i>	<i>Graduate Degree (non-active duty military)</i>	<i>Graduate Degree (active duty military)</i>
\$12,000	\$24,000	\$9,805	\$9,250
The amount above is based on graduates successfully completing 60 semester hours at the tuition rate of \$200/per credit hour (effective 06/30/2011).	The amount above is based on graduates successfully completing 120 semester hours at the tuition rate of \$200/per credit hour (effective 06/30/2011).	The amount above is based on graduates successfully completing 37 semester hours at the tuition rate of \$265/per credit hour (06/30/2011).	The amount above is based on graduates successfully completing 37 semester hours at the tuition rate of \$250/per credit hour (effective 06/30/2011).

NOTE: The amounts listed above are direct cost a student will incur while attending CSU, and based on the fact that the student will be required to take all required semester hours associated with that particular degree. In addition to the direct cost, CSU uses national averages on other indirect costs a student will have while attending CSU that will be used in formulating an annual budget for FSA. Any amount listed is subject to change, and notification will be sent to all students when a change occurs via electronic means.

Foreign income exclusion

Earned income credit

Interest on tax free bonds

Welfare benefits including TANF

Students selected for verification are sent an email including instructions regarding the documents that should be submitted to CSU. The file is held on a pending status and no award will be made until the requested documentation has been received and reviewed.

The data reported on the verification worksheet, federal tax returns, and other supporting documentation provided is checked against the appropriate data elements on the Institutional Student Information Record (ISIR).

Generally speaking, when the new information conflicts with the original information presented on the FAFSA, corrections, updates, and adjustments may need to be made and a new expected family contribution (EFC) calculated.

Undergraduate Grade Level Determination

Any student pursuing an undergraduate degree must be classified by grade level, as well as meet grade level progression in order to comply with the requirements of FSA. Graduate students do not have grade level requirements.

Please refer to the table below to determine the grade level or the progression rate of an undergraduate student.

<i>Number of Credits Completed</i>	<i>Student's Grade Level</i>
0 to 24 credits	Freshman
25 to 48 credits	Sophomore
49 to 72 credits	Junior
73 or more credits	Senior

Grade level progression occurs after 24 semester hours are successfully completed. This is based off of the federal requirement that an academic year must meet minimum requirements. At CSU, this means a minimum of 24 semester hours and a minimum of 32 weeks of instruction.

Any new student entering CSU wishing to use FSA must first be fully accepted into an approved program. The results of the evaluation will determine the student's current grade level. While attending CSU, the student will need to submit a course transfer request form if subsequent coursework is completed outside of CSU.

Regarding loan limits associated with a student's grade level, a student will only progress to a higher grade level once he/she begins a new academic year.

Loan Counseling

Loan Entrance/Exit Counseling (Required)

The U.S. Department of Education requires that any student receiving a direct loan complete loan entrance and exit counseling. Loan entrance counseling provides information to students concerning how to manage student loans, both during and after college. Exit Counseling is generally required once a student drops below half-time enrollment status,

withdraws or graduates. The student must notify the CSU Office of Financial Aid prior to withdrawal or graduation for loan counseling. The purpose of loan exit counseling is to inform the student of their tentative total loans received while in attendance at CSU and to provide the student with an estimated payment schedule.

Borrower Rights & Responsibilities

When a student takes on a student loan he/she has certain rights and responsibilities. The borrower has the right to receive the following information before the first loan disbursement.

- The full amount of the loan
- The interest rate
- When the student must start repaying the loan
- The effect borrowing will have on the student's eligibility for other types of financial aid
- A complete list of any charges the student must pay (loan fees) and information on how those charges are collected
- The yearly and total amounts the student can borrow
- The maximum repayment periods and the minimum repayment amount
- An explanation of default and its consequences
- An explanation of available options for consolidating or refinancing the student loan
- A statement that the student can prepay the loan at any time without penalty

The borrower has the right to receive the following information before leaving school.

- The amount of the student's total debt (principal and estimated interest), what the student's interest rate is, and the total interest charges on the loan(s)
- A loan repayment schedule that lets the student know when his/her first payment is due, the number and frequency of payments, and the amount of each payment
- If the student has FFEL Program Loans, the name of the lender or agency that holds the student's loan(s), where to send the student's payments, and where to write or call if the student has questions
- The fees the student should expect during the repayment period, such as late charges and collection or litigation costs if delinquent or in default
- An explanation of available options for consolidating or refinancing the student's loan
- A statement that the student can repay his/her loan without penalty at any time

The borrower has a responsibility to do the following:

- Understand that by signing the promissory note, the student is agreeing to repay the loan according to the terms of the note
- Make payments on the student loan even if the student does not receive a bill or repayment notice
- If the student applies for a deferment or forbearance, he/she must still continue to make payments until notification that the request has been granted

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- Notify the appropriate representative (institution, agency, or lender) that manages the student's loan when the student graduates, withdraws from school, or drops below half-time status; changes his/her name, address, or Social Security Number, or transfers to another institution
- Receive entrance counseling before being given the first loan disbursement, and to receive exit counseling before leaving school

FSA Disbursements

When a student applies for financial aid, the package awarded is based on an academic year. The academic year consists of 4 terms (32 weeks). FSA awarded for the academic year will be divided into four payment periods that will cover each term. Pell Grant disbursements will not post to a student's account until after day 14 of the term. Excess Pell funds will be refunded to the student no sooner than 21 days after the term starts. After the first week of the term has ended, CSU will verify that first week of assignments have been completed in all courses enrolled for that term. It is very important that a student completes the first week of instructional requirements; otherwise it will result in the student being institutionally dropped from the course(s). Any Pell eligible student institutionally dropped from a course(s) will have an adjustment to their award.

Federal loans for students will also not be disbursed to CSU until attendance has been confirmed. Excess loan funds will be refunded to the student (or lender if designated by the student) within 14 days of receipt by CSU or no sooner than 21 days after the term starts.

Satisfactory Academic Progress Policy (SAP)

Federal regulations require CSU to establish and apply reasonable standards of Satisfactory Academic Progress (SAP) for eligible students to receive financial assistance under the programs authorized by Title IV of the Higher Education Act. CSU students who wish to be considered for financial aid must:

- Be in good standing at the university and
- Maintain satisfactory academic progress in their program of study as set forth in this policy.

SAP is an eligibility requirement and is administered by the university in addition to the academic standards of performance required under the CSU Academic Progress Policy. The SAP policy is reviewed annually by the CSU Registrar.

Students are evaluated at the end of every term for SAP once they have attempted two terms, which is equivalent to 16 weeks of instruction. All students are evaluated on three standards: grade point average (qualitative measure), semester hours completion ratio (quantitative measure), and maximum timeframe. To maintain eligibility under SAP, students must meet all three standards.

Standard 1: Grade Point Average (Qualitative Measure)

Students must maintain a minimum qualitative measure of progress defined as the cumulative Grade Point Average (GPA). The requirements are listed below:

- Students in undergraduate programs must maintain a 2.0 cumulative GPA.
- Students in graduate programs must maintain a 3.0 cumulative GPA.

Standard 2: Semester Hour Completion Ratio (Quantitative Measure)

Students (either full-time or part-time) must achieve a passing rate of at least 67 percent of all hours attempted. Hours attempted include completed courses, repeated courses, withdrawals, and incompletes. Transfer credit, if applicable, is also calculated in the completion ratio.

Standard 3: Maximum Timeframe

Students must complete their degree program within 150 percent of the semester hour requirements for the degree. Students must complete an associate's degree within 90 semester hours, a bachelor's degree within 180 semester hours, a master's degree within 54 semester hours and a doctoral degree within 92 semester hours. Students who are unable to complete their degree program within the timeframe limitation will no longer be eligible to use federal financial aid to cover any costs associated with completing degree program. Transfer credit, if applicable, is also calculated in the maximum timeframe calculation.

SAP Notification

Students are notified of the SAP policy in the CSU catalogue, website and during the initial financial aid application process. All periods of enrollment at CSU are calculated in SAP, including periods of enrollment during which a student did not receive financial aid. Cumulative GPAs are calculated using grades earned at CSU.

Transfer Credits

Transfer credits accepted toward the student's degree program will be included when calculating the SAP Maximum Timeframe and quantitative progress. This includes credit for English as a Second Language (ESL) and remedial courses, if accepted toward the degree program.

Repeated Courses

Students receiving Title IV Aid may repeat a course, as allowed under CSU academic policy. Repeated courses will count toward the quantitative and maximum timeframe SAP standards.

Incomplete Grades

Students receiving Title IV Aid may receive incomplete grades, as allowed under CSU academic policy. Incomplete grades will count toward the quantitative and maximum timeframe standards of SAP. Students who do not complete course requirements after an incomplete grade is assigned will receive a course grade based on the assignments completed with zeros being assigned for non-completed assignments.

Second Bachelor's Degree

Students who are pursuing a second CSU bachelor's degree are eligible to receive federal financial aid pending eligibility. Students pursuing a second bachelor's degree are not eligible to receive Federal Pell Grants. The timeframe limitation in a second CSU bachelor's degree is 90 semester hours, including transfer credits.

SAP Evaluation

SAP is evaluated once the student attempts two terms, which is equivalent to 16 weeks of instruction. Students who fail to meet SAP standards immediately following SAP evaluation will be placed on *SAP Warning* status for one term and will be expected to work with their academic advisor to discuss enrollment options. Students on *SAP Warning* status will continue to be eligible to receive federal aid for this additional eight-week term.

Students on *SAP Warning* status who fail to meet SAP standards at the end of the eight-week term will be placed on *Failing SAP* status and will NOT be eligible to receive financial aid. Students who are placed on *Failing SAP* status will have the opportunity to submit an appeal in writing to the SAP Appeals Committee.

Appeal Guidelines

Students on *Failing SAP* status may appeal to the SAP Appeals Committee if they have extenuating circumstances during the period of academic substandard performance and are able to provide supporting documentation. The committee will make every effort to consider each appeal carefully and provide a decision within seven to 10 business days. Appeals that are approved will result in a student being placed on *SAP Probation* status and will require collaboration with the assigned academic advisor to develop a plan of action leading to successful degree completion. While on *SAP Probation* status, students will be evaluated for SAP at the end of each term to ensure the student is meeting the academic standards of the action plan, and if at any point the student is not meeting the academic standards, eligibility for financial aid will be suspended.

Appeals should be in writing and addressed to: Columbia Southern University, SAP Appeals Committee, Office of the Registrar, 21982 University Lane, Orange Beach, AL 36561. Appeal letters should include reasons for failing to meet SAP standards, any supporting documentation, and a plan of action describing changes that will take place in order to successfully meet SAP standards at the next evaluation.

Reinstatement for Non-Appeal

Reinstatement following suspension is not automatic. To regain eligibility for federal financial aid, a student must do ALL of the following:

1. Complete a minimum of 12 credit hours WITHOUT using federal financial aid at Columbia Southern University;
2. Achieve a minimum 2.0 undergraduate cumulative GPA or 3.0 for graduates; and

3. Complete 100% of attempted semester hours.

Students who satisfy the above requirements must contact their academic advisor to request reinstatement. Students who are making satisfactory academic progress will be eligible to reinstate federal financial aid, pending eligibility, and will be expected to meet SAP standards at the end of each term until degree completion.

Undue Hardship

Students may appeal their suspension under SAP if they were unable to maintain SAP as a direct result of hardship or special circumstances, as provided by federal regulations. Personal situations such as the death of a student's relative, an injury or illness of the student, or other special circumstance may prevent a student from achieving satisfactory academic progress. As a result, a student may appeal his or her suspension of Federal Student Aid by completing the SAP Appeal Petition and submitting the Petition to the Registrar's Office no later than one month prior to the term in which the student desires to enroll. If the Appeal is approved, a student will have a probationary period of 12 semester hours during which he or she will receive financial aid and will be expected

Reestablishing Financial Aid Eligibility

A student not making SAP may re-establish eligibility on his or her own, either because an appeal was denied or because he or she did not submit an appeal. A student can re-establish SAP on his or her own by completing enough hours with an acceptable GPA to bring their statistics back to an acceptable level.

Return of Title IV Funds

The CSU Business Office is notified by the CSU Student Services Department or by the student of the student's withdrawal. Based on this notification, the student file is pulled, the withdrawal information is reviewed, and an R2T4 calculation is performed if appropriate.

All Leave of Absence (LOA) requests should be submitted no later than the student's last day of attendance for consideration. If they are approved for an LOA then no R2T4 calculation is performed (unless the student fails to return.) All withdrawal files must be reviewed within 30 days to comply with Federal Post Withdrawal Disbursement calculation regulations.

If a student has received Federal Stafford/PLUS loan funds or Federal Grant funds during their current period of enrollment, and there is a break in their attendance that is considered a withdrawal, an R2T4 calculation is required to be performed. If a student has not yet been awarded, but has a valid ISIR for the current award year, and is Federal Grant eligible based on their ISIR, an R2T4 calculation is needed to discover potential Post Withdrawal Disbursements for the Federal Grant.

When a student withdraws from CSU or is withdrawn by the institution where the break in attendance is greater than seven days, and the student did not receive approval for an LOA, this is considered a withdrawal. These withdrawals require an R2T4 calculation if Federal funds have been disbursed for the current payment period, or if the student is eligible for a post withdrawal disbursement of federal funds.

FINANCIAL ASSISTANCE

For current financial aid recipients, a tuition percentage will be determined based on the return of Title IV funds regulations. The CSU Office of Financial Aid determines the return of Title IV funds percentage and informs the Business Office. Institutions are required to determine the percentage of Title IV aid “earned” by the student and to return the unearned portion to the appropriate aid program. This percentage is determined by the percentage of the enrollment period completed by the student, as outlined below.

The return of funds policy follows these steps.

- Determine the percentage of the enrollment period completed by the student.

$$\text{Days Attended} \div \text{Days in Enrollment Period} = \text{Percentage Completed}$$

If the calculated percentage exceeds 60 percent, then the student has “earned” all Title IV aid for the enrollment period.

- Apply the percentage completed to the Title IV aid awarded to determine the student’s eligibility for aid prior to the withdrawal.

$$\text{Total Aid Disbursed} \times \text{Percentage Completed} = \text{Earned Aid}$$

- Determine the amount of unearned aid to be returned to the appropriate Title IV aid program.

$$\text{Total Disbursed Aid} - \text{Earned Aid} = \text{Unearned Aid to be Returned}$$

If the aid already disbursed equals the earned aid, no further action is required. If the aid already disbursed is less than the earned aid, a late disbursement will be made to the student. If the aid already disbursed is greater than the earned aid, the difference must be returned to the appropriate Title IV aid program.

- Distribute the responsibility to return funds between the institution and the student.

CSU and the student are both responsible for returning unearned funds to the appropriate programs in specific loan/grant order. The institution must return the lesser of:

1. The total amount of unearned aid; OR
2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to CSU resulting from the universities return of federal aid funds. For example, if CSU is required to return federal aid, which was used to pay a portion of the student’s charges for the enrollment period, the student is required to pay CSU for the unpaid portion of the charges.

If a student owes any money to the school resulting from the return of federal aid funds, the student will receive a bill from the accounting office.

Any refund or repayment obligation will be clearly outlined for the student in writing and will also appear on their CSU bill. Return the Title IV aid, based on the type of aid disbursed, in the following order:

1. Federal Unsubsidized Stafford Loan
2. Federal Stafford Loan
3. Federal PLUS Loan
4. Federal Pell Grant

If the contracted charges are adjusted downward by the Business Office after the withdrawal was finalized, any credit balance will be refunded to the funding source in the order outlined above.

The student’s grace period for loan repayments for Federal Unsubsidized and Subsidized Stafford Loans will begin on the day of the withdrawal from CSU. The student should contact the lender if they have questions regarding their grace period or repayment status. The student’s eligibility for future financial aid may change based on their withdrawal from CSU and SAP standards.

Post-Withdrawal Disbursements

The requirements for a post-withdrawal disbursement are similar in many ways to the requirements under Subpart K – Cash Management of the Student Assistance General Provisions regulations. However, in some cases, the post-withdrawal disbursement requirements differ from the cash management requirements. Any post-withdrawal disbursement due must meet the current required conditions for late disbursements. For example, The U.S. Department of Education must have processed a Student Aid Report (SAR) or Institutional Student Information Record (ISIR) with an official EFC prior to the student’s loss of eligibility. These conditions are listed in a chart on Late Disbursements in Volume 4 – Processing Aid and Managing Federal Student Aid Funds. A school is required to make (or offer as appropriate) post-withdrawal disbursements. A post withdrawal disbursement must be made within 180 days of the date the institution determines that the student withdrew. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned FSA, and has no relationship to incurred educational costs.

Procedures

- If a student is eligible for a post withdrawal of a federal grant, it will be disbursed within 45 days of the date of determination of withdrawal.
- A student/parent is notified of eligibility for a post-withdrawal disbursement of a Federal loan within 30 days of the withdrawal date by email and must respond within fourteen days.
- If student/parent accepts the post withdrawal disbursement of a federal loan, it must be made as soon as possible but no later than 180 days of the withdrawal date.
- CSU will track this notification and make appropriate updates in the system as necessary.

- When the student/ parent's response is received by CSU it will be updated in the system.
- The priorities for disbursement are grants first; paid to outstanding institutional charges before being paid directly to student.

Returning Unearned Funds

CSU and the student could both be responsible for returning unearned funds to the appropriate programs in specific loan/grant order, depending on the result of the R2T4 calculation. CSU must return the lesser of:

1. The total amount of unearned aid; OR
2. Institutional charges multiplied by the unearned percentage.

Amounts that must be returned will first be applied to federal loans and then to grants. Loan borrowers will be permitted to repay loans based on the terms of the promissory note.

The student will also be billed for any amount due to CSU resulting from CSU return of federal aid funds. For example, if CSU is required to return federal aid, which was used to pay a portion of the student's charges for the enrollment period, the student is required to pay CSU for the unpaid portion of the charges.

If a student owes any money to CSU resulting from the return of federal funds, the student will receive a bill from the Business Office.

Leave of Absence Policy

Federal regulations require CSU to establish a Leave of Absence (LOA) policy for financial aid recipients who find it necessary to not enroll in a term due to unforeseen circumstances. Students not using FSA need not request a LOA. This LOA policy is designed to allow the student flexibility to take temporary breaks by not enrolling in a term without being considered "withdrawn" for financial aid purposes. Therefore, students must complete the current term they are enrolled and apply for a LOA to start the day after the term ends. Students who are unable to complete their current course should consider a course extension, special circumstances extension, or course withdrawal.

The CSU Office of Financial Aid is responsible for ensuring that all students who receive federal, state, and institutional financial aid are progressing in a timely manner towards completion of their program of study. The procedure for administering the LOA policy for each type of financial program is as follows.

1. All federal financial assistance programs including Federal Pell Grant, direct loans (Stafford and Plus) and Federal Family Education Loans (Stafford and PLUS) are eligible for consideration.
2. A LOA will be considered for approval if CSU determines that there is an acceptable reason for the request. Some

examples of acceptable reasons a student might request a LOA include;

- Death in the family
- Illness of a family member or self
- Job relocation or travel related to job
- Changes in work schedules
- Military deployment, TDY/TAD, or PCS
- Jury duty

3. All LOA requests must be submitted in writing and include a date and a signature.
4. CSU will consider multiple LOA requests as long as the combination of absences does not exceed 180 days in any 12-month period.

Application Procedure

1. All requests for LOA must be in writing. Acceptable formats include the Leave of Absence Request Form in the myCSU Student Portal or personal letters (handwritten or typed). Please note that email requests are not acceptable.
2. All requests must contain the following information to be considered complete.
 - Printed student name
 - Social Security Number or CSU Student Identification Number
 - Term end date/last day of attendance
 - Start of leave date
 - First day/date of classes on anticipated return from leave (Must be a term start date)
 - Academic program
 - Detailed explanation as to the reason for the request and any appropriate documentation available to support the request
 - Date (month, day, year) the request was submitted
 - Original student signature
3. All requests should be submitted during the last three weeks of a term or between terms. Late requests will only be considered in the case of unforeseen circumstances that prohibit the student from meeting the stated deadline. Additional documentation from a third party to attest to the unforeseen circumstance may be required.
4. Students granted a LOA that are subsequently unable to return to classes on the anticipated return date, may request a second LOA if the total number of days approved have not exceeded 180 days in a 12-month period.
5. Students may return early from an approved LOA upon request with no penalty.
6. All requests for a LOA should be submitted to the CSU Student Services Department for processing. A written response to the request will be provided to the student within two weeks from the date the request is received.

Additional Information

1. Students on an approved LOA will not receive any financial aid disbursements during the leave.
2. Students on an approved LOA will not have to reapply for admission at CSU if they resume taking classes at the end of their LOA. In addition, their academic program requirements will remain as specified in the CSU catalog at the time the students were placed on a LOA.
3. Students who do not submit a formal and written LOA request, students who take leaves of absences that exceed 180 days in a 12-month period, and students that fail to return from an approved LOA will be considered to have withdrawn from CSU. A federal refund calculation will be performed in these situations and financial aid awards may be reduced or cancelled.
4. Students on an approved LOA at CSU will be considered enrolled and eligible for in-school deferments on federal loans during the leave. However, students on leave are not deferred from making regularly scheduled payments to their CSU financial account for normal costs not covered by financial aid. Students who have outstanding federal student loans may be required to repay the loans while on a LOA if they have previously used up their loan grace period and should contact the loan holder to determine if they can apply for a deferment or forbearance on the loans.

Tuition Assistance/DANTES

Tuition assistance is available to all active duty, active Guard/ Reserve, and military and civilian personnel of the Army National Guard through the Defense Activity for Non-Traditional Education Support (DANTES). Tuition assistance will cover the majority of tuition costs for most active duty service members. Each branch of service has established an annual cap for tuition assistance.

Check with your installation Education Center for more information concerning how to apply for tuition assistance. Reserve component members are also eligible for tuition assistance under this policy. However, each service component has established specific guidelines, limits, and policies for their members that may be different than the typical active duty policy. Before registering for any courses, reserve members should check with their local Education Services Officer for specific information about the limits of their tuition assistance coverage.

If you are in the military and would like to learn more about DANTES, call (850) 452-1111 or visit <http://www.dantes.doded.mil>.

VA Benefits

Students using VA Benefits must enroll through the CSU Term Enrollment system that offers a term starting each month. Tuition is due at the time of registration and benefits will be paid directly to the student by VA. In order for CSU to process a registration for students utilizing VA/GI Bill benefits, all required forms must be submitted to VA and CSU. This will help ensure that benefits are paid in a timely manner. For information on the forms required to be submitted to VA,

visit the Veterans Online Application Website (VONAPP) at <http://vabenefits.vba.va.gov/vonapp/main.asp>.

Most Commonly Required Forms

Form	Use
VA Form 22-1990	Application for Education Benefits
VA Form 22-5490	Application for Survivors and Dependents Educational Assistance
VA Form 22-1995	Application for Change of Program or Place of Training
VA Form 22-5495	Application for Change of Program or Place of Training, Survivors and Dependents Educational Assistance

In addition to the above list of forms, students that have been discharged will also need to submit DD Form 214. If you have additional questions regarding VA/GI Bill benefits, please contact the CSU Admissions Department.

GoArmyEd

GoArmyEd is the Army’s virtual gateway to request tuition assistance online for classroom, distance learning and eArmyU online college courses. CSU students can continue to receive upfront tuition assistance and enroll in CSU courses through the GoArmyEd portal at www.GoArmyEd.com.

CSU is proud to be a partner with the Army Continuing Education System (ACES) in supporting the educational goals of our soldiers. CSU is also an institutional member of the Service Members Opportunity College (SOC).

Students in the U.S. Army must register through the GoArmyEd portal. These students must select only CSU courses listed with start dates that match the Term Course Schedule and are labeled “8-Week Term.” In addition, such students must make certain to enroll only in the courses offered in the Term Track (A or B) selected on their initial enrollment using FSA. Students will not be allowed to switch between Track A and B and must remain on one track throughout their program.

Air University Associate-to-Baccalaureate Cooperative (AU-ABC)

CSU is one of few universities that have enrolled in the Air University Associate-to-Baccalaureate Cooperative (AU-ABC). This initiative allows Airmen to transfer all 64 semester hours of the Community College of the Air Force (CCAF) degree into a bachelor’s degree program. The accelerated program requires no more than 60 semester hours to complete a bachelor’s degree with CSU and will be offered in a completely online format.

To participate in the AU-ABC program, registrants must be active duty Air Force, Air Force Reserve or Air National Guard. However, degree requirements can be completed after a member retires or separates from the service. For more information, including available degree programs, please visit the Air Force Virtual Education Center on the Air Force Portal.

Scholarships

At CSU, we recognize the importance of a quality education and are dedicated to helping you find a way to achieve your higher education goals.

Several scholarships are available such as:

- Robert G. Mayes Memorial Scholarship
- Next Step Law Enforcement Scholarship Program
- Hero Behind the Hero Scholarship
- Learning Partner Scholarship

Please complete the online application for the scholarship you wish to be considered for. Applying does not guarantee that a scholarship will be awarded. Scholarships have varying deadlines and application requirements. Actual award criteria are established annually based on the availability of scholarship funds.

CSU Partner Scholarships

National Volunteer Fire Council (NVFC) members

National Sheriff's Association (NSA) members

We also encourage you to submit a Free Application for Financial Aid (FAFSA) to determine additional resources that may be available to help fund your education.

VII. Alliances

Learning Partnerships

CSU currently has more than 2,000 Learning Partnerships with corporations, municipalities, police and fire organizations all over the world. Partner benefits range from tuition discounts to application fee waivers and also extend to the spouses and children of employees. Other advantages include promotion of the organization on the CSU website, marketing materials, and at conferences and speaking engagements. Boeing Corporation, Delta Airlines, the National Sheriffs' Association, and New York Fire Department are just a few of the organizations affiliated with CSU.

Other CSU Learning Partners

Aberdeen Police Department
 Air Trek Air Ambulance
 Allstates Employer Services
 Arundel Property Services
 Bermuda Fire Service
 Bethel Park Police Department
 City of Gulf Shores
 Comal County Police Department
 Daphne Fire Department
 Foley Fire Department
 Franklin Township Police Department
 Global Safety Sources
 Hemet Police Department
 International Association of Fire Fighters Local 152
 Mt Lebanon Fire Department
 New Bedford Fire Department
 Peachtree City Fire Rescue
 Performance Learning Solutions, Inc
 Perry County Fire Department
 Sarasota Memorial Healthcare System
 Thunderbolt Fire Department
 Walton County Sheriffs' Office

Visit our website at www.columbiasouthern.edu/partners for a complete list of CSU Learning Partners.

University Alliances

At CSU, we are committed to providing our students with resources that will enhance their educational experience. Our partnerships with the following universities help us fulfill this commitment by offering CSU students a larger selection of degree programs to choose from. These university partners may offer additional benefits to CSU students, alumni, faculty and staff including acceptance of transfer credit, tuition discounts, admission application fee waivers and access to advising and other services.

Waldorf College

CSU students can transfer credit earned in a CSU undergraduate program into a bachelor's degree in business administration, organizational leadership, psychology, criminal justice administration or fire science administration at Waldorf College. Offered as online programs, courses are offered primarily online with a minimal residential requirement. Three days (1 credit-hour) of on-site instruction is required for every 30 credit hours earned online. Residency requirements can be fulfilled at Waldorf College or at various sites across the U.S. Residential programs are also available in popular fields of study including communications, education, biology, history, humanities, music and more.

Waldorf College is owned by Mayes Education, Inc., a wholly owned subsidiary of CSU.

The University of North Alabama

The University of North Alabama (UNA) offers the UNA DVD/Online MBA program to CSU students and alumni. MBA concentrations are available in management, new venture management, information technology, marketing and international business through UNA.

Capella University

CSU undergraduate and graduate students are eligible to transfer into Capella undergraduate and graduate degree programs. Up to 88 CSU undergraduate credit hours, 8 graduate credit hours and 32 PhD credit hours can be transferred

ALLIANCES

into a degree program at Capella. Transfer courses must be equivalent to courses offered at Capella. Benefits include a 10 percent tuition discount, no admission application fee, and access to advising and other services.

Alabama Fire College

Alabama Fire College graduates are allowed advanced entrance into Columbia Southern University's BS in Fire Science program. Columbia Southern University now accepts courses completed at the Alabama Fire College for equivalent CSU major courses or electives.

Eastern Iowa Community College District

Eastern Iowa Community College students enrolled in Health Safety and Technology are granted entrance into the Columbia Southern University occupational health and safety and environmental management programs.

Masters International School of Divinity

Masters International School of Divinity students are permitted to take Columbia Southern University courses that can be used to obtain degrees at Masters Divinity School. Please contact Master's International School of Divinity for a listing of the courses that are accepted. CSU MBA/MS graduates will receive a 10 percent discount on tuition fees up to \$2,000.

Northcentral University

CSU MBA and MS graduates are eligible for admission into Northcentral University doctorate programs. Up to thirty hours of academic credit may transfer into these programs. CSU graduates will also receive a 10 percent discount on tuition fees not to exceed \$2,000.

South Central College

South Central College (SCC) students enrolled in the SCC Occupational Safety and Management program are allowed entrance into the CSU Occupational Health and Safety program. SCC graduates and employees, including spouses and children, will also receive a 10 percent tuition discount.

Trinidad State Junior College

Trinidad State Junior College (TSJC) students enrolled in the Occupational Safety and Health program are granted entrance into the CSU Occupational Safety and Health program.

VIII. College of Arts and Sciences

General Studies Curriculum

Associate of Arts Degree,
General Studies*

Bachelor of Science in Psychology

**This program is not eligible for Federal Student Aid.*

General Studies Curriculum

The general studies curriculum at CSU is designed to give students a broad spectrum of the classes offered at CSU. It provides a well-rounded education with classes ranging from writing composition to calculus.

General studies courses may be taken simultaneously with program courses. Required general studies courses can be completed through CSU or via the CLEP examination.

To meet the number of required electives for a degree program, any of the general studies undergraduate 2000 or 3000 level courses can be used provided they are not included in the requirements of the degree program

Be sure to visit www.columbiasouthern.edu/degree for the most current list of available courses.

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		
SLS 1000	Student Learning Success (<i>required</i>)	3
CM 1010	Business Communication	3
PHL 1010	Critical Thinking	3
MUS 1010	Introduction to Music Appreciation	3
AR 1010	Art Appreciation	3
SP 1010	Speech Communication	3
PHL 2350	Philosophies of World Religions	3
AL 2000	American Literature I **	3
AL 2010	American Literature II **	3
EH 3341	Technical Writing **	3

Computer Science

CS 1010	Computer Essentials	3
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Social and Behavioral Sciences

PSY 1010	General Psychology	3
SOC 1010	Introduction to Sociology	3
PS 1010	American Government	3
SOC 2010	Survey of Global Societies and Cultural Geography	3
PS 2010	American State and Local Politics	3
PS 2000	Introduction to Political Science	3
PSY 2010	Abnormal Psychology	3
BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
BBA 3602	Principles of Management	3
BCJ 2501	Criminology	3
BCJ 2201	Juvenile Delinquency	3

Natural Sciences*

ES 1010	Earth Science	3
ES 1020	Earth Science II	3
PHS 1110	Principles of Classical Physical Science	3
PHS 1120	Principles of Modern Physical Science	3
AST 2200	Explorations in Astronomy	3
BIO 1100	Non Majors Biology	3
BIO 1030	Biology I	3
BIO 1040	Biology II **	3
CHM 1030	Chemistry I **	3
CHM 1040	Chemistry II **	3

Mathematics

MA 1100	Basic Mathematical Fundamentals	3
MA 1140	Finite Math	3
MA 1150	Algebra I	3
MA 2023	Elementary Statistics **	3
MA 1170	Algebra II **	3
MA 2051	Pre-Calculus **	3

History

HY 1110	American History I	3
HY 1120	American History II	3
HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 2000	American Military History	3
HY 2020	American Military History II	3

Written Composition

EH 1010	English Composition I	3
EH 1020	English Composition II **	3

*Natural Sciences include biological sciences, chemistry, physics, physical sciences, astronomy, geology, physical geography, and earth science.

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course on our website www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Associate of Arts in General Studies

The Associate of Arts in General Studies provides a solid foundation in arts and sciences based in composition, mathematics, sciences, humanities, social science, and technology. Through its general studies commitment and elective offerings, the department's faculty contribute to the broadening of the knowledge and experience of all graduates of CSU by promoting basic competence in communication skills, by fostering an appreciation and understanding of our cultural heritage and current world affairs, and by developing problem solving techniques. Students will be able to access resources, evaluate them for credibility and relevance, and use the sources to present a wide range of alternatives. The Associate of Arts in General Studies will provide the student with a preparation for a professional career and/or for further baccalaureate study.

1. Student will be able to employ basic writing skills in order to compose effective and grammatically correct paragraphs.
2. Student will be able to apply effective research & writing techniques for preparing an APA formatted research paper.
3. Student will be able to relate the concepts of planning by creating reports and/or oral presentations.
4. Student will be able to analyze and evaluate the similarities and differences of many of the world's cultures, histories, traditions, and beliefs.
5. Student will be able to explain how public opinion is formed, including socialization by families, education, and peers and the influence of religion, economic status, political events, and opinion leaders.
6. Student will be able to apply critical thinking skills to make decisions and solve problems in relation to course content.
7. Student will develop the skills necessary to understand and apply qualitative and quantitative methodology to analyze and interpret various types of data.
8. Student will be able to utilize professional and academic resources.

Note: This program is not eligible for Federal Student Aid.

Associate of Arts Total Program Requirements	60
General Studies Requirements	36
Electives.....	24

General Studies Requirements 36

Course	Title	Semester Hours
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Humanities/Fine Arts/Communications		9
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Select a minimum of 3 courses from these areas to include:

SLS 1000	Student Learning Success	
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History		6
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Select a minimum of 2 courses from this area.

Social and Behavioral Sciences		6
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Select a minimum of 2 courses from this area.

Written Composition		6
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Select a minimum of 2 courses from this area.

Natural Sciences	6
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Select a minimum of 2 courses from this area.

Mathematics and Computer Science	3
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Select a minimum of 1 courses from this area.

General Studies Electives 24

To meet the required course electives, students may complete any of the General Studies courses or any 2000 - 3000 level course not already used to meet other requirements.

Bachelor of Science in Psychology

The Bachelor of Science in Psychology provides full theoretical coverage in the science of psychology while introducing critical skills necessary to function proficiently in applied service provision settings. The degree program is interdisciplinary by design, thus the curriculum provides a comprehensive survey of psychology and builds upon an integrated foundation of general and applied science, research methods and technical writing, health care management, and human relations and development.

Note: This program is a general survey of psychology and will not qualify graduates to become a licensed counselor, social worker or psychologist. Students should consult state requirements and institutions in which they desire to transfer prior to enrolling in this program.

Estimated time of completion of this program is 5 years.

1. Student will be able to synthesize concepts in the psychological, cognitive, social, developmental, personality, abnormal, research, and applied aspects of psychology.
2. Student will be able to compare and contrast the role of the industrial-organizational psychologist, school psychologist, the psychologist in the field of law, and the environmental psychologist.
3. Student will be able to analyze the evolution of cognitive and developmental psychology and categorize the different applications of psychology to various business and industry environments and special populations.
4. Student will be able to describe and explain the historical evaluation and treatment of mental illness and the evolution of clinical psychology in the United States.
5. Student will be able to differentiate the psychological functions of the brain, the nervous system, and the endocrine system.
6. Student will be able to compare and contrast how sociology, personality psychology, and social psychology attempt to understand and predict human behavior.
7. Student will be able to apply skills of analysis in problem solving, critical thinking, and research methodologies.
8. Student will be able to compare the concepts of behavior, cognition, and emotion from multiple schools of thought and multicultural perspectives.
9. Student will be able to demonstrate adherence to ethical standards in dealing with the psychology of diverse populations and their implications for psychological theory, research and mental health treatment.

COLLEGE OF ARTS AND SCIENCES

- 10. Student will be able to communicate in different literary formats e.g., narrative, exposition, critical analysis, and to use APA format.
- 11. Student will be able to use current technologies in both research and communication theories and systems.

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Psychology Major Course Requirements	33
Electives.....	27

General Studies Requirements 60

Course	Title	Semester Hours
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Humanities and Fine Arts 9

Select a minimum of 3 courses from these areas to include:

SLS 1000	Student Learning Success	9
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Social and Behavioral Sciences 6

Select a minimum of 2 courses from this area to include:

PSY 1010	General Psychology	6
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Natural Sciences 6

Select a minimum of 2 courses from this area.

Mathematics 3

MA 1140	Finite Math or Higher Level of Theoretical Math	3
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History 6

Select a minimum of 2 courses from this area.

Written Composition 6

EH 1010	English Composition I	6
EH 1020	English Composition II **	6

Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Psychology Major Course Requirements 33

Major Requirements—Group A

Select 6 Courses Below **18**

Course	Title	Semester Hours
PSY 2010	Abnormal Psychology	3
PSY 3019	History and Systems of Psychology**	3
PSY 3350	Theories of Personality**	3
EH 3341	Technical Writing**	3
BHA 3002	Health Care Management	3
PSY 4501	Research Methods in Psychology**	3

Major Requirements—Group B

Social, Cognitive, Developmental, and Experimental Psychology 6

Select 2 Courses Below

PSY 3150	Developmental Psychology**	3
PSY 3140	Social Psychology**	3
PSY 4021	Physiological Psychology**	3
PSY 4460	Cognitive Psychology**	3

Major Requirements—Group C

Applied Psychology 9

Select 3 Courses Below

PSY 3505	Psychology of Adjustment**	3
PSY 3380	Psychology of Learning**	3
PSY 4560	Psychological Assessment**	3
PSY 4620	Health Psychology**	3
PSY 4680	Industrial Organizational Psychology**	3
BBA 3651	Leadership	3

Psychology Electives—Upper Division 27

Any 3000-4000 level courses. Students may also select a focused area of study across the CSU disciplines

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

*Natural Sciences include biological sciences, chemistry, physics, physical sciences, astronomy, geology, physical geography, and earth science.

IX. College of Business

Associate of Applied Science
in Business

Bachelor of Science in Business
Administration (BSBA)

Concentration in

- Finance
- Hospitality & Tourism
- Human Resource Management
- Information Technology
- International Management
- Management
- Marketing
- Project Management
- Sport Management

Bachelor of Science in
Health Care Administration

Bachelor of Science in
Human Resource Management

Bachelor of Science in
Information Technology

Bachelor of Science in
Organizational Leadership

Master of Business Administration (MBA)

Concentration in

- Finance
- Health Care Management
- Human Resource Management
- Marketing
- Project Management
- Public Administration

Master of Science in
Organizational Leadership

College of Business
Certificate Programs*

Doctor of Business Administration

**This program is not eligible for Federal Student Aid.*

Associate of Applied Science in Business

The Associate of Applied Science in Business degree program provides students the general studies, business, and technical workplace skills necessary for success. This program prepares graduates for entry-level business management positions and upgrades the skills and knowledge of individuals currently employed. Students will develop the ability to learn and apply managerial concepts and theories in a practical fashion. Program completion will prepare individuals seeking advanced degrees and knowledge of business.

1. Student will be able to create and analyze effective communication channels within their organization.
2. Student will be able to compare and evaluate communication techniques for personal effectiveness.
3. Student will be able to formulate their personal leadership style.
4. Student will be able to apply HR functions and strategies.
5. Student will be able to evaluate ethics and business policies.
6. Student will be able to analyze the impact of organizational structures on costs and budget planning.
7. Student will be able to assess current marketing plans for product launch.
8. Student will be able to prepare a financial cost analysis of business processes.
9. Student will be able to evaluate decision-making processes in their organization.
10. Student will be able to examine the effects of globalization on their work environment.

Associate of Applied Science in Business

Total Program Requirements	60
General Studies Requirements	21
Technical Courses.....	18
Electives.....	21

General Studies Requirements 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications 6		
<i>Select a minimum of 2 courses from these areas to include:</i>		
SLS 1000	Student Learning Success	

History/Social and Behavioral Sciences 3		
<i>Select a minimum of 1 course from these areas.</i>		

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

Natural Sciences/Mathematics and Computer Science 9		
<i>Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.</i>		

Business Technical Courses 18

Select 6 Courses/18 Hours

Course	Title	Semester Hours
BBA 3602	Principles of Management	3
BBA 3201	Principles of Marketing	3

BBA 3651	Leadership	3
BBA 2010	Introduction to Business	3
BA 2150	Business Math	3
BBA 3210	Business Law	3
BBA 3301	Financial Management	3
BBA 2201	Principles of Accounting I	3
BBA 2401	Macroeconomics	3
BHR 3352	Human Resource Management	3
BBA 3551	Information Systems Management	3
MAR 3271	Advertising	3
BBA 3221	Sales Management	3
BHR 4680	Training and Development	3

Business Electives 21

To meet the required electives, students may complete any of the CSU General Studies or Business undergraduate 2000 or 3000 level courses that are not used to meet other requirements of their program.

Bachelor of Science in Business Administration

Students who graduate with a Bachelor of Science Degree in Business Administration are equipped with a knowledge of business theories, policies, and procedures. Students are prepared to assume a responsible position within the world of business. The program refines a student's commitment to personal values, leadership development, ethical and moral excellence as well as professional competence. Graduates will have acquired skills in decision making, problem solving, in addition to fundamental business and management procedures.

1. Student will be able to analyze ethical issues in marketing practices.
2. Student will be able to evaluate current risks in capital budgeting within their organizations.
3. Student will be able to establish goals for long-term financing.
4. Student will be able to design recruitment and development strategies.
5. Student will be able to measure engagement and satisfaction survey data.
6. Student will be able to measure ethical behavior against social norms.
7. Student will be able to apply correct ethical policy to business events.
8. Student will be able to compare ethical behavior with legal requirements.
9. Student will be able to investigate different leadership styles.
10. Student will be able to apply leadership strategies in different situations.
11. Student will be able to demonstrate managerial decision making processes.

BSBA Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		
Select a minimum of 3 courses from this area to include:		
SLS 1000	Student Learning Success	9
Social and Behavioral Sciences		
Select a minimum of 3 courses from this area to include		
BBA 2401	Macroeconomics	9
BBA 3602	Principles of Management	
Natural Sciences		
Select a minimum of 1 course from this area.		
Mathematics		
Select a minimum of 1 course from this area.		
History		
Select a minimum of 2 courses from this area		
Written Composition		
EH 1010	English Composition I	6
EH 1020	English Composition II **	
General Studies Electives		
Electives		
Courses can be taken from General Studies or any of the 2000–3000 level courses		
BSBA Requirements		
Major Requirements—Group A		
Course	Title	Semester Hours
BBA 2010	Introduction to Business	3
BBA 3651	Leadership	3
BBA 3201	Principles of Marketing	3
BBA 2201	Principles of Accounting	3
BHR 3352	Human Resource Management	3
BBA 3210	Business Law	3
BBA 4751	Business Ethics	3
BBA 3551	Information Systems Management	3
BBA 3301	Financial Management	3
BBA 4951	Business Policy and Strategy	3
Major Requirements—Group B		
Select 2 Courses		
Select any two 4000 level business administration courses that have not already been used to satisfy other requirements.		
BSBA Electives		
Professional Electives		
Courses can be taken from Business Administration concentrations or any professional program area offered at CSU at the 3000/4000 level. Any course previously not taken can be utilized to satisfy this elective.		

General Studies Electives 24**Electives**

Courses can be taken from General Studies or any of the 2000–3000 level courses

BSBA Requirements 36**Major Requirements—Group A**

Course	Title	Semester Hours
BBA 2010	Introduction to Business	3
BBA 3651	Leadership	3
BBA 3201	Principles of Marketing	3
BBA 2201	Principles of Accounting	3
BHR 3352	Human Resource Management	3
BBA 3210	Business Law	3
BBA 4751	Business Ethics	3
BBA 3551	Information Systems Management	3
BBA 3301	Financial Management	3
BBA 4951	Business Policy and Strategy	3

BSBA Electives 24**Professional Electives**

Courses can be taken from Business Administration concentrations or any professional program area offered at CSU at the 3000/4000 level. Any course previously not taken can be utilized to satisfy this elective.

BSBA Concentrations 12**Business Administration Concentrations**

Concentrations enable students to specialize in a business related area. This allows students to meet their educational goals and enhance their career opportunities. Students must complete four of the courses listed for that specialization. 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; 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 concentration.

BSBA/Finance

Students who graduate with a Bachelor of Science Degree in Business Administration are equipped with a knowledge base of business theories, policies, and procedures. Students are prepared to assume a responsible position within the world of business. The program refines a student's commitment to personal values, leadership development, ethical and moral excellence as well as professional competence. Graduates will have acquired skills in decision-making, problem solving, in addition to fundamental business and management procedures. Graduates of the finance concentration will have gained the knowledge to make financial related decisions effectively. They will also have gained the knowledge to assist their organizations in obtaining, administering, and managing funds wisely.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organizations.
3. Student will be able to evaluate current risk within their organizations.
4. Student will be able to investigate human resource planning.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to comprehend basic income statements.
14. Student will be able to make quality decisions by applying financial knowledge.
15. Student will be able to compare and contrast domestic and international financial strategies.

**Requires a prerequisite.

Course	Title	Semester Hours
BBA 2501	Microeconomics	3
BBA 2301	Principles of Accounting II **	3
BBA 4201	Financial Institutions	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4446	International Legal Operations	3
BBA 4653	International Trade	3

BSBA/Hospitality and Tourism

The concentration in Hospitality & Tourism prepares students for professions within the wide array of hospitality and tourism including lodging, food service, tourism, and recreation related industries. The curriculum supports this objective by integrating technology, leadership, and case analysis of the global industry. The program is designed for individuals seeking entry into the profession, and those currently in the hospitality and tourism industry seeking to enhance their skills and ability to advance into supervisory or management positions.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organizations.
3. Student will be able to evaluate current risk within their organizations.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to apply marketing and management concepts to the operation of hospitality and tourism.
14. Student will be able to explain how federal, state, and local laws affect the hospitality and tourism industry.
15. Student will be able to apply principles of accounting and financial analysis to hospitality and tourism operations.

Course	Title	Semester Hours
BHM 3010	Introduction to Hospitality	3
BHM 3020	Introduction to Tourism	3
BHM 3890	Accounting for Hospitality & Tourism	3
BHM 4100	Facilities Management and Design in Hospitality & Tourism	3
BHM 4300	Legal Aspects of Hospitality & Tourism	3
BHM 4400	Resort Management & Operations	3
BHM 4680	Marketing for Hospitality & Tourism	3

BSBA/Human Resource Management

Students who graduate with a Bachelor of Science in Business Administration are equipped with a knowledge of business theories, policies, and procedures. Students are prepared to assume a responsible position within the world of business. The program refines a student's commitment to personal values, leadership development, ethical and moral excellence as well as professional competence. Graduates will

have acquired skills in decision making, problem solving, in addition to fundamental business and management procedures. Human Resource Management has been structured to equip students with the skills and real world training necessary to maximize the efforts and productivity of personnel.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to compare job descriptions with pay structures, developing sound compensation plans.
14. Student will be able to match staff to positions and apply compensation standards.
15. Student will be able to interpret legal requirements and apply these requirements to compensation and benefit plans.

Course	Title	Semester Hours
BBA 2551	Intercultural Management	3
BHR 3551	Human Relations & Development	3
BHR 3301	Compensation and Benefits	3
BHR 3565	Employment Law	3
BHR 4350	Collective Bargaining	3
BHR 4501	International Human Resource Management	3
BHR 4601	Staffing Organizations	3

BSBA/Information Technology

The Information Technology concentration combines the human need for information with substantial training in current technology learning systems. The BSBA concentration in Information Technology degree program focus is on the acquisition of theory and technical competencies associated with the information technology profession, and provides fundamental knowledge and application in information technology.

1. Student will be able to analyze ethical issues in marketing practices.
2. Student will be able to evaluate current risks in capital budgeting within their organization.
3. Student will be able to establish goals for long-term financing.
4. Student will be able to design recruitment and development strategies.
5. Student will be able to measure engagement and satisfaction survey data.
6. Student will be able to measure ethical behavior against social norms.
7. Student will be able to apply correct ethical policy to business events.

COLLEGE OF BUSINESS

8. Student will be able to compare ethical behavior with legal requirements.
9. Student will be able to investigate different leadership styles.
10. Student will be able to apply leadership strategies in different situations.
11. Student will be able to demonstrate the managerial decision making processes.
12. Student will be able to demonstrate managerial techniques related specifically to the use of information technology.
13. Student will be able to analyze and evaluate various types of enterprise systems and information management techniques.
14. Student will be able to utilize various technologies and applications to assist in management activities.

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4230	Programming Concepts and Problem Solving II**	3
ITC 4310	Web Design and Development	3

BSBA/International Management

The concentration in International Management equips students to meet the business challenges of global competition and foreign markets. This program is designed to enable managers to focus on those global imperatives that will affect how successful business is to be done on the world state. Graduates will have acquired skills in decision making, problem solving, and leadership in addition to fundamental business and management procedures.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to compare and contrast the legal and political issues that affect international business.
14. Student will be able to examine the role that culture and diversity play in the management of international corporations and employees.
15. Student will be able to analyze international economic and financial conditions that affect both domestic and international markets.

Course	Title	Semester Hours
BBA 2551	Inter-Cultural Management	3
BBA 4653	International Trade	3
BBA 4301	International Finance	3
BBA 4351	International Economics	3
BBA 4426	International Management	3
BBA 4446	International Legal Operations	3
BHR 4501	International Human Resource Management	3

BSBA/Management

The concentration in Management emphasizes the development of leadership and decision making skills. Its goal is to provide students with the skills necessary to function effectively in management positions. The program focuses on key aspects of management and prepares graduates for leadership roles in business, industry, government or social service. Students are exposed to a broad foundation of business communications and project production in the field of management studies.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategy.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to apply principles of managing organizations to the management of employees, resources, and projects.
14. Student will be able to describe the theory of decision making.
15. Student will be able to demonstrate proficiency in communication skills and leadership traits.

Course	Title	Semester Hours
BBA 2026	Organizational Communications	3
BBA 3451	Organizational Theory & Behavior	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4426	International Management	3
BHR 4601	Staffing Organizations	3
BBA 4851	Production Management	3

BSBA/Marketing

Students who graduate with a Bachelor of Science in Business Administration are equipped with a knowledge of business theories, policies, and procedures. Students are prepared to assume a responsible position within the world of business. The program refines a student’s commitment to personal values, leadership development, ethical and moral excellence as well as

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

professional competence. Graduates will have acquired skills in decision making, problem solving, in addition to fundamental business and management procedures. Today's businesses need creative, highly educated marketing specialists who understand the changing global economy. Successful marketers anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit. The concentration in Marketing provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to excel in this exciting field.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to examine the marketing process and how advertising and consumers impact marketing.
14. Student will be able to describe the research process and prepare a research project.
15. Student will be able to choose marketing concepts to apply to both traditional and online business environments.

Course	Title	Semester Hours
MAR 2251	Internet Marketing Principles	3
MAR 3211	Consumer Behavior	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
BHR 3565	Employment Law	3
MAR 4610	Strategic Marketing	3
MAR 4625	Direct Marketing	3

BSBA/Project Management

Effective project managers get the job done on time and within budget while meeting exact specifications. CSU's Bachelor in Business Administration with a concentration in Project Management is designed for professionals who seek to enhance their ability to motivate people, integrate complex projects, and achieve cost-effective results. The program refines a student's commitment to personal values and moral excellence as well as professional competence.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.

6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to describe and evaluate the project management process.
14. Student will be able to evaluate ways that project management adds value to the organization.
15. Student will be able to compare and contrast key resource concerns that apply to the project planning process.

Course	Title	Semester Hours
BBA 2026	Organizational Communications	3
BBA 2926	Cost and Scheduling Basics	3
BBA 3626	Project Management Overview	3
BBA 3826	Managerial Decision Making	3
BBA 4126	Project Planning	3
BBA 4226	Risk Management	3
BBA 4326	Procurement & Contract Management	3

BSBA/Sport Management

The Bachelor of Science in Business Administration with a concentration in Sports Management provides students with the skills and knowledge necessary to succeed in Sport Management. Career opportunities include sport facilities managers, sport information directors, sport front office administrators, and sport communication relations directors.

1. Student will be able to analyze diversity strategies.
2. Student will be able to determine effective financial and marketing strategies for their organization.
3. Student will be able to evaluate current risk within their organization.
4. Student will be able to organize training and work schedules.
5. Student will be able to design recruitment and development strategies.
6. Student will be able to measure engagement and satisfaction survey data.
7. Student will be able to measure ethical behavior against social norms.
8. Student will be able to apply correct ethical policy to business events.
9. Student will be able to compare ethical behavior with legal requirements.
10. Student will be able to investigate different leadership styles.
11. Student will be able to apply leadership strategies in different situations.
12. Student will be able to demonstrate managerial decision making processes.
13. Student will be able to engage in fund raising activities.
14. Student will be able to evaluate program and facilities financial options.
15. Student will be able to apply marketing, risk, and financial analysis to promotional events.

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Course	Title	Semester Hours
BSM 2701	Sociology of Sport	3
BSM 2801	Sport Marketing	3
BSM 3901	Sport Fund Raising	3
BSM 4001	Sport Facilities	3
BSM 4101	Sport Administration	3
BSM 4201	Sport Financing	3
BSM 4301	Sport Legal Liability & Risk Management	3

Other business courses that can be utilized for electives:

Any course not previously selected in the 3000–4000 level may be used to satisfy elective requirements.

Bachelor of Science in Health Care Administration

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science in Health Care Administration is designed to provide students with a solid foundation of knowledge regarding the health care industry, combined with the discipline to apply that knowledge in a professionally competent manner to advance the health of local communities. Emphasis is placed on building strong communication skills and organizational competence, which highlight the effective health care administrator’s role. The BS in Health Care Administration does not offer a clinical or in-field experience component. Its purpose is to provide a broad educational background for those already working in the health care field.

1. Student will be able to analyze and select strategic planning processes which are effective in medical organizations, and in health care business environments.
2. Student will be able to develop strategy for competitive advantage in healthcare markets, including essential business functions related to such strategy.
3. Student will be able to demonstrate strategic leadership skills.
4. Student will be able to explain the connection between bioethics and effective delivery of health care services.
5. Student will be able to demonstrate how to plan and organize in a health care organizational setting.
6. Student will be able to plan, design, and evaluate training programs and performance improvement programs in a medical organization.
7. Student will be able to evaluate key factors affecting the financial aspects of providing health care in today’s dynamic and competitive environment.
8. Student will be able to investigate the need for and appropriateness of research methodologies in the health care environment.
9. Student will be able to apply measures of income and expense, working capital, and investments in calculating facility

10. Student will be able to discuss why the legal profession has such important connections to health care delivery.
11. Student will be able to evaluate important relationships between business ethics and medical business operations.
12. Student will be able to discuss and explain the importance of “work ethic” and discuss why professionalism is so important in healthcare.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		9

Select a minimum of 3 courses from this area to include:

SLS 1000	Student Learning Success	
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Social and Behavioral Sciences 9

Select a minimum of 1 additional course from this area.

BBA 2401	Macroeconomics	
BBA 2501	Microeconomics	

Natural Sciences 3

Select a minimum of 1 course from this area.

Mathematics 3

Select a minimum of 1 course from this area.

History 6

Select a minimum of 2 courses from this area.

Written Composition 6

EH 1010	English Composition I	
EH 1020	English Composition II **	

General Studies Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Health Care Administration Requirements 36

Major Requirements—Group A 30

Select 10 Courses Below

Course	Title	Semester Hours
BBA 3201	Principles of Marketing	3
BHA 3002	Health Care Management	3
BHA 3801	Critical Issues in Health Care	3
BBA 2201	Principles of Accounting	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
BHA 4101	Quantitative Methods for Health Care	3
BBA 4951	Business Policy and Strategy	3

Major Requirements—Group B 6

Select 2 Courses from the list below or any 3000-4000 level business or BOS course.

BHA 3202	Standards for Health Care Staff	3
BHA 3401	Health Unit Coordination	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

BHA 3501	Community Health	3
BHA 4001	Budgeting in Health Care	3
BBA 3651	Leadership	3

Health Care Administration Electives 24

Professional Electives

Select any courses that have not been used to satisfy General Studies or Major Requirements at the 3000/4000 level.

Bachelor of Science in Human Resource Management

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

Leading organizations are placing more emphasis on human capital development and the leadership initiatives produced by human resource management teams to deliver, develop, and retain employees as the most crucial and competitive factor in business today. The Bachelor of Science in Human Resource Management prepares students for positions in human resource department leadership, to establish and advance organizational policies and guidelines, and to utilize the tools and techniques for developing transformational work environments. The BS in Human Resource Management program prepares graduates to become influential business leaders equipped with the ability to identify, analyze, and solve complex human resource and management issues.

1. Student will be able to analyze communications in management function.
2. Student will be able to apply methods of verbal and nonverbal communication.
3. Student will be able to apply effective communication skills.
4. Student will be able to evaluate and select strategy processes and policies.
5. Student will be able to analyze the process of implementing human resource policies.
6. Student will be able to assess organizational business strategy and responsibilities.
7. Student will be able to assess leadership styles within a team based environment.
8. Student will be able to analyze leadership and organizational performance.
9. Student will be able to examine strategic leadership practices and decision making in an organization.
10. Student will be able to examine ethical issues in the human resources environment.
11. Student will be able to examine employment law and how it relates to human resources policies.
12. Student will be able to assess ethical behavior and interpersonal relationships in organizations.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		9
<i>Select a minimum of 3 courses from this area to include:</i>		
SLS 1000	Student Learning Success	

Social and Behavioral Sciences 9

Select a minimum of 3 courses from this area to include:

BBA 2401	Macroeconomics
BBA 2501	Microeconomics

Natural Sciences 3

Select a minimum of 1 course from this area.

Mathematics 3

Select a minimum of 1 course from this area.

History 6

Select a minimum of 2 courses from this area.

Written Composition 6

EH 1010	English Composition I
EH 1020	English Composition II **

General Studies Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Human Resource Management Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BHR 3565	Employment Law	3
BBA 2026	Organizational Communications	3
BBA 3602	Principles of Management	3
BHR 3352	Human Resource Management	3
BBA 2551	Intercultural Management	3
BBA 3551	Information Systems Management	3
BHR 3301	Compensation and Benefits	3
BBA 3651	Leadership	3
BHR 4350	Collective Bargaining	3
BHR 4680	Training and Development	3

Major Requirements—Group B

Select 2 Courses below or any 3000-4000 level

<i>HR or business course</i>		6
BHR 3551	Human Relations and Development	3
BHR 4501	International Human Resource Management	3
BHR 4601	Staffing Organizations	3
BBA 4951	Business Policy and Strategy	3

Human Resource Management Electives 24

Professional Electives

Any course not previously selected can be used to satisfy this requirement at the 3000/4000 level.

Bachelor of Science in Information Technology

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science in Information Technology is designed for individuals who wish to integrate the different disciplines of information technology within a business applications context. The program is concerned with the development, maintenance, management, and study of computer-based information technology systems in organizations. The BS in Information Technology program includes extensive training in the application of recordable information and knowledge, and the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. Graduates of this program will be able to create, maintain, and provide information technology and business related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position.

1. Student will utilize current systems and communications technologies in solving business problems.
2. Student will evaluate applications and technologies to determine their appropriateness for specific business situations.
3. Student will compare systems development methods and technologies used in business today.
4. Student will apply the systems development lifecycle model and appropriate technologies to design, develop, and implement technology solutions.
5. Student will analyze issues specifically related to the management of information technology projects.
6. Student will employ project management tools and techniques to track and manage information technology projects.
7. Student will examine the relationship between business strategy and information technology.
8. Student will construct and manage technology solutions that align with business strategy.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		
9		
Select a minimum of 3 courses from this area to include:		
EH 3341	Technical Writing **	
SLS 1000	Student Learning Success	

Social and Behavioral Sciences 6
Select a minimum of 2 courses from this area.

Natural Sciences 6
Select a minimum of 2 courses from this area.

Mathematics 3
 Must be MA 1140 Finite Math or Higher.

History 6
Select a minimum of 2 courses from this area.

Written Composition 6
 EH 1010 English Composition I
 EH 1020 English Composition II **

General Studies Electives 24
 Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Information Technology Requirements 36
Select 10 Courses Below

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
BBA 3331	E-Commerce	3
BBA 3551	Information Systems Management	3
ITC 3450	Introduction to Data Communication	3
ITC 3840	Maintaining Microcomputer Systems	3
ITC 4010	System Analysis and Design	3
ITC 4150	Database Design and Implementation	3
ITC 4210	Programming Concepts and Problem Solving I	3
ITC 4310	Web Design and Development	3
ITC 4390	Internet and Network Security	3
ITC 4760	Information Technology Evaluation and Implementation I	3
ITC 4780	Information Technology Evaluation and Implementation II **	3

Information Technology Electives 24

Professional Electives
Select any 3000 or 4000 level marketing or business course to satisfy this requirement.

ITC 4175	Database Implementation and Management	3
ITC 4230	Programming Concepts and Problem Solving II **	3
ITC 4453	IT Infrastructure Management	3
BBA 3391	Information Technology Cost Analysis	3
BBA 4951	Business Policy and Strategy	3

Bachelor of Science in Organizational Leadership

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science in Organizational Leadership is designed to introduce students to the methods and skills necessary to maximize human capital in organizations, to develop individual and interpersonal skills for achieving successful organizational goals, to enhance positive organizational change, and to foster lifelong learning and continuous growth. Topics covered include organizational behavior, business ethics, team building, creative thinking, organizational psychology, negotiation/conflict resolution,

and business policy and strategy. Students completing this program will acquire the fundamental leadership concepts applicable in profit, not-for-profit, service, or manufacturing environments.

1. Student will be able to explain the use of goal-setting and feedback to improve organizational performance.
2. Student will be able to explain how rewards and positive reinforcement can improve employee performance.
3. Student will be able to examine techniques for effective team work, especially in problem solving and decision making.
4. Student will be able to analyze the relationship of intelligence, ability, attitudes, job satisfaction, and learning to work performance.
5. Student will be able to develop strategies to overcome social perception, attribution, diversity, ethical dilemmas, and stress to improve work performance.
6. Student will be able to examine barriers to communication and apply techniques of effective communication.
7. Student will be able to analyze employee responses to organizational change and evaluate strategies to overcome resistance to change.
8. Student will be able to evaluate elements of organizational design to optimize employee motivation.
9. Student will be able to compare organizational culture to employee motivation.
10. Student will be able to analyze the role of leadership in business processes.
11. Student will be able to conduct an evaluation of a training scenario and determine what evidence there is for success of the training program.
12. Student will be able to synthesize performance appraisal information in order to create personalized professional development programs.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts 9		

Select a minimum of 3 courses from this area to include:

SLS 1000	Student Learning Success	
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Social and Behavioral Sciences 9

Select a minimum of 3 courses from this area to include:

PSY 1010	General Psychology	
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Natural Sciences 3

Select a minimum of 1 course from this area.

Mathematics 3

Select a minimum of 1 course from this area to include:

MA 2023	Elementary Statistics	
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History 6

Select a minimum of 2 courses from this area.

Written Composition 6

EH 1010	English Composition I	
EH 1020	English Composition II **	

Organizational Leadership Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Organizational Leadership Requirements 36

36 hours must be at the 3000–4000 level

Major Requirements—Group A 30

Select 10 Courses below 6

Course Title	Semester Hours	
BBA 3451	Organizational Theory and Leadership	3
BBA 3210	Business Law	3
PSY 3140	Social Psychology	3
BBA 4951	Business Policy and Strategy	3
BBA 4751	Business Ethics	3
BSL 4000	Managing Diversity in Organizations	3
BSL 4040	Communication Skills for Leaders	3
PSY 4680	Industrial Organizational Psychology	3
BSL 4060	Team Building and Leadership	3
BSL 4160	Negotiation/Conflict Resolution	3

Major Requirements—Group B

Select 2 Courses below 6

BBA 3651	Leadership	3
BBA 3201	Principles of Marketing	3
BBA 3301	Financial Management	3
BBA 3551	Information Systems Management	3
BBA 4426	International Management	3
BBA 4851	Production Management	3
BSL 4080	Creative Thinking and Problem Solving	3
BHR 4680	Training and Development	3

Organizational Leadership Electives 24

Professional Electives

Any course not previously selected can be used to satisfy this requirement at the 3000/4000 level.

Note: This program is not eligible for Federal Student Aid.

Master of Business Administration

Total Program Requirements	37
MBA Requirements	25
Concentration.....	12

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-evolving business climate.

1. Student will be able to analyze key international business issues that influence business.
2. Student will be able to critique how the evolution of the Internet changes the way customers, suppliers, and companies interact.
3. Student will be able to determine the role that culture plays in the effective use of human resource and management practices.
4. Student will be able to determine the various methods and concerns associated with motivation and morale.
5. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
6. Student will be able to evaluate organizational culture.

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7. Student will be able to analyze processes that control and manage organizations.
8. Student will be able to design and produce a research proposal.
9. Student will be able to illustrate the use of marketing research as a means of forecasting demand.
10. Student will be able to analyze the role that culture plays in global business.
11. Student will be able to evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics.
12. Student will be able to apply organizational theory to analyze the ethics of organizations.

MBA Core Courses **25**

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MHR 6451	Human Resource Management Methods	3
MBA 5501	Advanced Marketing	3
MBA 6001	Organizational Research and Theory	3
MBA 6601	International Business	3
MBA 5401	Management Information Systems	3
MBA 6301	Business Ethics	3
MBA 5101	Strategic Management & Business Policy	3
MBA 5652	Research Methods	3

MBA Concentration Courses **12**

General Program (concentration)

The Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-evolving business climate. A focus is made on practical content, research skills, and job-related behaviors critical for success in today's competitive business world.

MBA/Finance

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration with a concentration in Finance is designed to help students gain the skills needed to assist their organizations in obtaining, administering, and managing funds.

1. Student will be able to analyze key economic issues that influence business.
2. Student will be able to critique how the evolution of the Internet changes the way customers, suppliers, and companies interact.
3. Student will be able to determine the role that culture plays in effective use of human resource management practices.
4. Student will be able to determine the various methods and concerns associated with employee motivation and morale.
5. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
6. Student will be able to evaluate organizational culture.
7. Student will be able to analyze processes that control and manage organizations.
8. Student will be able to design and produce a research proposal.
9. Student will be able to illustrate the use of marketing research as a means of forecasting demand.
10. Student will be able to analyze the role that culture plays in global business.
11. Student will be able to evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics.
12. Student will be able to apply organizational theory to analyze the ethics of organizations.
13. Student will be able to analyze balance sheets.
14. Student will be able to explain the economic effects of trade on growth and how exchange rates are determined.
15. Student will be able to compare and contrast an existing federal, state, and local budget.

MBA 6081	Corporate Finance	3
MBA 6641	International Economics	3
MBA 6651	International Finance	3
MBA 6841	Public Budgeting	3

MBA/Health Care Management

The Master of Business Administration in Health Care Management program prepares students for senior level positions in the field of health care leadership. The program enables managers and business leaders to focus on the managerial skills and business knowledge necessary to successfully direct health care organizations and health care professionals in the ever-changing health care industry.

1. Student will be able to determine the various methods and concerns associated with employee motivation and morale.
2. Student will be able to employ effective relationship management in cultivating customer relationships.
3. Student will be able to evaluate and influence organizational culture.
4. Student will be able to analyze processes that control and manage medical organizations.
5. Student will be able to design and produce a research proposal in health care.
6. Student will be able to illustrate the use of research as a means of forecasting demand for medical services.
7. Student will be able to analyze the role that culture plays in global business.
8. Student will be able to evaluate and distinguish among the concepts of social responsibility, integrity, and business ethics.
9. Student will be able to apply organizational theory to analyze the ethics of organizations.
10. Student will be able to analyze legal issues in health care delivery such as negligence, professional liability, patient rights and responsibilities, and malpractice.
11. Student will be able to determine legal and ethical responsibilities of health care organizations and health care professionals.
12. Student will be able to examine the public policy-making process, and identify the impact of public policy on individuals, health care organizations, and special interest groups.
13. Student will be able to analyze concepts of financial management in health care organizations and will be able to apply practical financial management procedures in a health care setting.
14. Student will be able to determine the role of health care managers and evaluate responsibilities such as strategic planning, human resource management, operations, project management, and decision making in health care.
15. Student will be able to compare and contrast health care organizations in the United States and assess the health care leader's role in these organizations.

MHA 5001	Health Care Financial Management	3
MHA 5101	Legal Foundations of Health Care	3
MHA 5201	Health Resources and Policy Analysis	3
MHA 6501	Advanced Health Care Management	3

MBA/Human Resource Management

The Master of Business Administration in Human Resource Management prepares students for management level positions in the field of human resources. The program enables managers and business leaders to focus on the managerial skills and business knowledge needed to manage human resource functions including employee recruitment, selection, retention, development, and compensation.

1. Student will be able to determine the various methods and concerns associated with employee motivation and morale.

2. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
3. Student will be able to evaluate organizational culture.
4. Student will be able to analyze processes that control and manage organizations.
5. Student will be able to design and produce a research proposal.
6. Student will be able to illustrate the use of research as a means of forecasting demand.
7. Student will be able to analyze the role that culture plays in effective use of human resource management practices.
8. Student will be able to evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics.
9. Student will be able to apply organizational theory to analyze the ethics of organizations.
10. Student will be able to examine legal issues in the hiring process and in the termination of employment.
11. Student will be able to examine the importance of employment law when managing a diverse workforce.
12. Student will be able to investigate the role of unions in managing human resources.
13. Student will be able to examine methods for motivating employees and maximizing the productivity of personnel.
14. Student will be able to analyze the training process from needs analysis, design, implementation, to evaluation.
15. Student will be able to distinguish different forms of compensation.

MHR 6401	Employment Law	3
MHR 6551	Training & Development	3
MHR 6751	Labor Relations & Collective Bargaining	3
MHR 6901	Compensation Management	3

MBA/Marketing

The Master of Business Administration in Marketing prepares students for management level positions in the field of marketing. The program enables managers and business leaders to focus on the managerial skills and business knowledge that are necessary to successfully understand the changing global economy, anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit.

1. Student will be able to analyze key economic issues that influence business.
2. Student will be able to critique how the evolution of the Internet changes the way customers, suppliers, and companies interact.
3. Student will be able to determine the role that culture plays in effective use of human resource management practices.
4. Student will be able to determine the various methods and concerns associated with employee motivation and morale.
5. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
6. Student will be able to evaluate organizational culture.
7. Student will be able to analyze processes that control and manage organizations.
8. Student will be able to design and produce a research proposal.
9. Student will be able to illustrate the use of research as a means of forecasting demand.
10. Student will be able to analyze the relationship between marketing strategies, an organization's competencies, and the product's target market.
11. Student will be able to determine the role of the marketing manager.
12. Student will be able to differentiate between traditional marketing strategies and B2B marketing strategies.
13. Student will be able to analyze the marketing research process.

14. Student will be able to investigate the role of creativity and design in the launch of new products.
15. Student will be able to examine challenges associated with the introduction of new products.

MBA 5841	Strategic Marketing	3
MBA 5851	Marketing Research	3
MBA 5861	New Product Marketing	3
MBA 5871	Business-to-Business Marketing	3

MBA/Project Management

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration is designed to help propel students' careers toward top management positions in the ever-evolving business climate. The Master of Business Administration in Project Management is designed for individuals who seek to enhance their ability to motivate people, complete complex projects, and achieve cost-effective results.

1. Student will be able to analyze key economic issues that influence business.
2. Student will be able to critique how the evolution of the Internet changes the way customers, suppliers, and companies interact.
3. Student will be able to determine the role that culture plays in effective use of human resource management practices. Students will be able to determine the various methods and concerns associated with employee motivation and morale.
4. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
5. Student will be able to evaluate organizational culture. Student will be able to analyze processes that control and manage organizations.
6. Student will be able to design and produce a research proposal.
7. Student will be able to illustrate the use of marketing research as a means of forecasting demand. Student will be able to analyze the role that culture plays in global business.
8. Student will be able to evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics.
9. Student will be able to apply organizational theory to analyze the ethics of organizations.
10. Student will be able to describe and explain the basic concepts of modern project management, and defend the need to align a project with an organization's business strategy.
11. Student will be able to evaluate a project against project management "best practices."
12. Student will be able to analyze the characteristics of effective project teams.

MBA 6931	Project Management Strategy	3
MBA 6941	Managing Project Teams	3
MBA 6951	Managing Complex Projects	3
MBA 6961	Project Management	3

MBA/Public Administration

With a focus on practical content, research skills, and job-related behaviors critical for success in today's competitive business world, the Master of Business Administration degree is designed to help propel students' careers toward top management positions in the ever-evolving business climate. The Public Administration concentration is designed to prepare students with the leadership, policy, research, marketing, finance, and budgeting knowledge they need to succeed in today's competitive business environment.

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1. Student will be able to analyze key economic issues that influence business.
2. Student will be able to critique how the evolution of the Internet changes the way customers, suppliers, and companies interact.
3. Student will be able to determine the role that culture plays in effective use of human resource management practices.
4. Student will be able to determine the various methods and concerns associated with employee motivation and morale.
5. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
6. Student will be able to evaluate organizational culture. Student will be able to analyze processes that control and manage organizations.
7. Student will be able to design and produce a research proposal.
8. Student will be able to illustrate the use of marketing research as a means of forecasting demand.
9. Student will be able to analyze the role that culture plays in global business.
10. Student will be able to evaluate and distinguish between the concepts of social responsibility, integrity, and business ethics.
11. Student will be able to apply organizational theory to analyze the ethics of organizations.
12. Student will be able to demonstrate and explain the past and current approaches for state and local government accounting and reporting methods and models.
13. Student will be able to describe the importance of public financial management and the duties of public administrators.
14. Student will be able to analyze national, state, and local government roles in allocations and competition for resources.

MBA 6841	Public Budgeting	3
MBA 6851	Administration of Public Institutions	3
MBA 6861	Public Policies	3
MBA 6871	Public Finance & Legislative Procedures	3

Other MBA Electives

MBA 6053	Economics for Managers	3
MBA 6151	Operations Research	3

3. Student will be able to examine quantitative analysis techniques in strategic management and leadership.
4. Student will be able to determine the various methods and concerns associated with employee motivation and morale.
5. Student will be able to employ the use of customer relationship management in cultivating customer relationships.
6. Student will be able to evaluate organizational culture.
7. Student will be able to analyze processes that control and manage organizations.
8. Student will be able to design and produce a research proposal.
9. Student will be able to illustrate of the use of marketing research as a means of forecasting demand.
10. Student will be able to analyze the importance of diversity in the workplace and to determine the legal aspects of leading a diverse workplace.

MS Major Requirements

31

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MBA 6301	Business Ethics	3
MBA 6631	Intercultural Management	3
MHR 6551	Training and Development	3
MBA 5841	Strategic Marketing	3
MBA 5101	Strategic Management and Business Policy	3
MBA 6941	Managing Project Teams	3
MSL 5080	Methods of Analysis for Business Operations	3
MSL 5200	Crisis Communication Management	3
MSL 6000	Psychological Foundations of Leadership	3
MSL 6040	Current Issues in Leadership	3

Electives

6

Select two of the following courses. Students may also select any MBA or MOS course.

MHR 6451	Human Resource Management Methods	3
MBA 5501	Advanced Marketing	3
MHR 6401	Employment Law	3
MSL 5100	Applied Research Project	3

Master of Science in Organizational Leadership

Total Program Requirements	37
MS Major Requirements	31
MS Electives	6

With a focus on current and emerging leadership theories, best practices, skills, and tools used to enable organizational innovation, creativity, and change in complex work environments, the Master of Science in Organizational Leadership is designed to prepare graduate students to assume leadership roles in business, educational, governmental, military, and not-for-profit organizations.

1. Student will be able to determine the leadership skills and traits of effective leaders.
2. Student will be able to analyze critical issues in leadership and to determine the role of leadership in organizational performance.

College of Business Certificate Programs

Undergraduate Certificate Programs

Students complete four courses (12 semester hours) within a concentration to earn a Certificate at the bachelor level. For example, a student enrolled in the Certificate in Management program would complete four courses from the BSBA-Management concentration.

Graduate Certificate Programs

Students select four courses (12 semester hours) from a graduate concentration to earn a graduate level certificate in the concentration area.

Note: Certificate programs are not eligible for Federal Student Aid.

Undergraduate Certificate Programs

Finance Program

BBA 2501	Microeconomics
BBA 2301	Principles of Accounting II
BBA 4201	Financial Institutions
BBA 4301	International Finance
BBA 4351	International Economics
BBA 4446	International Legal Operations
BBA 4653	International Trade

Hospitality and Tourism Program

BHM 3010	Introduction to Hospitality
BHM 3020	Introduction to Tourism
BHM 3890	Accounting for Hospitality & Tourism
BHM 4100	Facilities Management and Design in Hospitality & Tourism
BHM 4300	Legal Aspects of Hospitality and Tourism
BHM 4400	Resort Management & Operation
BHM 4680	Marketing for Hospitality & Tourism

Human Resource Management Program

BHR 3551	Human Relations & Development
BHR 3565	Employment Law
BHR 3301	Compensation and Benefits
BCJ 4385	Workplace Security
BHR 4350	Collective Bargaining
BHR 4601	Staffing Organizations
BHR 4501	International Human Resource Management

Information Technology Program

ITC 3001	Personal Computer Fundamentals
ITC 3450	Introduction to Data Communications
ITC 4010	System Analysis and Design
ITC 4150	Database Design and Implementation
ITC 4210	Programming Concepts and Problem Solving I
ITC 4230	Programming Concepts and Problem Solving II
ITC 4310	Web Design and Development

International Management Program

BBA 4653	International Trade
BBA 4301	International Finance
BBA 4426	International Management
BBA 4351	International Economics
BBA 2551	Inter-Cultural Management
BBA 4446	International Legal Operations
BBA 4501	International HR Management

Management Program

BBA 2026	Organizational Communications
BBA 3451	Organizational Theory and Behavior
BBA 3826	Managerial Decision Making
BBA 4126	Project Planning
BBA 4426	International Management
BHR 4601	Staffing Organizations
BBA 4851	Production Management

Marketing Program

MAR 3211	Consumer Behavior
ITC 4310	Web Design and Development
MAR 3231	Strategic Marketing
MAR 2251	Internet Marketing Principles

MAR 4625	Direct Marketing
MAR 3271	Advertising

Project Management Program

BBA 3626	Project Management Overview
BBA 2026	Organizational Communications
BBA 4126	Project Planning
BBA 2926	Cost and Scheduling Basics
BBA 3826	Managerial Decision Making
BBA 4226	Risk Management
BBA 4326	Procurement and Contract Management

Sport Management Program

BSM 2701	Sociology of Sport
BSM 2801	Sport Marketing
BSM 3901	Sport Fundraising
BSM 4001	Sport Facilities
BSM 4101	Sport Administration
BSM 4201	Sport Financing
BSM 4301	Sport Legal Liability & Risk Management

Graduate Certificate Programs

Finance Program

MBA 6081	Corporate Finance
MBA 6641	International Economics
MBA 6651	International Finance
MBA 6841	Public Budgeting

Health Care Management Program

MHA 5001	Health Care Financial Management
MHA 5101	Legal Foundations of Health Care
MHA 5201	Health Resources and Policy Analysis
MHA 6501	Advanced Health Care Management

Human Resource Management Program

MHR 6551	Training and Development
MHR 6901	Compensation Management
MHR 6751	Labor Relations and Collective Bargaining
MHR 6401	Employment Law

Graduate Certificate Marketing Program

MBA 5841	Strategic Marketing
MBA 5851	Marketing Research
MBA 5861	New Product Marketing
MBA 5871	Business-to-Business Marketing

Public Administration Program

MBA 6841	Public Budgeting
MBA 6851	Administration of Public Institutions
MBA 6861	Public Policies
MBA 6871	Public Finances & Legislative Process

Project Management Program

MBA 6931	Project Management Strategy and Tactics
MBA 6941	Managing Project Teams
MBA 6951	Managing Complex Projects
MBA 6961	Project Management

Note: Certificate programs are not eligible for Federal Student Aid. Students desiring to use Federal Student Aid will need to select an eligible program.

Doctor of Business Administration

The Doctor of Business Administration is designed to present new knowledge in expanding and advancing the professional development of practicing managers and professionals in the business arena. Topics include management science and human resource management with an emphasis on critical thinking and research methods in international business, finance and economics.

1. Assess and utilize knowledge of behavioral, policy and strategic issues to optimize organizational effectiveness.
2. Compare and contrast the value of educational experience with practical experience.
3. Compare and assess the applicability of business theory in enhancing professional competency.
4. Differentiate professional business knowledge from skills that can be applied to enhance an individual's professional growth.
5. Formulate manager/practitioner proficiencies that advance business theory and practice.
6. Evaluate collaboration across academic and professional boundaries to provide a framework for the integration of academic inquiry and professional expertise.
7. Evaluate the significance of theory and formal research to its practical application.
8. Apply theoretical knowledge to contemporary business problems and assess the relevance of its application.
9. Measure the need for professional socialization in fostering a sense of knowledge, ability and professional authority.
10. Judge and apply a range of quantitative and qualitative research methods frequently used in international studies.
11. Rate the leadership and efficacy necessary to tackle the challenges of senior management on an international level.
12. Assess the relevance and application of research to the international environment.

Graduates will successfully complete 61 semester hours outlined below

Required DBA Course

Course	Title	Semester Hours
DBA 7000	Student Orientation	1
DBA 7035	Business, Government and Society	3
DBA 7180	Managerial Economics and Business Theory	3
DBA 7240	Doctoral Writing and Inquiry into Research	3
DBA 7310	Statistics for Business Decisions and Research	3
DBA 7420	Organizational Behavior and Comparative Management	3
DBA 7553	Human Resource Management	3
DBA 7632	Business Ethics and Corporate Responsibility	3
DBA 8149	Business Research Methods	3
DBA 8230	Marketing Research and Competitive Strategy	3
DBA 8341	Corporate Finance	3
DBA 8475	Operations and Supply Chain Management	3
DBA 8552	Management Accounting and Control Systems	3

DBA 8671	Technology and Innovation Management	3
DBA 8710	International Business and Global Strategy	3
DBA 8758	Negotiations and Business Strategy	3

Option 1: Dissertation

DBA 9101	Comprehensive Exams	2
DBA 9306 A	Dissertation—Concept Paper	3
DBA 9306 B	Dissertation—Methodology /Ethics	3
DBA 9306 C	Dissertation—Proposal	3
DBA 9306 D	Dissertation—Manuscript	3
DBA 9410	Dissertation—Defense	1

Option 2: Research Project

DBA 8800	Organizational Psychology	3
DBA 9201	Comprehensive Review	3
DBA 9406 A	Project—Concept Paper	3
DBA 9406 B	Project—Methodology/Ethics	3
DBA 9406 D	Project—Report	3
DBA 9510	Project—Defense	1

X. College of Safety and Emergency Services

Associate of Applied Science in
Criminal Justice

Associate of Applied Science in
Fire Science

Associate of Applied Science in
Occupational Safety and Health

Bachelor of Science in
Criminal Justice Administration

Bachelor of Science in
Environmental Management

Bachelor of Science in
Fire Science

Bachelor of Science in
Occupational Safety and Health
Concentration in Fire Science

Master of Science in
Criminal Justice Administration

Master of Science in
Occupational Safety and Health
Concentration in Occupational Safety and Health
Concentration in Environmental Management

Master of Science in Emergency
Services Management

College of Safety and Emergency
Services Certificate Programs*

**This program is not eligible for Federal Student Aid.*

Associate of Applied Science in Criminal Justice

Total Program Requirements	60
General Studies Requirements	21
Technical Courses.....	18
Electives.....	21

The Associate of Applied Science Degree in Criminal Justice prepares entry-level professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice operations. This study enables students to develop rational decisions and informed responses to challenges facing law enforcement, corrections, and court operations as well as criminology characteristics of juvenile delinquency and the influence on criminal justice policies and procedures. Additionally this study provides students with a working comprehension of Constitutional and criminal law in contrast to judicial process. Students completing this program will be prepared for entry-level positions in local, state, and federal criminal justice programs including law enforcement, corrections, probation and parole, court operations, and related fields in security. This program promotes a commitment to continued scholarship and service among graduates as future members of the criminal justice profession in a manner that remains conducive to enhancing professionalism in a diverse community.

1. Student will be able to identify and explain the main components of the criminal justice network.
2. Student will be able to identify, recognize, and classify all types of crimes and contrast the influence of these crimes on criminal justice operations today.
3. Student will be able to discuss criminal procedure and evaluate practices in sentencing and the related methods of probation and parole as well as recidivism plans in place today.
4. Student will be able to recognize and apply terms and laws related to juvenile justice.
5. Student will be able to evaluate historical influence as it relates to current and future juvenile crimes and juvenile justice operations.
6. Student will be able to examine and analyze best practices in juvenile justice operations in correlation to community-based programs
7. Student will be able to comprehend and analyze terms and theories related to the study of crime.
8. Student will be able to investigate the variety of psychological, biological, and social influences in the commission of crimes and evaluate the relationship of crimes to the community.
9. Student will be able to apply their knowledge of criminology to complete computations facilitating the forecast of future crimes and crime levels in the United States as well as in the student's local community.
10. Student will be able to examine the purpose and function of criminal law, and the structure of American Courts.
11. Student will be able to evaluate current case law, apply those rulings to present day crimes, court procedures, and sentencing practices.
12. Student will be able to summarize and examine the United States criminal procedures as well as the role each court plays in the criminal justice system.

A.A.S. General Studies Requirements 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications 6		
<i>Select a minimum of 2 courses from these areas to include:</i>		
SLS 1000	Student Learning Success	

History/Social and Behavioral Sciences 3		
<i>Select a minimum of 1 course from these areas.</i>		

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

Natural Sciences/Mathematics and Computer Science 9		
<i>Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.</i>		

Criminal Justice Technical Courses 18

Course	Title	Semester Hours
BCJ 2001	Theory & Practices of Law Enforcement	3
BCJ 2002	Theory & Practices of Corrections	3
BCJ 2201	Juvenile Delinquency	3
BCJ 2501	Criminology	3
BCJ 3601	Criminal Law	3
BCJ 3301	Judicial Process	3

Criminal Justice Electives 21

To meet the required electives, students may complete any of the CSU General Studies or Criminal Justice undergraduate 2000 and 3000 level courses that are not used to meet other requirements of their program. The following courses are available to students in the Associate of Applied Science Degree in Criminal Justice:

BCJ 2000	Introduction to Criminal Justice	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4385	Workplace Security	3

Associate of Applied Science in Fire Science

Total Program Requirements	60
General Studies Requirements	21
Technical Courses.....	18
Electives.....	21

The Associate of Applied Science Degree in Fire Science presents the theoretical foundations for leadership in fire service organizations. Extending from a comprehensive curriculum of fire prevention and fire protection, the A.A.S. in Fire Science program takes a multi-professional approach to policy integration and academic preparation in specialized fire service equipment and apparatus applications. Students earning an Associate's degree in Fire Science will embark on an educational path of professional development to become leaders in the profession.

1. Student will be able to describe the fire industry from its early beginnings in America and to the system it has evolved into today.
2. Student will be able to investigate and assess career opportunities within the fire service industry in both the private and public sectors.
3. Student will be able to discuss and analyze the purpose and scope of fire agencies, fire defense planning, risk management, and the future of fire protection.
4. Student will be able to explain the development and enactment of fire safety codes and examine the effects on fire prevention programs.
5. Student will be able to discuss and compare the functions of fire prevention within the fire service.
6. Student will be able to categorize the public and organizational responsibilities for fire safety and prevention.
7. Student will be able to describe the types of fire protection systems used in the fire service today.
8. Student will be able to discuss and evaluate various types of extinguishing agents used for fire protection.
9. Student will be able to design pre-incident and post-incident plans and evaluate how they will ensure safe, efficient, and effective fire fighting activities.
10. Student will be able to compare how chemical and physical properties influence the behavior of materials involved in fires and hazardous materials incidents.
11. Student will be able to explain the unique fire behavior issues encountered by firefighters in various settings and how to effectively address each type of situation.
12. Student will be able to recognize and employ safety practices in the fire service.

Associate of Applied Science in Occupational Safety and Health

Total Program Requirements	60
General Studies Requirements	21
Technical Courses.....	18
Electives.....	21

The Associate of Applied Science in Occupational Safety and Health (AAS, OS&H) introduces the student to the fundamental practices and understanding of the principles in the field relating to the safety and health of people, the protection of the environment and protection of property. The program will ensure that students acquire the intellectual knowledge and technical skills necessary to advance in this field through both organizational advancement and professional certification. Students completing this program will begin to acquire the ability to work with other professionals and disciplines in solving complex problems common to the corporate, governmental or the industrial workplace. Completion of the AAS, OS&H allows the student to move into the Bachelor of Science Program with a greater degree of freedom to take more elective, or Group B, courses that will enhance the student's effectiveness and knowledge within the field.

A.A.S. General Studies Requirements 21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications 6		
<i>Select a minimum of 2 courses from these areas to include:</i>		
SLS 1000	Student Learning Success	

History/Social and Behavioral Sciences 3		
<i>Select a minimum of 1 course from these areas.</i>		

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

Natural Sciences/Mathematics and Computer Science 9		
<i>Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.</i>		

Fire Science Technical Courses 18

Course	Title	Semester Hours
BFS 3251	Introduction to Fire Protection	3
BFS 3345	Introduction to Fire Prevention	3
BFS 3430	Principles of Fire Behavior	3
BFS 3440	Building Construction for Fire Protection	3
BFS 3460	Fire Protection Systems	3
BFS 3470	Fire Protection Hydraulics & Water Supply	3

Fire Science Electives 21

To meet the required electives, students may complete any of the CSU General Studies, Fire Science or Occupational Safety and Health undergraduate 2000 and 3000 level courses that are not used to meet other requirements of their program.

1. Student will be able to evaluate and apply fundamental OS&H concepts to actual cases and situations experienced in the workplace.
2. Student will be able to compare and contrast the usefulness of various types of hazard information as they relate to hazard prevention and control.
3. Student will be able to describe and identify prevailing ethical codes, regulations and laws pertaining to workplace safety and health.
4. Student will be able to illustrate and interpret existing OS&H regulations and recommendations relevant to the workplace.
5. Student will be able to apply the fundamentals and principles of safety and health hazard analysis and hazard control technologies to the workplace to the environmental exposures not necessarily in the workplace.
6. Student will be able to analyze and synthesize the health effects of hazardous materials in the environment and/or the workplace and how to effectively deal with such hazards.
7. Student will be able compare and contrast conflicting workplace management agendas and their impact on workplace safety.
8. Student will be able to assess and evaluate the decision making process in relation to assuring occupational injuries and illnesses are minimized given the dynamics of the workplace environment.

CSU's occupational safety and health degree programs meet the educational requirements mandated by the Board of Certified Safety Professionals for the Associate Safety Professional designation (ASP) and the Certified Safety Professional designation (CSP).

A.A.S. General Studies Requirements	21
Course Title	Semester Hours
Humanities/Fine Arts/Communications	6
<i>Select a minimum of 2 courses from these areas to include:</i>	
SLS 1000 Student Learning Success	

History/Social and Behavioral Sciences	3
<i>Select a minimum of 1 course from these areas.</i>	

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

Natural Sciences/Mathematics and Computer Science	9
<i>Select a minimum of 3 courses from these areas to include a minimum of 3 semester hours in Mathematics.</i>	

OS&H Technical Courses	18
Course Title	Semester Hours
BOS 3001 Fundamentals of OSH	3
BOS 3125 Hazardous Mat Mgmt	3
BFS 3345 Intro to Fire Prevention	3
BOS 3401 Construction Safety	3
BOS 3525 Legal Aspects	3
BOS 3640 Interactions of Hazardous Materials	3

OS&H Electives **21**
 To meet the required electives, students may complete any of the CSU General Studies, occupational safety and health, fire science or environmental management undergraduate 2000 and 3000 level courses that are not used to meet other requirements of their program.

Bachelor of Science in Criminal Justice Administration

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science Degree in Criminal Justice Administration prepares entry-level and seasoned professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice administration inclusive of law enforcement, courts, and corrections. This study enables students to develop rational decisions and informed responses to the daily challenges one faces in law enforcement, courts, and corrections operations. Additionally, the program prepares students for entrance into concentrated areas of criminal justice in master degree programs or related disciplines. This program promotes a commitment to continued scholarship and service among graduates as future and continuing members of law enforcement, courts, and corrections initiatives in a manner that remains conducive to enhancing professionalism in a diverse community.

1. Student will be able to illustrate the main components of the criminal justice network.
2. Student will be able to identify and evaluate all types of crimes that influence multi-cultural communities.
3. Student will be able to compare the various leadership techniques and the application of each to the criminal justice system.
4. Student will be able to classify the role of law enforcement in the criminal justice system.
5. Student will be able to investigate and determine the roles of courts and corrections as well as the relationships between courts, corrections, and law enforcement.
6. Student will be able to evaluate how all three facets of the criminal justice system interact toward a common goal to serve and protect communities across America.
7. Student will be able to investigate the application of specific laws to match relevant criminal acts.
8. Student will be able to illustrate the process of criminal procedure from arrest to sentencing and probation, parole, or incarceration.
9. Student will be able to identify and compare applicable penal code laws with relevant case laws.
10. Student will be able to distinguish the rules of evidence and legal issues in respect to warrant and warrantless searches, interviews of witnesses and victims as well as the interrogation of suspects
11. Student will be able to analyze each process of the path of a case from the point of arrest through the judicial system including Miranda Warnings, arraignments, the bail process, pre-trial hearings, Grand Jury sessions, trials, and sentencing alternatives.
12. Student will be able to examine the U.S. Constitution and the Bill of Rights and determine the applicability of each in the criminal justice system.

General Studies Requirements **36**

Course Title	Semester Hours
Humanities and Fine Arts	9
<i>Select a minimum of 3 courses from this area to include:</i>	
EH 3341 Technical Writing **	
SLS 1000 Student Learning Success	

Social and Behavioral Sciences	9
<i>Select a minimum of 3 courses from this area to include:</i>	
BCJ 2201 Juvenile Delinquency	
BCJ 2501 Criminology	

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

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

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

Written Composition	6
EH 1010 English Composition I	
EH 1020 English Composition II **	

General Studies Electives **24**
 Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Criminal Justice Administration Requirements	36
Major Requirements—Group A	30
Course Title	Semester Hours
BCJ 2001 Theory and Practices of Law Enforcement	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

BCJ 2002	Theory and Practices of Corrections	3
BCJ 3601	Criminal Law	3
BCJ 4101	Police and Community Relations	3
BCJ 3701	Criminal Investigation	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3301	Judicial Process	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 4301	Supervision of Criminal Justice Personnel	3
BCJ 4701	Criminal Justice Organization and Administration	3

Major Requirements—Group B

<i>Select 2 Courses Below</i>		
BCJ 4385	Workplace Security	3
BBA 3651	Leadership	3
BCJ 4001	Procedures in the Justice System	3
BCJ 4201	Race and Ethnic Relations	3
BCJ 4601	Criminal Justice Current Topics	3
BFS 4753	Terrorism Incident Management & Emergency	3
BCJ 2000	Introduction to Criminal Justice	3
BCJ 3150	Probation & Parole	3

Criminal Justice Administration Requirements 24

Professional Electives

Select any courses that have not been used to satisfy General Studies or Major Requirements.

Bachelor of Science in Environmental Management

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science Degree in Environmental Management provides students with a foundation in federal EPA and state environmental rules and regulations. In addition, students are presented concepts reviewing environmental principles, resource use and protection. Students enrolled in this program will acquire practical skills related to industrial waste, solid waste and hazardous waste management along with the appropriate techniques, technology and measures for minimizing air, soil and water pollution. The BS in Environmental Management program prepares students for employment in the corporate, industrial, consulting, or regulatory environmental compliance, control, or remediation professions.

1. Student will be able to apply fundamental concepts of environmental management to actual cases and situations experienced in the workplace.
2. Student will be able to critically evaluate prevailing EM best management practices as they relate to the efficacy of reducing violations of applicable environmental regulations.

3. Student will be able to compare and contrast the usefulness of various types of environmental technologies and techniques as they relate to hazard prevention and control.
4. Student will be able to assess and apply prevailing ethical codes, regulations and laws pertaining to workplace EM standards and regulations.
5. Student will be able to evaluate the efficacy of regulatory compliance vs. other management systems based on EM endeavors utilized in the workplace.
6. Student will be able to evaluate and apply the fundamentals and principles of workplace EM/hazardous material handling and storage regulations and management systems, hazard analysis and hazardous materials control technologies to the workplace.
7. Student will be able to evaluate the health effects of hazardous materials in the workplace and how to effectively deal with such hazards.
8. Student will be able to compare and contrast conflicting workplace management agendas and their impact on workplace exposure to hazardous chemicals in their workplace and the surrounding environment.
9. Student will be able to suggest means of allocating resources to minimize non-compliance with EM standards and workplace injuries, illnesses, or releases of hazardous chemicals or materials (minimize pollution) to the environment.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		
Select a minimum of 3 courses from this area to include:		
SLS 1000	Student Learning Success	9
Social and Behavioral Sciences		
Select a minimum of 2 courses from this area.		
Natural Sciences		
Select a minimum of 2 courses from this area.		
Mathematics		
MA 1140	Finite Math or Higher Level	3
History		
Select a minimum of 2 courses from this area.		
Written Composition		
EH 1010	English Composition I	6
EH 1020	English Composition II **	6

General Studies Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Environmental Management Requirements 36

Major Requirements—Group A 30

Course	Title	Semester Hours
BEM 3101	Environmental Science	3
BEM 3001	Environmental Law	3
BEM 3601	Waste Management	3
BEM 3501	Air Quality	3
BEM 3701	Hazardous Waste Management	3
BEM 3201	Environmental Assessment	3
BOS 3551	Environmental Issues	3
BOS 3640	Interactions of Hazardous Materials	3
BEM 4001	Pollution Prevention	3
BOS 4201	Toxicology	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

Major Requirements—Group B	6
<i>Select 2 courses from the list below or any two 3000 to 4000 BEM, BFS, or OSH Courses.</i>	
BEM 4301 Environmental Strategies	3
BOS 3651 Total Environmental, Health & Safety Management	3
BEM 4351 Environmental Technology	3
BFS 4753 Terrorism Incident Mgmt & Emergency Procedures	3
BOS 4025 OSHA Standards	3
BOS 4520 Risk Management	3
BOS 4301 Industrial Hygiene	3
BBA 3651 Leadership	3
BOS 3751 Training and Development	3

Professional Electives **24**

Select any courses that have not been used to satisfy General Studies or Major Requirements.

Bachelor of Science in Fire Science

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science Degree in Fire Science presents the theoretical foundations for leadership and administration of fire service organizations. Extending from a comprehensive curriculum of fire prevention and fire protection, the BS in Fire Science program takes a multi-professional approach to policy integration, management of organizations and human resources, and includes comprehensive academic preparation in specialized fire service equipment and apparatus applications. This field of study also extends legal frameworks to applied fire service settings and context. Students earning a bachelor’s degree in Fire Science will embark on an educational path of professional development to become leaders in the profession.

1. Student will be able to discuss and analyze fire service management styles and leadership theories used in the fire service.
2. Student will be able to identify and employ strategic planning in health and safety practices utilized in the fire service.
3. Student will be able to explain the legal frameworks involved in fire service situations and contexts.
4. Student will be able to compare the various methods of planning and evaluation of community fire threats.
5. Student will be able to explain the development and enactment of fire safety codes and examine the effects on fire prevention programs.
6. Student will be able to determine the public and organizational responsibilities for fire safety and prevention.
7. Student will be able to describe and assess the types of fire protection systems used in the fire service today.
8. Student will be able to identify and evaluate various types of extinguishing agents used for fire protection.
9. Student will be able to design pre-incident and post-incident plans and evaluate how they will ensure safe, efficient, and effective fire fighting activities.

10. Student will be able to compare how chemical and physical properties influence the behavior of materials involved in fires and hazardous materials incidents.
11. Student will be able to explain the unique fire behavior issues encountered by firefighters in various settings and how to effectively and safely assess each type of situation.
12. Student will be able to employ effective techniques used in fire investigation and hazardous materials management.

General Studies Requirements **36**

Course	Title	Semester Hours
Humanities and Fine Arts		6
<i>Select a minimum of 2 courses from this area to include:</i>		
SLS 1000	Student Learning Success	

Social and Behavioral Sciences		9
<i>Select a minimum of 2 courses from this area to include:</i>		
PS 2010	American State & Local Politics	

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

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

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

Written Composition		6
EH 1010	English Composition I	
EH 1020	English Composition II **	

General Studies Electives	24
<i>Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.</i>	

Fire Science Requirements **36**

Major Requirements—Group A **30**

Select 10 Courses Below

Course	Title	Semester Hours
BFS 3251	Introduction to Fire Protection	3
BFS 3345	Introduction to Fire Prevention	3
BFS 3601	Fire Prevention Organization and Management	3
BFS 3501	Advanced Fire Administration	3
BOS 3640	Interactions of Hazardous Materials	3
BFS 3820	The Community and the Fire Threat	3
BFS 4631	Management of Fire Incident Commands	3
BFS 4401	Legal Aspects of Fire Protection	3
BFS 4618	Incendiary Fire Analysis and Investigation	3
BFS 4753	Terrorism Incident Management & Emergency Procedures	3

Major Requirements—Group B **6**

Select 2 courses below or any two 3000 to 4000 BFS, BEM or BOS Courses

BOS 3125	Hazardous Materials Management	3
BFS 3480	Fire Department Safety Officer	3
BFS 3460	Fire Protection Systems	3
BFS 4153	Fire Department Health and Safety	3
BFS 3440	Building Construction For Fire Protection	3
BFS 3430	Principles of Fire Behavior	3
BFS 3470	Fire Protection Hydraulics and Water Supply	3

**Each of these courses requires a prerequisite. Please review the course descriptions and objectives for each course at www.columbiasouthern.edu/degree to determine the prerequisite requirement.

BFS 4432	Fire Prevention and Code Enforcement	3
BFS 4550	Industrial Fire Protection	3
BBA 3651	Leadership	3

Fire Science Electives 24

Professional Electives

Select any courses that have not been used to satisfy General Studies or Major Requirements, including DIR 3500.

Bachelor of Science in Occupational Safety and Health

Total Program Requirements	120
General Studies Requirements	36
General Studies Electives	24
Major Requirements.....	36
Major Electives.....	24

The Bachelor of Science in Occupational Safety and Health introduces the student to methods and skills necessary to develop a critical and practical understanding in the safety and health of people, the protection of the environment and protection of property. Through a comprehensive study of industry specific theories and scientific concepts, the student will be equipped to formulate informed, legally viable and ethical decisions in the performance of their professional duties. Students completing this program will acquire the ability to work with other professionals and disciplines in solving complex problems common to the corporate, governmental or the industrial workplace.

1. Student will be able to evaluate and apply fundamental OS&H concepts to actual cases and situations experienced in the workplace.
2. Student will be able to compare and contrast the usefulness of various types of hazard information as they relate to hazard prevention and control.
3. Student will be able to assess prevailing ethical codes, regulations and laws pertaining to workplace safety and health.
4. Student will be able to synthesize and evaluate existing OS&H regulations and recommendations relevant to their workplace.
5. Student will be able to apply the fundamentals and principles of workplace safety and health management systems, hazard analysis and hazard control technologies to the workplace.
6. Student will be able to evaluate the health effects of hazardous materials in the environment and/or the workplace and how to effectively deal with such hazards.
7. Student will be able to compare and contrast conflicting workplace management agendas and their impact on workplace safety.
8. Student will be able to assess the decision making process in relation to assuring occupational injuries and illnesses are minimized given the dynamics of their existing or potential workplace environment.

CSU's occupational safety and health degree programs meet the educational requirements mandated by the Board of Certified Safety Professionals for the Associate Safety Professional designation (ASP) and the Certified Safety Professional designation (CSP).

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts 9		
<i>Select a minimum of 3 courses from this area to include:</i>		
EH 3341	Technical Writing **	
SLS 1000	Student Learning Success	

Social and Behavioral Sciences	6
<i>Select a minimum of 2 courses from this area.</i>	

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

Mathematics	3
Must be MA 1140 Finite Math or Higher.	

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

Written Composition	6
EH 1010	English Composition I
EH 1020	English Composition II **

General Studies Electives 24

Courses can be taken from General Studies or any 2000–3000 level course offered at CSU.

Occupational Safety and Health Requirements	36
Major Requirements—Group A	30

Course	Title	Semester Hours
BOS 3001	Fundamentals of OSH	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3401	Construction Safety	3
BOS 3701	Industrial Ergonomics	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BFS 3345	Introduction to Fire Prevention	3
BOS 4025	OSHA Standards	3
BOS 4301	Industrial Hygiene	3
BOS 4201	Toxicology	3

Major Requirements—Group B	6
<i>Select 2 Courses Listed Below</i>	

BOS 3125	Hazardous Materials Management	3
BOS 4601	Accident Investigation	3
BOS 4520	Risk Management	3
BOS 4010	Safety Supervisor/Project Management	3
BBA 3651	Leadership	3
BOS 3301	Fleet Safety	3
BOS 3751	Training and Development	3

Occupational Safety and Health Electives 24

Professional Electives

Courses may be taken from the Fire Science Concentration or any professional program area offered at CSU. Any course not previously taken can be used to satisfy this elective.

BOS/Concentration Courses in Fire Science	12
<i>A Minimum of 4 Courses Must Be Completed</i>	

Course	Title	Semester Hours
BFS 3251	Introduction to Fire Protection	3
BFS 3501	Advanced Fire Administration	3
BFS 4401	Legal Aspects of Fire Protection	3

BFS 4432	Fire Prevention & Code Enforcement	3
BFS 4631	Management of Fire Incident Command Systems	3
BFS 4618	Incendiary Fire Analysis and Investigation	3
BFS 4753	Terrorism Incident Management and Emergency Procedures	3

Master of Science in Criminal Justice Administration

Total Program Requirements 37

The Master of Science Degree in Criminal Justice Administration design provides post-baccalaureate education to criminal justice professionals from various backgrounds enhancing their ability to analyze, comprehend, and resolve complex problems confronting the criminal justice system in a diverse community today. Court operations, corrections facilities, and law enforcement agencies actively encourage officers and other personnel to pursue criminal justice degrees as a means of gaining advanced training, improved salaries, and prestige in the field. Increasingly, federal, state, and local criminal justice operations employing criminal justice personnel, including law enforcement officers, corrections officers, and court personnel require college degrees as a condition of employment with promotion into higher-ranking leadership positions depending upon advanced degrees. This program promotes a commitment to continued scholarship and service among graduates as professional members of the Criminal Justice System thereby enhancing professionalism in a diverse community.

1. Student will be able to evaluate and explain the concepts of crime, criminal law, and criminology.
2. Student will be able to demonstrate the use of Word, Excel, PowerPoint, and other computer applications as well as evaluate the importance and use of the internet in criminal justice operations.
3. Student will be able to demonstrate knowledge and comprehension of, and evaluate why people commit crimes, how suspects choose victims, and why people become victims
4. Student will be able to apply knowledge and comprehension of public administration best practices in evaluating models representing proactive criminal justice administrations, administration policies, and strategies.
5. Student will be able to evaluate leadership in development, communication, and enforcement of criminal justice policies and procedures.
6. Student will be able to evaluate the variance in juvenile laws across America as well as the process of dealing with juvenile delinquency and status offenders.
7. Student will be able to examine, recognize, and classify the various research methods relied upon to gain direction for proactive criminal justice administration.
8. Student will be able to evaluate and explain the applicability of various aspects of U.S. Constitutional Law in respect to criminal justice operations.
9. Student will be able to examine and explain the role played by the Bill of Rights in criminal justice administration strategies and techniques.
10. Student will be able to analyze and evaluate the various segments of the judicial process as the suspect and his or her case moves through the judicial process to the point of sentencing or dismissal.

11. Student will be able to examine, recognize, and classify the various important facets of ethics in criminal justice operations and the relationship with the community.
12. Student will be able to evaluate and explain the different types of terrorism and criminal justice involvement in risk assessment and proactive measures to prevent and respond to terrorist activity.

Core Courses

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MCJ 5135	Theory of Crime and Criminology	3
MCJ 5078	Computer Applications for Criminal Justice Administration	3
MCJ 5390	Critical Analysis of Criminal Justice Administration	3
MCJ 5460	Juvenile Justice Administration and Delinquency	3
MCJ 5532	Research Methods in Criminal Justice Administration	3
MCJ 6150	Training and Development in Criminal Justice	3
MCJ 6230	Constitutional Law for Criminal Justice	3
MCJ 6257	Criminal Courts and Professional Ethics	3
MBA 6841	Public Budgeting	3
MCJ 6374	Special Topics in Criminology and Criminal Justice	3
MCJ 6453	Global Terrorism	3
MCJ 6530	Critical Analysis of Criminal Justice Public Policy	3

Master of Science in Emergency Services Management

Total Program Requirements 37
 Core Courses.....36
 OR 5000 Graduate Student Orientation 1

The Master of Science in Emergency Services Management emphasizes the development of managerial skills and a comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. The program is directed across the broad spectrum of professionals from criminal justice, homeland security, fire science, occupational safety & health and environmental management who require these leadership skills when faced with the management of natural or man-made disasters and catastrophes.

1. Student will be able to apply fundamental concepts of emergency services management to actual cases and situations experienced in a disaster event.
2. Student will be able to critically evaluate prevailing emergency services management practices as they relate to maintaining their response and recovery efforts in an environmentally safe and productive manner.
3. Student will be able to compare and contrast the usefulness of various types of emergency services management control techniques, and resources over the policies, procedures, and standards for their disaster preparedness plan environment.
4. Student will be able to assess prevailing ethical codes, governmental regulations and laws pertaining to emergency management mandates applicable to their responsibilities to

protect the public and the environment during times of natural or man-made disasters or catastrophes.

5. Student will be able to instruct other emergency services personnel about existing legal aspects of handling the emergency event.
6. Student will be able to evaluate the efficacy of regulatory compliance vs. other emergency management systems and resources based on various emergency management techniques that could be utilized in the preparedness or response to the emergency situation.
7. Student will be able to apply the fundamentals and principles of mitigation and preparedness when designing response plan management systems that will allow for efficient and effective response and recovery from emergency situations.
8. Student will be able to evaluate the usefulness and feasibility of traditional and state-of-the-art preparedness and prevention measures used in the response and recovery efforts in an emergency management situation.
9. Student will be able to evaluate the health effects of hazardous and toxic materials present in the environment of the disaster scene and workplaces for recovery workers and ensure that those workers are adequately protected in their response efforts and know how to adequately deal with such hazards.
10. Student will be able to compare and contrast conflicting priorities, hazards, and community needs and their impact on emergency services management efforts along with the applicable regulatory mandates that must be taken into account during the response and recovery stages of disaster.
11. Student will be able to suggest means of allocating applicable resources, planned preparedness programs, or creative new ways and means to enhance emergency services management efficiency and effectiveness wherever possible.
12. Student will be able to assess the decision making process in relation to assuring complete compliance with all applicable local, tribal, state and federal environmental mandates and reporting requirements given the dynamics of the local or regional disaster or catastrophe.

Emergency Services Management Requirements 37

Major Requirements 36
OR 5000 Graduate Student Orientation 1

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MOS 6801	Emergency Management	3
MSE 6201	Homeland Security	3
MCJ 6374	Special Topics in Criminology & Criminal Justice	3
MCJ 6453	Global Terrorism	3
MSE 5201	Advanced Fire Administration	3
MOS 5425	Advanced Toxicology	3
MSE 6301	Risk Management	3
MSE 5101	Legal Aspects of Emergency Services Management	3
MHS 5201	Weapons of Mass Destruction & Terrorism	3
MSE 5301	Interagency Disaster Management	3
MOS 5640	Advanced Interactions of Hazardous Materials	3
MSE 6701	Case Studies in Natural and Man Made Disasters	3

Master of Science in Occupational Safety and Health

Total Program Requirements 37
 Occupational Safety and Health Requirements 25
 Concentration..... 12

The Master of Science in Occupational Safety and Health program is designed to equip mid-career environmental, health, and safety professionals seeking to expand their management options across a wide range of manufacturing, consulting, governmental, or corporate interests. In the public and private sectors, the need for and benefits of occupational safety and health is an everyday part of life.

1. Student will be able to critically evaluate and apply safety and health regulations and recommendations to reduce workplace injury and illnesses.
2. Student will be able to evaluate and apply the decision making process in assuring occupational injuries and illnesses are minimized in the workplace environment.
3. Student will be able to plan and apply research techniques in investigating, analyzing, and controlling potential hazards in the workplace.
4. Student will be able to apply and assess the prevailing ethical codes, regulations and laws pertaining to workplace safety and health.
5. Student will be able to compare and contrast regulatory compliance and management systems to identify their impact on workplace safety.
6. Student will be able to discuss and apply human resource training and development techniques to effectively manage workplace settings and operations.
7. Student will be able to evaluate the effects of hazardous materials in the workplace and how to effectively deal with such hazards.
8. Student will be able to compare and contrast the various types of environmental regulations as they relate to hazardous prevention and control.
9. Student will be able to apply and appraise fundamental Occupational Safety and Health concepts to issues and situations experienced in the workplace.
10. Student will be able to apply the fundamentals and principles of workplace safety and health management systems, hazard analysis and hazard control technologies to the workplace.

CSU’s occupational safety and health degree programs meet the educational requirements mandated by the Board of Certified Safety Professionals for the Associate Safety Professional designation (ASP) and the Certified Safety Professional designation (CSP).

Occupational Safety and Health Requirements 37
Major Requirements 25

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MOS 5101	Safety and Accident Prevention	3
MOS 5201	Safety Engineering	3
MHR 6551	Training and Development	3
MOS 6701	Advanced Ergonomics	3
MBA 5652	Research Methods	3

COURSE DESCRIPTIONS

MOS 6301	Advanced Industrial Hygiene	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Advanced Toxicology	3

Students may select either the Occupational Safety and Health or the Environmental Management concentration.

Occupational Safety and Health Concentrations

Occupational Safety and Health Concentration Courses 12

Course	Title	Semester Hours
MOS 5525	ISO 14000	3
MBA 6301	Business Ethics	3
MOS 6625	System Safety Engineering	3
MOS 6801	Emergency Management	3

Environmental Management Concentration Courses 12

The Master of Science in Occupational Safety and Health with an Environmental Management concentration is designed to equip leaders, executives, and managers with the skills and knowledge necessary to create environmentally and economically sustainable organizations. With increases in consumption of global natural resources, businesses and governments must address environmental, safety, and health issues. In both the public and private sectors, the need for and benefits of environmental health protection and occupational safety and health are key in passing on sustainable ecosystems to future generations.

1. Student will be able to critically evaluate and apply safety and health regulations and recommendations to reduce workplace injury and illnesses.
2. Student will be able to evaluate and apply the decision making process in assuring occupational injuries and illnesses are minimized in the workplace environment.
3. Student will be able to plan and apply research techniques in investigating, analyzing, and controlling potential hazards in the workplace.
4. Student will be able to apply and assess the prevailing ethical codes, regulations and laws pertaining to workplace safety and health.
5. Student will be able to compare and contrast regulatory compliance and management systems to identify their impact on workplace safety.
6. Student will be able to discuss and apply human resource training and development techniques to effectively manage workplace settings and operations.
7. Student will be able to evaluate the effects of hazardous materials in the workplace and how to effectively deal with such hazards.
8. Student will be able to compare and contrast the various types of environmental regulations as they relate to hazardous prevention and control.
9. Student will be able to apply and appraise fundamental occupational safety and health concepts to issues and situations experienced in the workplace.
10. Student will be able to apply the fundamentals and principles of workplace safety and health management systems, hazard analysis and hazard control technologies to the workplace.
11. Student will be able to explain and evaluate the social and ethical issues associated with the management of solid and hazardous wastes.
12. Student will be able to analyze advanced air quality control management and practices.
13. Student will be able to explain and assess the importance of epidemiological and toxicological studies used to determine potential cause-effect relationships of industrial waste on the environment.

Course	Title	Semester Hours
MEE 5801	Industrial & Hazardous Waste Management	3
MEE 5901	Advanced Solid Waste Management	3
MEE 6201	Advanced Pollution Prevention	3
MEE 6501	Advanced Air Quality Control	3

College of Safety and Emergency Services Certificate Programs

Undergraduate Certificate Programs

Students complete four courses (12 semester hours) within a concentration to earn a Certificate at the bachelor level. For example, a student enrolled in the Certificate in Management program would complete four courses from the BSBA-Management concentration.

Graduate Certificate Programs

Students select four courses (12 semester hours) from a graduate concentration to earn a graduate level certificate in the concentration area.

Certificate Course

A one course certificate is available to enhance the skills and provide the knowledge graduates need to successfully develop, administer, and evaluate occupational safety & health programs. Students are trained not only to recognize occupational hazards, but also to assess their effect on health and to recommend remedial action. Students will examine workplace regulations affecting the industrial hygienist, and will become well versed with enforcement procedures and processes in occupational law and policy development.

Note: Certificate programs are not eligible for Federal Student Aid.

Undergraduate Certificate Programs

Fire Science Program

BFS 3251	Introduction to Fire Science
BFS 3501	Advanced Fire Administration
BFS 4401	Legal Aspects of Fire Protection
BFS 4432	Fire Prevention and Code Enforcement
BFS 4631	Management of Fire Incident Command Systems
BFS 4618	Incendiary Fire Analysis & Investigation
BFS 4753	Terrorism Incident Management & Emergency Procedures

Environmental Management Program

BEM 3001	Environmental Law
BEM 3101	Environmental Science
BEM 3201	Environmental Assessment
BEM 3501	Air Quality
BEM 3601	Waste Management
BEM 3701	Hazardous Waste Management
BEM 4001	Pollution Prevention
BEM 4301	Environmental Strategies
BEM 4351	Environmental Technology

Occupational Safety and Health Program

BOS 3001	Fundamentals of Occupational Safety and Health
BOS 3125	Hazardous Materials Management
BOS 3301	Fleet Safety
BOS 3401	Construction Safety
BOS 3525	Legal Aspects of Safety and Health
BOS 3640	Interactions of Hazardous Materials
BOS 3651	Total Environmental, Health & Safety Management
BOS 3701	Industrial Ergonomics
BOS 4010	Safety Supervisor
BOS 4025	OSHA Standards
BOS 4201	Toxicology
BOS 4301	Industrial Hygiene
BOS 4601	Accident Investigation

Graduate Certificate Programs**Environmental Management Program**

MEE 5801	Industrial & Hazardous Waste
MEE 6201	Advanced Pollution Prevention
MEE 5901	Advanced Solid Waste Management
MEE 6501	Advanced Air Quality Control

Occupational Safety and Health Program

MOS 5101	Safety and Accident Prevention
MOS 5201	Safety Engineering
MOS 5301	Fire Protection Technology
MOS 5425	Advanced Toxicology
MOS 5525	ISO 14000
MOS 6301	Advanced Industrial Hygiene
MOS 6625	System Safety Engineering
MOS 6701	Advanced Ergonomics
MOS 6801	Emergency Management

Certificate Course**Industrial Hygiene Management Certificate**

Topics within this certificate include:

- Introduction to Industrial Hygiene
- Toxicology Review
- Occupational Health Standards
- Airborne Hazards
- Sampling for Airborne Contaminants
- Indoor Air Quality
- Controlling Airborne Hazards
- Occupational Skin Disorders
- Occupational Noise Exposure
- Ionizing and Nonionizing Radiation
- Ergonomics and Temperature Extremes
- Selection and Use of Personal Protective Equipment

National Sheriffs' Association Center for Court Security and Jail Operations at CSU**Certificate in Court Security Operations**

Earn a National Sheriffs' Association (NSA) Certificate along with 12 college credit hours from Columbia Southern University (CSU) upon successful completion of the following four court security courses. These courses can also be used as electives in any CSU associates or bachelor's degree program.

BCJ 3450	Introduction to Court Security
BCJ 3451	Protecting Court Personnel
BCJ 3452	Physical Security
BCJ 3453	Court Security Supervision

Certificate in Jail Operations

Earn a National Sheriffs' Association (NSA) Certificate of Completion along with one college credit hour from Columbia Southern University (CSU) with successful completion of any of the three available online jail management courses listed below. Complete all three jail management courses and receive credit for the CSU BCJ 2002 Theory and Practices of Corrections course.

CJC 2050	Jail Operations Management
CJC 2051	First and Second Line Supervisor Training
CJC 2052	Jail Evacuation

Jail Manager Development

Filled with interactive video and engaging online jail training, the Jail Management Development (JMD) curriculum is designed specifically for sheriffs, jail administrators and supervisors. Critically operational and highly litigious courses include liability management, correctional law, personnel management and jail operations. Students earn a National Sheriffs' Association Certificate of Completion with the fulfillment of any of these courses.

Through the online training, jail administrators and supervisors will receive training to assist them in making their jails safer, more secure and protect against liability and adverse publicity.

XI. Gainful Employment Information

Cost of Attendance Disclosure

The Cost of Attendance (COA) information described in this document reflects a specific segment and/or academic program for a time period specified in the summary of the calculation methodology. These disclosed rates reflect historical outcomes and should not be relied on by anyone as an implicit or explicit representation or promise of COA for any student following completion of a program of study.

For per credit hour tuition rates, please refer to the tuition section of this catalog.

Cost of Attendance

Program	Cost of Attendance
Associate Degree Programs	
General Studies	\$12,120.00
Business	\$12,120.00
Criminal Justice	\$12,120.00
Fire Science	\$12,120.00
Occupational Safety & Health	\$12,120.00
Bachelor Degree Programs	
Business Administration	\$24,120.00
Criminal Justice Administration	\$24,120.00
Environmental Management	\$24,120.00
Fire Science	\$24,120.00
Health Care Administration	\$24,120.00
Hospitality & Tourism	\$24,120.00
Human Resource Management	\$24,120.00
Information Technology	\$24,120.00
Marketing	\$24,120.00
Occupational Safety & Health	\$24,120.00
Organizational Leadership	\$24,120.00
Psychology	\$24,120.00
Master Degree Programs	
Business Administration	\$9,925.00
Criminal Justice Administration	\$9,925.00
Emergency Services Management	\$9,925.00
Occupational Safety & Health	\$9,925.00
Organizational Leadership	\$9,925.00
Doctoral Degree Program	
Business Administration	\$18,420.00

On-Time Graduation Rates Disclosure

The on-time graduation rate information described in this document reflects the performance for a specific segment and/or academic program for a time period specified in the summary of the calculation methodology. These disclosed rates reflect historical outcomes and should not be relied on by anyone as an implicit or explicit representation or promise of future outcomes.

On-Time Graduation Rates			
Program	2007-2008	2008-2009	2009-2010
Associate Degree Programs			
General Studies	63%	96%	90%
Business	87%	86%	84%
Criminal Justice	74%	88%	85%
Fire Science	98%	98%	97%
Occupational Safety & Health	N/A	86%	90%
Bachelor Degree Programs			
Business Administration	91%	90%	88%
Criminal Justice Administration	93%	84%	90%
Environmental Management	90%	81%	91%
Fire Science	100%	99%	99%
Health Care Administration	93%	82%	90%
Hospitality & Tourism	100%	100%	100%
Human Resource Management	92%	100%	95%
Information Technology	100%	100%	97%
Marketing	100%	100%	100%
Occupational Safety & Health	93%	88%	93%
Organizational Leadership	N/A	N/A	100%
Psychology	N/A	100%	91%
Master Degree Programs			
Business Administration	71%	76%	83%
Criminal Justice Administration	90%	69%	80%
Emergency Services Management	N/A	N/A	N/A
Occupational Safety & Health	73%	75%	70%
Organizational Leadership	N/A	N/A	100%
Doctoral Degree Program			
Business Administration	N/A	N/A	N/A

Median Loan Debt Disclosure

The Median Loan Debt information described in this document reflects a specific segment and/or academic program for a time period specified in the summary of the calculation methodology. These disclosed rates reflect historical outcomes and should not be relied on by anyone as an implicit or explicit representation or promise of average loan debt for any student following completion of a program of study.

Title IV			
Program	2007-2008	2008-2009	2009-2010
Associate Degree Programs			
Business	\$2,227.00	\$2,535.00	\$3,353.00
Criminal Justice	\$0.00	\$2,255.00	\$4,655.00
Fire Science	\$0.00	\$5,779.00	\$2,328.00
Occupational Safety & Health	\$0.00	\$0.00	\$3,821.00
Bachelor Degree Programs			
Business Administration	\$0.00	\$4,972.00	\$2,971.00
Criminal Justice Administration	\$0.00	\$0.00	\$2,940.00
Environmental Management	\$0.00	\$3,409.00	\$2,977.00
Fire Science	\$0.00	\$0.00	\$2,756.00
Health Care Administration	\$0.00	\$2,074.00	\$3,099.00
Hospitality & Tourism	\$0.00	\$3,992.00	\$1,980.00
Human Resource Management	\$0.00	\$0.00	\$3,831.00
Information Technology	\$0.00	\$0.00	\$2,405.00
Marketing	\$0.00	\$0.00	\$4,430.00
Occupational Safety & Health	\$0.00	\$4,447.00	\$4,165.00
Organizational Leadership	N/A	N/A	N/A
Psychology	\$0.00	\$0.00	\$0.00
Master Degree Programs			
Business Administration	\$0.00	\$0.00	\$2,680.00
Criminal Justice Administration	\$0.00	\$0.00	\$4,165.00
Emergency Services Management	N/A	N/A	N/A
Occupational Safety & Health	\$0.00	\$5,059.00	\$5,116.00
Organizational Leadership	N/A	N/A	N/A
Doctoral Degree Program			
Business Administration	\$0.00	\$0.00	\$0.00

Private Loans			
Program	2007-2008	2008-2009	2009-2010
Associate Degree Programs			
Business	\$0.00	\$5,110.00	\$8,800.00
Criminal Justice	\$3,258.00	\$4,940.00	\$4,598.00
Fire Science	\$10,475.00	\$5,800.00	\$4,448.00
Occupational Safety & Health	\$0.00	\$0.00	\$6,105.00
Bachelor Degree Programs			
Business Administration	\$5,040.00	\$6,555.00	\$7,308.00
Criminal Justice Administration	\$7,759.00	\$6,728.00	\$8,510.00
Environmental Management	\$3,090.00	\$4,530.00	\$8,000.00
Fire Science	\$5,525.00	\$7,180.00	\$7,980.00
Health Care Administration	\$2,220.00	\$7,215.00	\$9,560.00
Hospitality & Tourism	\$1,110.00	\$0.00	\$5,745.00
Human Resource Management	\$0.00	\$9,975.00	\$10,609.00
Information Technology	\$0.00	\$6,258.00	\$0.00
Marketing	\$0.00	\$0.00	\$0.00
Occupational Safety & Health	\$4,650.00	\$7,793.00	\$8,058.00
Organizational Leadership	N/A	N/A	N/A
Psychology	\$0.00	\$6,025.00	\$5,090.00
Master Degree Programs			
Business Administration	\$5,610.00	\$6,840.00	\$6,930.00
Criminal Justice Administration	\$4,725.00	\$7,560.00	\$8,035.00
Emergency Services Management	N/A	N/A	N/A
Occupational Safety & Health	\$5,520.00	\$9,250.00	\$6,165.00
Organizational Leadership	N/A	N/A	N/A
Doctoral Degree Program			
Business Administration	\$0.00	\$0.00	\$0.00

Occupational Information Disclosure

The occupational information described in this document reflects the performance for a specific segment and/or academic program for a time period specified in the summary of the calculation methodology. These disclosed rates reflect historical outcomes and should not be relied on by anyone as an implicit or explicit representation or promise of future outcomes or median wages for any student following completion of a program of study. Numerous individual and market factors contribute to job pay scales and CSU has little or no control over many of these factors and, thus, cannot and does not guarantee or estimate the likelihood of employment or amount of wages to any student.

Program	CIP/SOC/SOP*
Associate Degree Programs	
Business	<p>52.0201 Business Administration and Management, General</p> <p>11-3051 - Industrial Production Managers http://www.onetonline.org/link/summary/11-3051.00</p> <p><i>Sample Job Titles:</i> Production Manager, Production Supervisor, Plant Manager, Manufacturing Manager, General Production Manager, Production Control Manager, Production Supervisor, Supervisor, Manufacturing Coordinator, Area Plant Manager</p> <p>11-3011 - Administrative Services Managers http://www.onetonline.org/link/summary/11-3011.00</p> <p><i>Sample Job Titles:</i> Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations</p> <p>11-1021 - General and Operations Managers General and Operations Managers http://www.onetonline.org/link/summary/11-1021.00</p> <p><i>Sample Job Titles:</i> Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)</p>
Criminal Justice	<p>43.0107 Criminal Justice/Police Science</p> <p>33-3021 Detectives and Criminal Investigators 33-3021.01 Police Detectives http://www.onetonline.org/link/summary/33-3021.01</p> <p><i>Sample Job Titles:</i> Detective, Fugitive Detective, Investigator, Police Detective, Narcotics Detective, Fugitive Investigator, Narcotics Investigator, Detective Sergeant, Detective Supervisor, Sex Crimes Detective</p> <p>33-3021.02 Police Identification and Records Officers http://www.onetonline.org/link/summary/33-3021.02</p> <p><i>Sample Job Titles:</i> Crime Scene Technician, Crime Scene Investigator, Criminalist, Forensic Specialist, Identification Technician, Latent Fingerprint Examiner, Latent Print Examiner, Identification Officer, Field Identification Specialist, Crime Scene Evidence Technician</p> <p>33-3021.03 Criminal Investigators and Special Agents http://www.onetonline.org/link/summary/33-3021.03</p> <p><i>Sample Job Titles:</i> Special Agent, Criminal Investigator, Investigator, FBI Special Agent</p> <p>33-3051 Police and Sheriff's Patrol Officers http://www.onetonline.org/link/summary/33-3051.01</p> <p><i>Sample Job Titles:</i> Police Officer, Patrolman, Patrol Officer, Police Sergeant, State Trooper, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Alcohol Law Enforcement Agent, Officer</p>

* CIP=Classification of Instructional Programs (CIP) Code [Source: NCES]; SOC=Standard Occupational Classification (SOC) Code [Source: O*NET]; SOP=Standard Occupational Profiles and Website Link [Source: O*NET]; Sample Job Titles=Sample Job Titles [Source O*NET]; Median Annual Wages (2009) [Source O*NET]

Program	CIP/SOC/SOP*
Criminal Justice <i>Continued</i>	<p><i>Associate Degree Programs Continued</i></p> <p>33-3051.03 Sheriffs and Deputy Sheriffs http://www.onetonline.org/link/summary/33-3051.03 <i>Sample Job Titles:</i> Deputy Sheriff, Deputy, Civil Division Deputy Sheriff, Sergeant, Canine Deputy (K-9 Deputy), Detective, Lieutenant, Civil Process Server, Investigator, Narcotics Detective</p> <p>33-9021 Private Detectives and Investigators http://www.onetonline.org/link/summary/33-9021.00 <i>Sample Job Titles:</i> Loss Prevention Officer, Loss Prevention Detective, Private Investigator, Investigator, Loss Prevention Agent, Loss Prevention Associate, Loss Prevention Investigator, Asset Protection Detective, Loss Prevention Specialist, Private Detective</p> <p>33-3011 Bailiffs http://www.onetonline.org/link/summary/33-3011.00 <i>Sample Job Titles:</i> Bailiff, Court Officer, Deputy Sheriff, Deputy Bailiff, Security Officer, Court Security Officer</p>
Fire Science	<p>33-2011 Firefighters</p> <p>33-2011.01 Municipal Fire Fighters http://www.onetonline.org/link/summary/33-2011.01 <i>Sample Job Titles:</i> Firefighter, Firefighter/Paramedic, Firefighter/EMT, Firefighter/EMT (Firefighter/Emergency Medical Technician), Fire Fighter, Fire Engineer, Fire Captain, Fire Fighter/EMT, Fireman, Fire Chief</p> <p>33-2011.02 Forest Fire Fighters http://www.onetonline.org/link/summary/33-2011.02 <i>Sample Job Titles:</i> Firefighter, Fire Fighter, Engine Boss, Forest Fire Warden, Forest Ranger, Wildland Firefighter, Forest Ranger Technician, Forestry Technician (Fire), Squad Boss, Fire Technician</p> <p>33-2021 Fire Inspectors and Investigators</p> <p>33-2021.01 - Fire Inspectors http://www.onetonline.org/link/summary/33-2021.01 <i>Sample Job Titles:</i> Fire Inspector, Fire Marshal, Fire Prevention Inspector, Fire Safety Inspector, State Fire Marshal, Fire Chief, Fire Prevention Specialist, Deputy Fire Marshal, Fire Official, Fire Protection Specialist</p> <p>33-2021.02 - Fire Investigators http://www.onetonline.org/link/summary/33-2021.02 <i>Sample Job Titles:</i> Fire Investigator, Fire Marshal, Arson Investigator, State Fire Marshal, Fire Lieutenant, Fire Chief, Fire Captain, Investigator, Chief Arson Division, Fire and Explosion Investigator</p>
Occupational Safety & Health	<p>15.0701 Occupational Safety and Health Technology / Technician</p> <p>29-9011 - Occupational Health and Safety Specialists</p> <p>29-9011.00 - Occupational Health and Safety Specialists http://www.onetonline.org/link/summary/29-9011.00 <i>Sample Job Titles:</i> Health and Safety Manager, Safety Specialist, Safety Consultant, Corporate Safety Director, Environmental Health and Safety Manager, Loss Control Consultant, Loss Control Representative, Risk Control Consultant</p>

Program

CIP/SOC/SOP*

Bachelor Degree Programs

Business Administration

52.0201 Business Administration and Management, General**11-3071 - Storage and Distribution Managers**

<http://www.onetonline.org/link/summary/11-3071.02>

Sample Job Titles: Warehouse Manager, Distribution Manager, Distribution Center Manager, Shipping Manager, Cold Storage Supervisor, Customer Service Manager, Distribution Operation Manager, Load Out Supervisor, Shipping Supervisor, Stores Supervisor

11-3051 - Industrial Production Managers

<http://www.onetonline.org/link/summary/11-3051.00>

Sample Job Titles: Production Manager, Production Supervisor, Plant Manager, Manufacturing Manager, General Production Manager, Production Control Manager, Production Supervisor, Supervisor, Manufacturing Coordinator, Area Plant Manager

11-3011 - Administrative Services Managers

<http://www.onetonline.org/link/summary/11-3011.00>

Sample Job Titles: Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations

11-2022 - Sales Managers

<http://www.onetonline.org/link/summary/11-2022.00>

Sample Job Titles: Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager

11-1021 - General and Operations Managers

<http://www.onetonline.org/link/summary/11-1021.00>

Sample Job Titles: Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)

13-1111 - Management Analysts

<http://www.onetonline.org/link/summary/13-1111.00>

Sample Job Titles: Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst

Criminal Justice Administration

43.0107 Criminal Justice/Police Science**33-3021 Detectives and Criminal Investigators****33-1012 First-Line Supervisors of Police and Detectives**

<http://www.onetonline.org/link/summary/33-1012.00>

Sample Job Titles: Police Sergeant, Police Captain, Police Lieutenant, Sergeant, Patrol Sergeant, Detective Sergeant, Chief of Police, Police Chief, Lieutenant, Police Shift Commander

33-3051 Police and Sheriff's Patrol Officers

<http://www.onetonline.org/link/summary/33-3051.01>

Sample Job Titles: Police Officer, Patrolman, Patrol Officer, Police Sergeant, State Trooper, Police Patrol Officer, Public Safety Officer, Law Enforcement Officer, Alcohol Law Enforcement Agent, Officer

Program	CIP/SOC/SOP*
Criminal Justice <i>Continued</i>	<p>33-3051.03 Sheriffs and Deputy Sheriffs http://www.onetonline.org/link/summary/33-3051.03</p> <p><i>Sample Job Titles:</i> Deputy Sheriff, Deputy, Civil Division Deputy Sheriff, Sergeant, Canine Deputy (K-9 Deputy), Detective, Lieutenant, Civil Process Server, Investigator, Narcotics Detective</p> <p>33-9021 Private Detectives and Investigators http://www.onetonline.org/link/summary/33-9021.00</p> <p><i>Sample Job Titles:</i> Loss Prevention Officer, Loss Prevention Detective, Private Investigator, Investigator, Loss Prevention Agent, Loss Prevention Associate, Loss Prevention Investigator, Asset Protection Detective, Loss Prevention Specialist, Private Detective</p> <p>33-3011 Bailiffs http://www.onetonline.org/link/summary/33-3011.00</p> <p><i>Sample Job Titles:</i> Bailiff, Court Officer, Deputy Sheriff, Deputy Bailiff, Security Officer, Court Security Officer</p>
Environmental Management	<p>03.0103 Environmental Studies</p> <p>19-2041 - Environmental Scientists and Specialists, Including Health</p> <p>19-2041.00 - Environmental Scientists and Specialists, Including Health http://www.onetonline.org/link/summary/19-2041.00</p> <p><i>Sample Job Titles:</i> Environmental Scientist, Environmental Specialist, Environmental Analyst, Environmental Protection Specialist, Hazardous Substances Scientist, Environmental Health and Safety Specialist, Environmental Manager, Research Environmental Scientist, Environmental Affairs Specialist, Environmental Health Specialist</p> <p>19.2041.03 Industrial Ecologists http://www.onetonline.org/link/summary/19.2041.03</p> <p>Study or investigate industrial production and natural ecosystems to achieve high production, sustainable resources, and environmental safety or protection. May apply principles and activities of natural ecosystems to develop models for industrial systems.</p>
Fire Science	<p>43.0203 Fire Science/Fire-Fighting</p> <p>33-1021 First Line Supervisors of Fire Fighting and Prevention Workers</p> <p>33-1021.01 Municipal Fire Fighting and Prevention Supervisors http://www.onetonline.org/link/summary/33-1021.01</p> <p><i>Sample Job Titles:</i> Fire Chief, Fire Captain, Fire Lieutenant, Fire Battalion Chief, Lieutenant Fire Fighter, Fire Marshal, Training Officer, Battalion Fire Chief, Shift Commander, Fire Suppression Captain</p> <p>33-2011 Firefighters</p> <p>33-2011.01 Municipal Fire Fighters http://www.onetonline.org/link/summary/33-2011.01</p> <p><i>Sample Job Titles:</i> Firefighter, Firefighter/Paramedic, Firefighter/EMT, Firefighter/EMT (Firefighter/Emergency Medical Technician), Fire Fighter, Fire Engineer, Fire Captain, Fire Fighter/EMT, Fireman, Fire Chief</p> <p>33-2021 Fire Inspectors and Investigators</p> <p>33-2021.01 - Fire Inspectors http://www.onetonline.org/link/summary/33-2021.01</p> <p><i>Sample Job Titles:</i> Fire Inspector, Fire Marshal, Fire Prevention Inspector, Fire Safety Inspector,</p>

Program	CIP/SOC/SOP* <i>Bachelor Degree Programs Continued</i>
Fire Science <i>Continued</i>	<p>State Fire Marshal, Fire Chief, Fire Prevention Specialist, Deputy Fire Marshal, Fire Official, Fire Protection Specialist</p> <p>33-2021.02 - Fire Investigators http://www.onetonline.org/link/summary/33-2021.02</p> <p><i>Sample Job Titles:</i> Fire Investigator, Fire Marshal, Arson Investigator, State Fire Marshal, Fire Lieutenant, Fire Chief, Fire Captain, Investigator, Chief Arson Division, Fire and Explosion Investigator</p>
Health Care Administration	<p>51.0701 Health/Health Care Administration / Management</p> <p>11-9111 - Medical and Health Services Managers</p> <p>11-9111.00 - Medical and Health Services Managers http://www.onetonline.org/link/summary/11-9111.00</p> <p><i>Sample Job Titles:</i> Office Manager, Nurse Manager, Health and Social Service Manager, Program Manager, Clinical Director, Director of Nursing, Medical Records Manager, Mental Health Program Manager, Nutrition Services Manager, Practice Administrator</p>
Hospitality & Tourism	<p>52.0901 Hospitality Administration/Management General</p> <p>11-9051 - Food Service Managers</p> <p>11-9051.00 - Food Service Managers http://www.onetonline.org/link/summary/11-9051.00</p> <p><i>Sample Job Titles:</i> Restaurant Manager, Food Service Manager, Food Service Director, Food and Beverage Manager, Banquet Manager, Food Service Supervisor, Restaurant General Manager, Catering Manager, Director of Food and Beverage, Kitchen Manager</p> <p>11-9081 - Lodging Managers</p> <p>11-9081.00 - Lodging Managers http://www.onetonline.org/link/summary/11-9081.00</p> <p><i>Sample Job Titles:</i> Front Office Manager, Hotel Manager, Resort Manager, Front Desk Manager, Night Manager, Director of Front Office, Rooms Director, Bed and Breakfast Innkeeper</p>
Human Resource Management	<p>52.1001 Human Resources Management / Personnel Administration, General</p> <p>11-3040 Human Resources Managers</p> <p>11-3040.00 - Human Resources Managers http://www.onetonline.org/link/summary/11-3040.00</p> <p><i>Sample Job Titles:</i> Human Resources Manager (HR Manager), Director of Human Resources, Human Resources Director (HR Director), Employee Benefits Manager, Human Resources Vice President, Employee Relations Manager</p> <p>13-1071 Human Resources Specialists 1</p> <p>13-1071.01 - Employment Interviewers http://www.onetonline.org/link/summary/13-1071.01</p> <p><i>Sample Job Titles:</i> Personnel Coordinator, Employment Representative, Employment Service Specialist, Staffing Coordinator, Workforce Development Officer, Employment Specialist, Placement Counselor, Staffing Director, Veterans Employment Representative, Workforce Specialist</p>

Program	CIP/SOC/SOP* <i>Bachelor Degree Programs Continued</i>
Human Resource Management <i>Continued</i>	<p>13-1071.02 - Personnel Recruiters http://www.onetonline.org/link/summary/13-1071.02 <i>Sample Job Titles:</i> Recruiter, Executive Recruiter, Human Resources Specialist (HR Specialist), Personnel Officer, Corporate Recruiter, Employment Specialist, Human Resources Director (HR Director), Employment Coordinator, Human Resources Coordinator, Human Resources Representative (HR Representative)</p> <p>11-3041 Compensation and Benefits Managers</p> <p>11-3041.00 - Compensation and Benefits Managers http://www.onetonline.org/link/summary/11-3041.00 <i>Sample Job Titles:</i> Benefits Manager, Compensation Manager, Human Resources Director, Compensation and Benefits Manager, Office Manager, Benefits Coordinator, Business Manager, Compensation Director, Corporate Controller, Director of Compensation</p> <p>13-1072 - Compensation, Benefits, and Job Analysis Specialists http://www.onetonline.org/link/summary/13-1072.00 <i>Sample Job Titles:</i> Compensation Analyst, Human Resources Specialist (HR Specialist), Human Resources Analyst, Personnel Specialist, Benefits Analyst, Benefits Specialist, Benefits Administrator, Benefits Manager, Human Resources Generalist, Compensation/Benefits Specialist</p> <p>11-3131 Training and Development Managers</p> <p>11-3042 Training and Development Managers http://www.onetonline.org/link/summary/11-3042.00 <i>Sample Job Titles:</i> Director of Education, Education and Development Manager, Manager of Staff Training and Development, Training and Development Coordinator, Training Director, Training Manager, Development Manager, Director of Educational Services, Director of Staff Development, Learning Manager</p> <p>13-1073 - Training and Development Specialists http://www.onetonline.org/link/summary/13-1073.00 <i>Sample Job Titles:</i> Corporate Trainer, Computer Training Specialist, Job Training Specialist, Management Development Specialist, Trainer, Training Coordinator, Training Specialist, E-Learning Developer, Technical Trainer</p>
Information Technology	<p>11.0103 Information Technology</p> <p>11-3021 - Computer and Information Systems Managers</p> <p>11-3021.00 - Computer and Information Systems Managers http://www.onetonline.org/link/summary/11-3021.00 <i>Sample Job Titles:</i> Information Technology Manager (IT Manager), Information Technology Director (IT Director), Information Systems Director (IS Director), Data Processing Manager, MIS Director (Management Information Systems Director), Information Systems Manager (IS Manager), Information Systems Supervisor (IS Supervisor), Computing Services Director, Director of Application Development, Technical Services Manager</p> <p>15-1071.01 - Computer Security Specialists http://www.onetonline.org/link/summary/15-1071.01 <i>Sample Job Titles:</i> Information Technology Specialist, Data Security Administrator, Information Security Analyst, Information Security Officer, Computer Specialist, Information Security Specialist, Information Systems Security Analyst, Computer Security Specialist, Information Security Manager, Information Technology Security Analyst</p>

Program	CIP/SOC/SOP*	Median Annual Wages (2009)
	<p><i>Bachelor Degree Programs Continued</i></p> <p>52.1401 Marketing / Marketing Management, General</p> <p>11-2011 - Advertising and Promotions Managers</p> <p>11-2011.00 - Advertising and Promotions Managers http://www.onetonline.org/link/summary/11-2011</p> <p><i>Sample Job Titles:</i> Advertising Manager, Promotions Director, Advertising Director, Classified Advertising Manager, Marketing Director, Account Executive, Retail Advertising Sales Manager, Advertising Sales Manager, Marketing and Promotions Manager, Marketing Manager</p> <p>11-2021 - Marketing Managers</p> <p>11-2021.00 - Marketing Managers http://www.onetonline.org/link/summary/11-2021.00</p> <p><i>Sample Job Titles:</i> Marketing Director, Marketing Manager, Vice President of Marketing, Business Development Manager, Marketing Coordinator, Account Supervisor, Business Development Director, Commercial Lines Manager, Commercial Marketing Specialist, Market Development Manager</p> <p>11-2022 - Sales Managers</p> <p>11-2022.00 - Sales Managers http://www.onetonline.org/link/summary/11-2022.00</p> <p><i>Sample Job Titles:</i> Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager</p> <p>19-3021 - Market Research Analysts</p> <p>19-3021.00 - Market Research Analysts http://www.onetonline.org/link/summary/19-3021.00</p> <p><i>Sample Job Titles:</i> Market Research Analyst, Market Analyst, Project Manager, Market Research Consultant, Client Service and Consulting Manager, Market Research Manager, Product Line Manager, Business Development Specialist, Client Services Vice President, Communications Specialist</p>	
Occupational Safety & Health	<p>15.0701 Occupational Safety and Health Technology / Technician</p> <p>29-9011 - Occupational Health and Safety Specialists</p> <p>29-9011.00 - Occupational Health and Safety Specialists http://www.onetonline.org/link/summary/29-9011.00</p> <p><i>Sample Job Titles:</i> Health and Safety Manager, Safety Specialist, Safety Consultant, Corporate Safety Director, Environmental Health and Safety Manager, Loss Control Consultant, Loss Control Representative, Risk Control Consultant</p>	
Organizational Leadership	<p>52.0213 Organizational Leadership</p> <p>13-1111 - Management Analysts</p> <p>13-1111.00 - Management Analysts http://www.onetonline.org/link/summary/13-1111.00</p> <p><i>Sample Job Titles:</i> Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst</p>	

Program	CIP/SOC/SOP*
Psychology	<p><i>Bachelor Degree Programs Continued</i></p> <p>30.1701 Behavioral Sciences</p> <p>30.1701 Behavioral Sciences</p> <p>19-3099.00 - Social Scientists and Related Workers, All Other http://www.onetonline.org/link/summary/19-3099.00</p> <p>All social scientists and related workers not listed separately.</p> <p>21-1099.00 Community and Social Service Specialists, All Other http://www.onetonline.org/link/summary/21-1099.00</p> <p>"All Other" titles represent occupations with a wide range of characteristics which do not fit into one of the detailed O*NET-SOC occupations. O*NET data is not available for this type of title.</p>
Master Degree Programs	
Business Administration	<p>52.0201 Business Administration and Management, General</p> <p>11-3071 - Storage and Distribution Managers</p> <p>11-3071.02 - Storage and Distribution Managers http://www.onetonline.org/link/summary/11-3071.02</p> <p><i>Sample Job Titles:</i> Warehouse Manager, Distribution Manager, Distribution Center Manager, Shipping Manager, Cold Storage Supervisor, Customer Service Manager, Distribution Operation Manager, Load Out Supervisor, Shipping Supervisor, Stores Supervisor</p> <p>11-3051 - Industrial Production Managers</p> <p>11-3051.00 - Industrial Production Managers http://www.onetonline.org/link/summary/11-3051.00</p> <p><i>Sample Job Titles:</i> Production Manager, Production Supervisor, Plant Manager, Manufacturing Manager, General Production Manager, Production Control Manager, Production Supervisor, Supervisor, Manufacturing Coordinator, Area Plant Manager</p> <p>11-2022 - Sales Managers</p> <p>11-2022.00 - Sales Managers http://www.onetonline.org/link/summary/11-2022.00</p> <p><i>Sample Job Titles:</i> Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager</p> <p>11-1021 - General and Operations Managers</p> <p>11-1021.00 - General and Operations Managers http://www.onetonline.org/link/summary/11-1021.00</p> <p><i>Sample Job Titles:</i> Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)</p> <p>25-1011 - Business Teachers, Postsecondary</p> <p>25-1011.00 - Business Teachers, Postsecondary http://www.onetonline.org/link/summary/25-1011.00</p> <p><i>Sample Job Titles:</i> Professor, Instructor, Business Professor, Business Instructor, Business Administration Professor, Management Professor, Faculty Member, Business Office Technology Instructor, Marketing Instructor, Marketing Professor</p> <p>11-1011 - Chief Executives</p> <p>11-1011.00 - Chief Executives http://www.onetonline.org/link/summary/11-1011.00</p> <p><i>Sample Job Titles:</i> Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Vice President, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Finance Vice President, General Manager, Operations Vice President</p>

Program	CIP/SOC/SOP* <i>Bachelor Degree Programs Continued</i>
Business Administration <i>Continued</i>	<p>13-1111 - Management Analysts 13-1111.00 - Management Analysts http://www.onetonline.org/link/summary/13-1111.00</p> <p><i>Sample Job Titles:</i> Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst</p>
Criminal Justice Administration	<p>43.0103 Criminal Justice/Law Enforcement Administration</p> <p>25-1111 Criminal Justice and Law Enforcement Teachers, Postsecondary 25-1111.00 Criminal Justice and Law Enforcement Teachers, Postsecondary http://www.onetonline.org/link/summary/25-1111.00</p> <p><i>Sample Job Titles:</i> Professor, Criminal Justice Professor, Sociology Professor, Instructor, Justice Professor, Law Professor, Faculty Member</p> <p>33-1012 First-Line Supervisors of Police and Detectives 33-1012.00 - First-Line Supervisors/Managers of Police and Detectives http://www.onetonline.org/link/summary/33-1012.00</p> <p><i>Sample Job Titles:</i> Police Sergeant, Police Captain, Police Lieutenant, Sergeant, Patrol Sergeant, Detective Sergeant, Chief of Police, Police Chief, Lieutenant, Police Shift Commander</p>
Emergency Services Management	<p>43.0302 Crisis/Emergency / Disaster Management</p> <p>13-1061 - Emergency Management Specialists 13-1061.00 - Emergency Management Specialists http://www.onetonline.org/link/summary/13-1061.00</p> <p><i>Sample Job Titles:</i> Emergency Planner, Emergency Management Coordinator, Emergency Management System Director (EMS Director), Emergency Preparedness Program Specialist, Emergency Preparedness Coordinator, Emergency Services Director, Emergency Management Consultant, Emergency Management Director, Emergency Management Program Specialist, Emergency Preparedness Specialist</p> <p>33-1012 First-Line Supervisors of Police and Detectives 33-1012.00 - First-Line Supervisors/Managers of Police and Detectives http://www.onetonline.org/link/summary/33-1012.00</p> <p><i>Sample Job Titles:</i> Police Sergeant, Police Captain, Police Lieutenant, Sergeant, Patrol Sergeant, Detective Sergeant, Chief of Police, Police Chief, Lieutenant, Police Shift Commander</p> <p>11-9199 - Managers, All Other 11-9199.00 - Managers, All Other http://www.onetonline.org/link/summary/11-9199.00</p> <p>All managers not listed separately.</p>
Occupational Safety & Health	<p>15.0701 Occupational Safety and Health Technology / Technician</p> <p>29-9011 - Occupational Health and Safety Specialists 29-9011.00 - Occupational Health and Safety Specialists http://www.onetonline.org/link/summary/29-9011.00</p> <p><i>Sample Job Titles:</i> Health and Safety Manager, Safety Specialist, Safety Consultant, Corporate Safety Director, Environmental Health and Safety Manager, Loss Control Consultant, Loss Control Representative, Risk Control Consultant</p>

Program	CIP/SOC/SOP* <i>Bachelor Degree Programs Continued</i>
Organizational Leadership	<p>52.0213 Organizational Leadership</p> <p>13-1111 - Management Analysts</p> <p>13-1111.00 - Management Analysts http://www.onetonline.org/link/summary/13-1111.00</p> <p><i>Sample Job Titles:</i> Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst</p>
Doctoral Degree Program	
Business Administration	<p>52.0201 Business Administration and Management, General</p> <p>11-9151- Social and Community Service Managers</p> <p>11-9151.00 - Social and Community Service Managers http://www.onetonline.org/link/summary/11-9151.00</p> <p><i>Sample Job Titles:</i> Program Director, Social Services Director, Program Manager, Vocational Rehabilitation Administrator, Adoption Services Manager, Children's Service Supervisor, Clinical Services Director, Community Services Block Grant/Outreach Social Worker (CSBG/Outreach Social Worker), Director of Child Welfare Services, Director of Social Services</p> <p>13-1051 - Cost Estimators</p> <p>13-1051.00 - Cost Estimators http://www.onetonline.org/link/summary/13-1051.00</p> <p><i>Sample Job Titles:</i> Estimator, Cost Estimator, Estimator Project Manager, Project Manager, Construction Estimator, Cost Analyst, Design Consultant, Operations Manager, Sales Engineer</p> <p>11-9021 - Construction</p> <p>11-9021.00 - Construction Managers http://www.onetonline.org/link/summary/11-9021.00</p> <p><i>Sample Job Titles:</i> Project Manager, Construction Manager, Construction Superintendent, Estimator, Managers Concrete Foreman, Construction Area Manager, Construction Foreman, General Contractor, Job Superintendent, Project Superintendent</p> <p>11-3071 - Storage and Distribution Managers</p> <p>11-3071.02 - Storage and Distribution Managers http://www.onetonline.org/link/summary/11-3071.02</p> <p><i>Sample Job Titles:</i> Warehouse Manager, Distribution Manager, Distribution Center Manager, Shipping Manager, Cold Storage Supervisor, Customer Service Manager, Distribution Operation Manager, Load Out Supervisor, Shipping Supervisor, Stores Supervisor</p> <p>11-3051 - Industrial Production Managers</p> <p>11-3051.00 - Industrial Production Managers http://www.onetonline.org/link/summary/11-3051.00</p> <p><i>Sample Job Titles:</i> Production Manager, Production Supervisor, Plant Manager, Manufacturing Manager, General Production Manager, Production Control Manager, Production Supervisor, Supervisor, Manufacturing Coordinator, Area Plant Manager</p> <p>11-3011 - Administrative Services Managers</p> <p>11-3011.00 - Administrative Services Managers http://www.onetonline.org/link/summary/11-3011.00</p> <p><i>Sample Job Titles:</i> Office Manager, Administrative Assistant, Administrative Coordinator, Administrative Officer, Administrative Manager, Administrative Specialist, Administrator, Business Administrator, Business Manager, Director of Operations</p> <p>11-2022 - Sales Managers</p>

Program	CIP/SOC/SOP*
Business Administration <i>Continued</i>	<p>11-2022.00 - Sales Managers http://www.onetonline.org/link/summary/11-2022.00</p> <p><i>Sample Job Titles:</i> Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager</p> <p>11-1021 - General and Operations Managers</p> <p>11-1021.00 - General and Operations Managers http://www.onetonline.org/link/summary/11-1021.00</p> <p><i>Sample Job Titles:</i> Operations Manager, General Manager (GM), Director of Operations, Plant Manager, Store Manager, Facilities Manager, Plant Superintendent, Vice President of Operations, Warehouse Manager, Chief Operating Officer (COO)</p> <p>25-1011 - Business Teachers, Postsecondary</p> <p>25-1011.00 - Business Teachers, Postsecondary http://www.onetonline.org/link/summary/25-1011.00</p> <p><i>Sample Job Titles:</i> Professor, Instructor, Business Professor, Business Instructor, Business Administration Professor, Management Professor, Faculty Member, Business Office Technology Instructor, Marketing Instructor, Marketing Professor</p> <p>11-1011 - Chief Executives</p> <p>11-1011.00 - Chief Executives http://www.onetonline.org/link/summary/11-1011.00</p> <p><i>Sample Job Titles:</i> Chief Executive Officer (CEO), President, Chief Financial Officer (CFO), Vice President, Chief Operating Officer (COO), Executive Director, Executive Vice President (EVP), Finance Vice President, General Manager, Operations Vice President</p> <p>13-1111 - Management Analysts</p> <p>13-1111.00 - Management Analysts http://www.onetonline.org/link/summary/13-1111.00</p> <p><i>Sample Job Titles:</i> Management Analyst, Business Analyst, Administrative Analyst, Employment Programs Analyst, Program Management Analyst, Quality Control Analyst</p>

XII. Course Descriptions

Unless otherwise noted, all courses are 3 semester hours.

AL 2000 American Literature I

Surveys American literature from its beginnings to 1865. Emphasis is placed on the literary, cultural, historical and philosophical forces that shaped these works and that are reflected in them.

Prerequisite—EH 1020: Composition II or equivalent

AL 2010 American Literature II

Surveys the emergence of modern American literature from the latter half of the 19th century through the social challenges experienced in the 20th century before and after World Wars I & II, and into the postmodern era that ushered in the 21st century.

Prerequisite—EH 1020: Composition II or equivalent

AR 1010 Art Appreciation

Provides a firm foundation of art appreciation based on the comprehension of basic artistic concepts including the formal elements and the principles of design through the study of the history of Western art from Prehistory to 15th-century Italy.

AST 2200 Explorations in Astronomy

Reviews the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent developments.

BBA 2010 Introduction to Business

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

BBA 2026 Organizational Communication

An in-depth study of the communication process as it pertains to modern organizations. Topics include communication responsibilities of managers, strategies involved in the communication process, methods of verbal and nonverbal communication in organizations, intercultural and international factors in the communication process, and conflict management.

BBA 2150 Business Mathematics

Presents various ways in which mathematics is utilized in a modern business. Develops basic mathematical operations, equations and percentages, then moves on to business-related math where learners examine mathematics as it is applied to such varied areas as business and retail operations and financial management. Demonstrated procedures to calculate and distribute profit and loss, calculate retail markup and markdown, compute simple and compound interest, compute the maturity value of a bank loan, and calculate the value of annuity funds.

BBA 2201 Principles of Accounting I

An introduction to accounting information for financial reports, including accounting concepts, analysis, interpretation of financial reports, with an emphasis on the operating and financial activities. Measures income and expense, working capital and investments in calculating performances and making business decisions. Emphasis is on corporations and fund-flow.

BBA 2301 Principles of Accounting II

Focuses on corporate accounting. Discusses how corporations are structured and formed, with an emphasis on corporate characteristics. Stocks, bonds, notes, purchase investments, and analysis of financial statements are included, as well as an in-depth look at managerial accounting. Statements of cash flow, budgets, and budget management are also examined.

Prerequisite—BBA 2201, Principles of Accounting I or equivalent

BBA 2401 Principles of Macroeconomics

Provides an understanding of macroeconomics as one of the most relevant and interesting subjects to study. Explains how public policy is formed and encourages a greater appreciation for how a modern economy functions. Economics is also emphasized as a practical tool for managerial decision-making.

BBA 2501 Principles of Microeconomics

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the affect this system has on business and individuals, especially in the making of decisions. Analyzes the foundations of economic reasoning and central key terms, laws, and concepts of economic analysis and understanding.

BBA 2551 Intercultural Management

Overview of the issues presented by U.S. population diversity. Review of the practical management functions necessary to develop global vision and management skills. Emphasis is placed on workplace issues related to employee diversity in terms of gender, race/ethnicity, socioeconomic class, and cultural background.

BBA 2651 Leadership

Presents principles of leadership and provides the information necessary to assess leadership styles in both social and work situations, and within a team based environment. Topics include leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

BBA 2926 Cost & Scheduling Basics

Explores the aspects of software project management related to project cost and schedule estimating. Provides an overview of these critical areas as well as an introduction to an automated estimating tool. Introduces a variety of tools available on the market and a detailed introduction to an example program utilized in class to provide background in this important skill area.

BBA 3201 Principles of Marketing

Introduction to the functions of marketing, building on the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing in a socially responsible way around the globe. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

BBA 3210 Business Law

Provides an analysis of business law and management skills. Learners gain knowledge of how public policy is formed and encourages a greater appreciation for modern organizational decision theory. Includes the study of general legal terms and applications utilized in managerial decision making. Explores the execution of contracts and the consequences of illegal agreements.

BBA 3221 Sales Management

A comprehensive, practical approach to sales management. Emphasis is placed on managing strategic account relationships, team development, diversity in the work force, sales force automation, and ethical issues. Explains various motivation techniques, leadership style and conflict management practices to create managerial decision making techniques in a variety of sales environments.

BBA 3241 Marketing Problems & Strategies

An overview of the strategic decision-making approach as applied to marketing management. Provides valuable insight into the application of a strategic decision making approach including the role that marketing plays in strategy development, market analysis techniques, and methods for developing, deploying, and controlling strategic marketing programs.

BBA 3301 Financial Management

Provides an analytical understanding of financial management, and builds upon the fundamental principles of elementary

accounting, economic principles, and the interrelationships underlying the techniques and data through which financial decisions are based. Students are presented with a cohesive, interrelated set of content, which merges fundamental principles into problem-solution techniques. Topics include financial analysis and planning, working capital management, capital budgeting process, and long-term financing.

Prerequisite— BBA 2150 Business Mathematics or equivalent

BBA 3331 Introduction to E-Commerce

A comprehensive overview of how firms compete in today's environment with a focus on strategic choices and the infrastructures affecting e-commerce including technology, capital, media, and public policy. The strategy formulation process is covered by focusing on its six interrelated decision areas: market opportunity analysis, business models, customer interface, market communications, implementation and metrics, as well as the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

BBA 3351 E-Commerce & Knowledge Management

Examination of the concept of knowledge and knowledge management life cycle. Overview of e-business and technical aspects of knowledge management.

BBA 3361 Online Communication & Behavior

An overview of the challenges and key concepts of communicating electronically in the new millennium. Addresses performance issues concerning proper etiquette, style, usage, tactics, and strategies for using it as a communication medium. Provides foundational knowledge for those who use e-mail as a communication tool in the workplace.

BBA 3371 Technology In Customer Relations

This course is an in-depth study of the management of customer relationships through technology and digital communication. Particular topics for the course include customer needs and behavior, formulating strategy, market segmentation, positioning, the introduction of new products, communication and selling. The course utilizes a case study approach in order to incorporate application and practice to theoretical bases.

BBA 3391 Information Technology Cost Analysis

An in-depth study of the economic issues facing technology driven companies. Analyzes properties of the Internet that impact traditional and online businesses; competitive and macro environments affecting Internet firms; and the role of the general manager in creating and maintaining a competitive advantage are presented.

BBA 3401 Entrepreneurship

Designed to explore learner's entrepreneurial instincts and aptitude. Reviews the significant role the entrepreneur plays in our capitalistic society. A research project exposes the learner to marketing research methods, marketing strategies, and the financial planning procedures needed to start a new venture.

BBA 3451 Organizational Theory & Behavior

A basic grounding in the principles of managing organizations and methods for improving management skills through

COURSE DESCRIPTIONS

knowledge of organizational behavior. Stresses the development of job-relevant skills and covers a wide range of behaviors. Areas of study can be applied to daily life.

BBA 3551 Information Systems Management

A comprehensive overview of the management of information systems and the combination of hardware, software, and people vital to the successful business operation. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

BBA 3602 Principles of Management

A comprehensive knowledge and understanding of the dynamics involved in managing modern organizations. The history of management and its impact on the modern manager will be explored. The functions and elements of management will be examined.

BBA 3620 Managerial Accounting

An introduction to concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions.

Prerequisite— BBA 2201 Principles of Accounting or equivalent

BBA 3626 Project Management Overview

An introduction to modern project management practices and techniques. Examines current terminology, definitions, and conventions along with the different objectives, roles, and responsibilities of individual project team members.

BBA 3651 Leadership

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

BBA 3826 Managerial Decision Making

An overview of the theory of decision-making including the process of rational decision-making and the various problems associated with making rational decisions. Ethics and fairness in decision-making are highlighted, as well as the various ways to improve decision-making both as an individual and as a member of a group.

BBA 4126 Project Planning

Provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist students with learning how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed within defined requirements.

BBA 4201 Financial Institutions

Presentation of the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions in the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

BBA 4226 Risk Management

A study of problem solving from managerial, consumer, and societal perspectives. Emphasizes both the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

BBA 4301 International Finance

Explores the new found importance and excitement of international financial management and highlights the new approaches in this field. Covers the theoretical foundations of international financial decisions, and the extensive applications of the theory to financial practice. The main objective is to develop critical thinking skills regarding the theory and practice of international financial management.

BBA 4326 Procurement & Contract Management

Investigates contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Examines the actions winning companies are utilizing to build successful partnerships, manage expectations, and build trust between organizations. Also investigates the contract management process, roles and responsibilities of team members, contracts and legal issues, e-procurement, and contracting methods.

BBA 4351 International Economics

An analysis of contemporary topics in international economics involving international trade, international finance, open market macroeconomics, international trade blocks, labor migration, and capital flows including those resulting from operations of multinational firms.

BBA 4426 International Management

A study of the challenges that confront the managers of organizations and individuals in global settings. Special focus on benefits from diversity that exist across international cultures, markets, economics, governments, and organizations. A general overview of the process and effect of internationalization in contemporary business.

BBA 4446 International Legal Operations

An examination of the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation, and disputer settlement. Reviews the most important international organizations, from the Bank of International Settlements to the World Trade Organization.

BBA 4653 International Trade

Provides a solid background of the key factors that influence international trade and the manner in which economic policy affects both trade flows and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

BBA 4751 Business Ethics

An introduction to business ethics. Part philosophy and part business, explores a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented. Corporate social responsibility is examined, as environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization are also explored.

BBA 4851 Production Management

An overview of production of goods and services in an efficient and effective business operation. Addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

BBA 4951 Business Policy & Strategy

An overview of strategic management. A practical, integrative model of the strategic-management process is introduced. Basic activities and terms in strategic management are defined, and the benefits of strategic management are presented. Important relationships between business ethics and strategic management are discussed.

BCJ 2000 Introduction to Criminal Justice

Examines the past, present, and future of the American criminal justice system with emphasis on the court system and changing philosophies of the American correctional system.

BCJ 2001 Theory & Practices of Law Enforcement

Presents the historical development of law enforcement, organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

BCJ 2002 Theory & Practice of Corrections

Provides a historical overview of theory and practices of convicted offenders with an emphasis on U.S. corrections, including institutional procedures, relevant technological innovations in security, and future innovation impact.

BCJ 2201 Juvenile Delinquency

Provides a historical overview of the American juvenile justice system from the development of the juvenile court, juvenile jurisdiction, and patterns of delinquency, including gangs, training schools, probation, aftercare, family, school, and related factors as well as intervention strategies.

Prerequisite—BCJ 2000, BCJ 2001, & BCJ 2002

BCJ 2501 Criminology

Explores the study of crime and crime causation theories, including traditional and modern approaches and emerging technological innovations as well as social policy.

Prerequisite—BCJ 2000, BCJ 2001, & BCJ 2002

BCJ 3150 Probation & Parole

Examines American probation and parole operations in relationship to state and federal systems. Students study jurisdiction issues, history, the relationship between theory and practice, and contemporary issues confronting probation and parole in America.

Prerequisite—BCJ 2002, Theory and Practices of Corrections

BCJ 3301 Judicial Process

Examines the American judiciary in relationship to state and federal criminal justice systems, including court structure, jurisdiction, judge selection, and judicial discretion as well as contemporary issues confronting federal, state, and local courts.

Prerequisite—BCJ 2000, BCJ 2001, BCJ 2002, BCJ 3450, BCJ 3451, BCJ 3452, & BCJ 3453

BCJ 3601 Criminal Law

Provides a study of the nature and foundations of U.S. criminal law. Students focus on evolution of statutory crimes in the United States, analysis of contemporary federal and statutory offenses, criminal conduct, criminal responsibility, criminal defenses, criminal liability, and elements of the crime.

Prerequisite—BCJ 2000

BCJ 3701 Criminal Investigation

Presents a study of the development of the investigative procedures and techniques from early practices to modern-day forensic science capabilities with an emphasis on leadership, investigation, and case preparations.

Prerequisite—BCJ 2000 & BCJ 3601

BCJ 3801 Criminal Evidence & Legal Issues

Examines the laws governing proof of facts involving evidence presentation in trials and common law. Students study practical application of the rules of criminal procedure in respect to evidence, burden of proof, presumptions, judicial notice, and basic functions of courts as the third facet of the criminal justice system.

Prerequisite—BCJ 2000 and BCJ 3701

BCJ 3950 Constitutional Law for Criminal Justice

An overview of the principles and practical analysis of significant case law applicable to the U.S. Constitution, emphasizing search and seizure, arrest, civil rights, related amendments, due process, and the judicial system.

Prerequisite—BCJ 2000 & BCJ 3601

BCJ 4001 Procedures in the Justice System

Focuses on U.S. Supreme Court interpretations of the U.S. Constitution in respect to rights of the accused. Students discuss Supreme Court decisions and identify the impact on the criminal justice system as well as study a historical overview of the procedures involved in moving a suspect through the criminal justice system.

Prerequisite—BCJ 2000 & BCJ 3301

BCJ 4101 Police & Community Relations

Examines the history of community policing, problem-oriented policing, community responsibilities, media relations, and evolving strategies. Students analyze criminal justice organizations including human resources management, research studies, environmental factors, centralized authority, and other issues.

Prerequisite—BCJ 2000 & BCJ 2001

BCJ 4201 Race & Ethnic Relations

Provides insight to the direction and improvement of criminal justice programs facilitating the creation of a mutually beneficial atmosphere between all races and ethnicity and the criminal justice system. Students address solutions to historical issues such as racial profiling, ethnic prejudices, and other areas of concern.

Prerequisite—BCJ 2000

BCJ 4301 Supervision of Criminal Justice Personnel

An overview of supervisor and middle management roles in criminal justice agencies with emphasis on the importance of inter-personal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.

Prerequisite—BCJ 2000 & BCJ 2001

BCJ 4385 Workplace Security

Examines the organization and management of the security function in industry and business including personnel protection, facility control, major asset protection, risk management and mitigation, and other issues.

Prerequisite—BCJ 2000

BCJ 4601 Criminal Justice Current Topics

A study of major aspects of the criminal justice system and providing an assessment of current issues such as globalization and advances in technology. Students analyze contemporary issues such as drug abuse, gang cultures, sex crimes, cyber crimes, community policing, juvenile crimes, prison and jail privatization, and community corrections challenges.

Prerequisite—BCJ 2000

BCJ 4701 Criminal Justice Organization & Administration

Defines and analyzes criminal justice system organizations including human resources planning and management, research studies, environmental factors, centralized authority, and other issues.

Prerequisite—BCJ 2000

BEM 3001 Environmental Law

Study of environmental law through an understanding of pollutants and governmental regulations. Examines the American Legal System, Environmental Protection Agency, and other agencies that regulate environmental policy.

BEM 3101 Assessing Environmental Science

Examination of major environmental issues using balanced scientific and social perspectives. Features interdisciplinary approach with case studies to illustrate existing and potential management, economic, technical, and policy solutions in regional, cultural, and historic contexts.

BEM 3201 Environmental Assessment

Analysis of environmental due diligence issues surrounding environmental assessments. Includes a study of site identification, site evaluation, historical perspectives, real estate transactions, and federal, state and local regulatory agency interactions.

BEM 3501 Air Quality

A comprehensive overview of air quality in regards to the science and management practices associated with modern air quality control systems. Emphasis is placed on the regulatory and technological management practices employed in achieving air quality goals and health protection concerns.

BEM 3601 Waste Management

Practical examination of the technical and regulatory complexities of municipal, hazardous, and industrial waste management. Includes special emphasis on basic environmental science and related technical fields.

BEM 3701 Hazardous Waste Management

Introduction to hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options. Includes relevant methods associated with hazardous wastes in the corporate, industrial, or municipal setting.

BEM 4001 Pollution Prevention

Review of the foundations in pollution prevention concepts and methods. Provides specific information on improved manufacturing operations, life-cycle assessment, design considerations, economics, sustainability issues, fugitive emissions, and material and resource conservation.

BEM 4301 Environmental Strategies

Analysis of fundamental concepts and strategies related to resource management, environmental stewardship, and sustainable development. Includes the introduction of economic and social decision-making, and development that does not sacrifice the environment.

BEM 4351 Environmental Technology

Practical examination of the basic principles of environmental technology. Emphasis is given to the application of these basic principles in alleviating environmental problems related to water supply, waste management, and pollution control.

BEM 4501 Hazardous Waste Regulation

BEM 4501 addresses hazardous waste concerns and the formulation of sound decisions regarding proper TSD options, reporting releases, and handling extremely hazardous substances and materials.

BFS 2010 The Anatomy & Physiology of Fire Service Leadership

Approaches the fundamentals of how an effective leader can interact with subordinates and superiors. Provides an in-depth analysis on the way effective leaders use verbal and nonverbal communication in various scenarios.

BFS 3251 Introduction to Fire Protection

Provides a comprehensive overview of fire protection, career opportunities in fire protection and related fields, fire loss analysis, and an orientation to the philosophy and history of fire protection and fire services.

BFS 3345 Introduction to Fire Prevention

Opportunity to study the fundamentals and latest information on fire prevention practices and procedures. Addresses both the public and organizational responsibilities for fire safety and prevention.

BFS 3430 Principles of Fire Behavior

Provides an understanding of the basic principles of fire chemistry, the process of fire combustion, fire behavior and examination of the effects of fire behavior on the safety of individual firefighters and categorizes the components of fire, and explains the physical and chemical properties of fire.

BFS 3440 Building Construction for Fire Protection

Overview of building construction, building types, designs of structures, and a knowledge of building construction in relation to firefighting.

BFS 3460 Fire Protection Systems

Provides basic principles on fire protection systems, system components, sprinklers, water spray, water mist, standpipe, and ultra high-speed water spray systems.

BFS 3470 Fire Protection Hydraulics & Water Supply

Provides a foundational understanding of the use of water in fire protection, applies hydraulic principles to analyze and solve water supply problems.

Prerequisite—MA 1150

BFS 3480 Fire Department Safety Officer

Focus on the laws, regulations, and standards that affect safe operations, employee safety, and healthy work environments.

BFS 3501 Advanced Fire Administration

Deals with organization and management of a fire department and the relationship of government agencies to fire service. Emphasizes fire service leadership from the perspective of the Company Officer.

BFS 3601 Fire Prevention Organization & Management

Advanced study of modern management and planning techniques that apply to organizing a fire department, topics include community risk reduction, codes and standards, inspections, plans review, incident investigation, fire-prevention research, and the relationship of master planning to fire prevention.

BFS 3820 The Community & the Fire Threat

Provides an overview of the comprehensive approach to fire prevention within the community. Covers strategic planning and community programs as it relates to fire safety prevention and terrorist incidents. Explores the plan review process, code development, code enforcement, fire investigation, and evaluating prevention programs.

BFS 4153 Fire Department Health & Safety

In-depth study of basic concepts of occupational health and safety as it relates to emergency service organizations.

BFS 4401 Legal Aspects of Fire Protection

Introduction to the basic principles and terms of law, discusses various legal actions against people or organizations charged with fire protection duties, comprehend various statutes, regulations, and cases that are the framework of the law.

BFS 4432 Fire Prevention & Code Enforcement

Focus on fire prevention through inspection, code enforcement, the use of model building and fire prevention codes, including detailed information on the legal, economic, and political aspects of the fire inspection process.

BFS 4550 Industrial Fire Protection

Examines fire prevention and protection within business and industrial environments. Exploration of the control of hazards including smoking, housekeeping, electrical, flammable and combustible liquids, flammable gases, welding, and cutting.

BFS 4618 Incendiary Fire Analysis & Investigation

Examines the dynamics of ignition, flame spread, and room fire growth and explores all phases of fire and explosion investigation, financial management, and other fire department functions related to incendiary fire analysis and investigation.

BFS 4631 Management of Fire Incident Commands

Provides a management-oriented focus that progresses from pre-incident preparation to systematically managing an incident. Applies the concepts involved in the development and deployment of an on-scene strategic or tactical plan.

BFS 4753 Terrorism Incident Management & Emergency Procedures

Examines the philosophies and tactics of terrorist groups, and discusses emerging terrorism trends. Also, covers the study of terrorism methodology, terrorist incident response, and managing the consequences of terrorist events.

BHA 3002 Health Care Management

Introduction to the field of modern healthcare management through a systematic analysis of the important areas of concern to the healthcare manager. Topics covered include the planning process and how planning is used in healthcare administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

BHA 3202 Standards for Health Care Staff

Introduces the present health care system. Provides standards for health care organizations, such as corporate compliance and professionalism. The course also provides standards for health care organizations, such as corporate compliance and professionalism.

BHA 3401 Health Unit Coordination

Prepares students for future health care management roles across a variety of disciplines. Emphasizes the practical aspects of key theoretical concepts through case studies, examples, and exercises based on real-world health care scenarios.

BHA 3501 Community Health

Provides practical guidance for the student of community health, health education or health promotion about the design, development, and evaluation of programs in the community.

BHA 3801 Critical Issues in Health Care

An overview of the nature of the health care system, factors influencing the distribution of health care, mainstream and alternative health manpower, the social distribution and meaning of illness in the United States. Topics including bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress, and mental illness are covered.

BHA 4001 Budgeting in Health Care

Provides an overview of financial management in health care organizations. The subject matter covers the many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment.

BHA 4053 Financial Management in Health Care Administration

Introduces many financial management aspects in health care organizations by covering many considerations and factors affecting the financial aspects of providing health care in today's dynamic and competitive environment. Students learn the different types of budgets and how they are utilized.

BHA 4101 Quantitative Methods of Health Care

Explores the need for and use of quantitative methods in the health care environment. Quantitative analysis provides a proven mathematical format for health care leaders to make the practical decisions necessary to provide care for the burgeoning number of patients while balancing financing options and restraints.

BHA 4201 Health Care Law

Provides background and legal principles for problems concerning our health care delivery system. Focuses on professional regulation and the managed care and hospital certification programs that impact professional practice. Designed to prepare clinical and administrative health care personnel for the challenges of understanding today's important issues—from handling patient records and avoiding malpractice to abortion, AIDS, and the right to die.

BHM 3010 Introduction into Hospitality

Introduction to the hospitality industry and various industry segments such as restaurants, hotels, attractions, and other businesses and organizations that serve individuals as they meet, visit, or celebrate. Includes study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

BHM 3020 Introduction into Tourism

Exploration of hospitality and tourism from a business context. Focuses on the business issues of tourism, taking into account the roles of travel agents, the importance of transportation modes, differing accommodation types, destinations and attractions management, food and beverage operations, and the diversity of this worldwide industry.

BHM 3890 Accounting for Hospitality & Tourism

Examination of external environmental financial concepts that are vital to decision making within an organization in the hospitality and tourism industry. Analysis and discussion of cost behavior, operating leverage, profitability, planning and budgeting, capital investments, financial statements, and cash flows.

BHM 4100 Facilities Management & Design in Hospitality & Tourism

Examination of hospitality property management and design. Includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

BHM 4300 Legal Aspects of Hospitality & Tourism

Overview of federal, state, and local laws that apply to the hospitality industry. Focuses on how Federal Law affects hiring, firing, employment conditions, and the day-to-day operations of a business in the hospitality industry.

BHM 4400 Resort Management & Operations

Presentation of the resort industry and the unique issues and problems of resort management and operations. Includes activity programming, guest safety and security, and corporate and meeting planning. Examines the hiring and management of seasonal employees.

BHM 4680 Marketing for Hospitality & Tourism

Study of marketing as one of the most exciting and complex functions of a hospitality and tourism manager. Combines knowledge of the market's behavior, a tailored product-service mix, and appropriate sales techniques to demonstrate that the marketing function represents one of the operation's best chances for success.

BHR 3301 Compensation & Benefits

Provides comprehensive knowledge and understanding of the dynamics involved in compensating employees for services rendered in a modern organization. Focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay structures, and pay administration.

BHR 3352 Human Resource Management

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focuses on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

BHR 3551 Human Relations & Development

Examines interpersonal relations within organizations and provides methods for improvement of interpersonal skills. Methods to enhance teamwork are explored along with experimental activities and case studies.

BHR 3565 Employment Law

Provides a working knowledge of federal legislation and regulations affecting employers. Introduces a simple approach to employment law with a foundation of legal principles explained in the layperson's language. A consistent theme of the course is employer awareness of protected classes.

BHR 4350 Collective Bargaining

Examines the historical and legal basis for labor relations and collective bargaining in the United States. Changes in the application of labor laws due to court decisions, NLRB rulings, and changes in the environment of union and management relations are covered throughout the course. Includes the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

BHR 4501 International Human Resource Management

Examines three broad areas of international human resource management by examining human behavior within organizations from an international perspective; comparing and analyzing HRM systems in various countries and regions of the world; and focusing on key aspects of HRM systems in multinational firms.

BHR 4601 Staffing Organizations

Provides a study with regard to external influences, support activities, staffing specific activities, and the staffing system management process. Specific areas covered in the course include staffing models, the labor market and unions, employment law, job analysis and planning, sources of recruitment and selection, and staffing decision-making.

BHR 4680 Training & Development

Provides an organizational development model in human resource management to prepare professionals to train and develop people throughout the career continuum in the international arena. Presents an overview of mentoring and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

BIO 1030 Biology I

Introduces all major areas of general biology. Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

BIO 1040 Biology II

Introduces all major areas of general biology as a continuation of Biology I. Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

Prerequisite—BIO 1030: Biology I

BIO 1100 Non-Majors Biology

Study of the principles of biology including the scientific method, cell theory, cellular process, theories of heredity and evolutionary theory, ecology, human physiology, and a survey of the diversity of organisms.

BOS 3001 Fundamentals of Occupational Safety & Health

Overview of regulations and issues in the occupational safety and health profession. Examines the underlying cause mechanisms of health and safety hazards, along with recordkeeping standards and analysis of injury and illness statistics.

BOS 3125 Hazardous Materials Management

Study of information needed by responders to HAZMAT incidents as required by OSHA and recommended by NFPA. Assesses the three levels of training, First Responder Awareness Level, First Responder Operational Level, and Hazardous Material Technician.

BOS 3301 Fleet Safety

Comprehensive study of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety, shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet among others.

BOS 3401 Construction Safety

Exploration of the OSHA regulations and related safety practices governing the construction industry. Provides an analysis of the high incident/accident rates in the construction industry and how it contributed to the passage of the OSH Act in 1970. Practical examples of how to apply on-the-job construction safety and health programs and policies are presented.

BOS 3525 Legal Aspects of Safety & Health

A comprehensive study of the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). Review of employer's legal responsibilities and proactive measures to ensure compliance with OSHA's General Duty Clause.

BOS 3551 Environmental Issues

Examination of environmental topics from opposing philosophical and practical sides. Topics include the global environment, current and future energy issues, sustainability development, and the viability of green initiatives.

BOS 3640 Interactions of Hazardous Materials

A systematic analysis of how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts common to hazardous chemicals with an emphasis on how some key elements, compounds and mixtures are inherently dangerous.

Prerequisite—CHM 1030

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BOS 3651 Total Environmental, Health & Safety Management

A comprehensive study of the essential component needed in developing an effective safety management system. Examines the cultural aspects of integrating total safety management into all levels of an operation.

BOS 3701 Industrial Ergonomics

Review of the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

BOS 3751 Training & Development

Practical examination of organizational development models in human resource management. Designed for training and development organizational leaders who are focused on continually improving human and organizational performance.

BOS 3851 Safety Project Management

Analysis and discussion of the particular discipline imposed by project management practices, providing relief to the new project manager who is overwhelmed by the new level of responsibility. The text's practical, day-to-day approach explains in simple, achievable methods, and the challenges real project managers face daily.

BOS 4010 Safety Supervisor

Overview of the tools needed to understand and deal with the unique role and project management responsibilities of safety supervisors and safety project managers. Various sample forms as presented by the National Safety Council are included along with case study scenarios for student review and commentary.

BOS 4025 OSHA Standards

An exploration of Federal OSHA standards found in 29 CFR 1902, 1903, 1904, and 1910 regulations. Emphasizes the application of OSHA standards and the basic principles involved in Federal regulatory compliance.

BOS 4201 Toxicology

Exploration of the basic principles associated with the toxic effects of chemicals on the living organism while examining the regulatory aspects and applications of toxicology in the workplace. Among the topics covered are the potential adverse effects of drugs, pesticides, food additives, and industrial chemicals.

Prerequisite—MA 1150, BIO 1030 and BIO 1040 or BIO 1100

BOS 4301 Industrial Hygiene

Introduction to the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

Prerequisite—CHM 1030; MA 1150

BOS 4520 Risk Management

Examination of risk management principles in the context of safety and health management. Means to implement risk

management systems are presented through a review of best practices principles balanced by the organizations taking opportunistic and speculative risks.

BOS 4601 Accident Investigation

Study of integrating accident or near miss investigations as an effective, practical, and even a profitable, management tool. Incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

BOS 4725 Process Safety Management

Discusses the major components that contribute to an effective process safety management program by providing methods to measure performance, facilitate metrics, integrate various roles of an organization into a process safety program, meet regulatory requirements, and not only establish, but maintain a safety culture.

BSL 4000 Managing Diversity in Organizations

Presentation of the personal and organizational implications of increasing workforce diversity. Exploration of the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. Examination of the managerial implications of increasing cultural diversity in organizations, and the orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organization change.

BSL 4040 Communication Skills for Leaders

Study of the importance of professionalism in all types of communications, with emphasis on writing and presentation skills. Exploration of the factors contributing to group effectiveness; how to communicate effectively, regardless of the medium or situation; and to the development of skills in working effectively as a member of a group or project team.

BSL 4060 Team Building & Leadership

Review of important issues relating to leadership. Analysis and discussion of leadership styles in both social and work situations and how to use this information when making business decisions within a team-based environment. Includes leadership communication styles, the power of leaders, situational leadership, creativity and leadership, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

BSL 4080 Creative Thinking & Problem Solving

An in-depth study of creative thinking and problem solving techniques that are essential for organizational leaders. Causal, deductive, and inductive arguments are described as well as the use of persuasion. Moral, legal, and ethical reasoning are also covered.

BSL 4160 Negotiation/Conflict Resolution

Studies the development of the communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is explored.

BSM 2701 Sociology of Sport

Analysis and discussion of how sociology can be used to study sport in society. Focuses on sports and sport-related behaviors

as they occur in social and cultural contexts, and uses concepts, theories, and research as tools that enable students to examine sports as a part of culture.

BSM 2801 Sport Marketing

Examines the theoretical and practical implications of marketing in the sports industry by presenting a framework to help explain and organize the strategic marketing process. Offers a growing appreciation on the globalization of sports and an understanding of the ethical issues emerging in sports and their impact on sport marketing decisions.

BSM 3901 Sport Fund Raising

Discusses the theory and practice of fundraising in sports related fields and provides specific, helpful ideas and plans for conducting fundraising activities in sports business. Combines the fundraising theory and practical advices so learners can organize and develop fundraising plans.

BSM 4001 Sport Facilities

Examines the planning and design process as applied to all types of recreation and sport facilities. Includes the exploration of common facility components, playing fields and courts, history of the CFE and facility design standards, site selection and development phases, facilities planning for safety and risk management, and development of ancillary areas.

BSM 4101 Sport Administration

Principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Includes key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

BSM 4201 Sport Financing

Explains the financial history and record of a publicly traded corporation, analyzes balance sheets, income statements, pro forma budgets, and numerous other financial statements and records. Analysis and discussion of the unique qualities that makes sport financing different from other types of financial management.

BSM 4301 Sport Legal Liability & Risk Management

Study of the legal implications of tort, liability law, and risk management in sports related fields. Provides specific law terminology, issues, cases, and decisions that have been addressed by the American legal system. Presents an overview of the legal system, an introduction to conducting legal research, an explanation of the role of arbitration as an alternative to litigation, and an examination of the role of practical risk management programs in sport fields.

CHM 1030 General Chemistry I

Introduction of core chemical concepts to help the student acquire a long-term, meaningful understanding of the basic principles and relevant connections to those principles operating in everyday life.

Prerequisite—MA 1150: Algebra I or equivalent

CHM 1040 Chemistry II

Completes the overview of chemistry. Topics covered include mole concept and stoichiometry; gaseous state and chemical bonding; acids and bases; and chemical equilibrium.

Prerequisite—MA 1150: Algebra I or equivalent and CHM 1030: General Chemistry I

Industrial Hygiene Management Certificate

This undergraduate course provides an introduction to the practice of industrial hygiene. It covers the history, regulations and the basic principles involved. A practical understanding of industrial hygiene standards, and measurements enforced by the federal Occupational Safety and Health Administration, (OSHA) as well as sources of recommended standards and practices are emphasized. Students are introduced to topics, material, and computations concerning appropriate toxicology and occupational health and safety standards. In addition, airborne contaminants and indoor air quality are examined. Discussion of noise and radiation exposures, as well as ergonomic issues and the effects of temperature extremes are analyzed. The use of proper personal protective equipment is presented and discussed.

CM 1010 Business Communication

Fundamentals of effective oral and written communication unique to business and technology. Teaches the skills necessary for effective business communication, including the writing of business memos, letters and reports, and career, oral and global communications.

CS 1010 Computer Essentials

Explores computer literacy topics in a very basic, hands-on environment. Presents the fundamentals of computer hardware and software, the Internet, operating systems, and current application software within Microsoft Office Suite. Does not require a PC with Windows. Does require Microsoft Office. Contact your instructor BEFORE purchasing or loading any software.

DBA 7000 Student Orientation

Consists of four parts; review questions on the contents of the Doctoral Student Handbook, writing skills, critical thinking skills, and computer capability. Successful completion of this course is part of the admission requirements to the doctoral program.

Prerequisite—To have been accepted into the DBA program

DBA 7035 Business, Government & Society

Examines the complex interface between public and private business sectors and explores the role of business administration in contemporary society through examination of theoretical foundations, ethical dilemmas, and political environments within historical and global comparative contexts. Learners engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors. Case studies are provided for practical understanding of the techniques for managing business relations at the local, state, federal, and multinational levels. Learners explore advanced analytical and strategic business skills related to government regulation, politics, ethics, and corporate social responsibility. Specific subject areas include conceptual analysis and critique of bureaucracy; the development of management theory and subsequent

COURSE DESCRIPTIONS

application to the public and private sectors; organizational design, behavior and change; decision making models and group dynamics; administrative leadership; and the legal foundation of business administration.

Prerequisite—To have been accepted into the DBA program.

DBA 7180 Managerial Economics & Business Theory

Provides a cross-functional framework for analyzing organizational problems, examines economic research, and applies research inferences to decision making. Integrates the topics of strategy and organizational architecture to explore the theory of business and environmental management. Investigates corporate policy, finance, accounting, marketing, information systems, operations, compensation, and human resources, and focuses on the interrelationships and coordination needs to do business. Explores the theoretical roots of competing policy options and assesses implications of business decisions and various regulations as they affect the productivity and overall performance of the private sector.

Prerequisite—To have been accepted into the DBA program.

DBA 7240 Doctoral Writing & Inquiry into Research

Examines the basic principles and techniques of doctoral scholarship, and offers an overview of the development of theory and research logic, explores the relationship between theoretical and empirical constructs, and provides a wide variety of specific research methodologies, including the scholarly publication process. Learners study the principles of the scientific method and research design techniques common to both qualitative and quantitative research, including sampling methods and data collection techniques. Material includes examination of various research methods including electronic searches and retrieval methods. Students learn to critically read research papers and articles, and are introduced to the writing techniques necessary to produce expository and analytical papers to the standards of publishable work.

DBA 7310 Statistics for Business Decisions & Research

Emphasizes practicality and flexibility in its approach to augmenting business decision-making. A practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve the question at hand. Interpretation is stressed by providing students with MS Excel spreadsheets that allow for what-if analyses. By changing input parameters, students can see for themselves how statistics works. Flexibility is offered in the course by providing students with alternative solution techniques.

DBA 7420 Organizational Behavior & Comparative Management

A comparative study of organizational theory and behavior with attention to both historical and contemporary contexts. Combines a critical review and analysis of current theory and research on complex organizational structures, processes, and performance applications. Topics include classical management theory, human relations perspectives, institutional theory, comparative organizational designs, change processes, and organizational-environmental interaction.

DBA 7553 Human Resource Management

Provides an introduction to theoretical, applied, and professional issues associated with the management of human resources within organizations. The course seeks to familiarize students with facets of the human resource management function, and to explore a range of theoretical and applied perspectives on how human resource management impacts performance at both the organizational and individual levels.

DBA 7632 Business Ethics & Corporate Responsibility

Explores the growing academic literature in business ethics, and provides students an opportunity to investigate ethical issues using their field of specialty as context. Different theories and frameworks for investigating issues will be discussed and applied to a range of issues, both domestic and international. An evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business is explored. Issues include corruption in host countries, management of values in modern corporations, ethical status of the corporation, financial transactions, and gender discrimination in the context of cultural differences. Exposes business practices and economic assumptions, and brings contemporary challenges to the level of professional standards, corporate decision making structures, and the interface between ethical theory and business practice.

DBA 8149 Business Research Methods

Investigates several research methods applicable to business, including survey design; experimental design; statistical analysis of survey and experimental data; multivariate statistical analysis including analysis of variance, multiple regression, the general linear model, factor analysis, and other methods; time series analysis; and other topics. Students will learn how to interpret statistical results contained in scholarly papers and articles, and will learn how to apply these methods using statistical software through hands-on analysis of research data sets. Provides examination of contemporary approaches to qualitative analysis in business to include practice using such qualitative research techniques as open-ended interviewing, focus groups, and the case study approach.

DBA 8230 Marketing Research & Competitive Strategy

Presents a comprehensive analysis of the principles and practices of marketing research with balanced coverage of qualitative and quantitative materials. Examines from a manager's perspective, emphasizes emerging trends in marketing research, including ethical and global implications, as well as the continuing integration of new technologies. Integrates ethics in marketing research, and features case analysis and company profiles. Incorporates case studies, SPSS, and other statistical packages to provide students with experience navigating statistical software tools and interpreting marketing research data and output.

DBA 8341 Corporate Finance

Examines corporate finance and provides a comprehensive exploration of the theoretical and empirical literature on corporate financial policies and strategies. Corporate financial

policies and strategies are studied including managerial decisions regarding the issuance and retirement of debt, equity securities, and the firm's overall capital structure. Topics covered include: the firm's governance and ownership structures; contracting between a firm and its management, creditors, and other stakeholders; dividends and stock repurchases; mergers, acquisitions, takeovers, buyouts, equity carve-outs, spin-offs; financial distress and its resolution; risk management; and the design of securities.

DBA 8475 Operations & Supply Chain Management

Explores the fundamental issues and recent developments in operations management, including manufacturing and service management, supply chain management, and project and systems management. Learners investigate the role of operations and supply chain management, and the interactions of these business activities with other functional areas within the firm. In addition, students examine contemporary issues related to total quality management, just-in-time systems, supply and value chains, reengineering, and other business improvement processes. Case methods and review and analysis of pertinent scholarly and practitioner research are used to enhance the learning experience and assist students to develop a framework for understanding, analyzing and addressing operations and supply chain management issues.

DBA 8552 Management Accounting & Control Systems

Addresses the complex and multi-dimensional subject of management control systems. Extending from management accounting, this course creates a framework for considering management control issues. Presents the needed technical subject content and summaries of relevant research literature. Students will develop their skills of applying course materials to specific decision making situations. Extensive case studies, reflecting the complexity of managerial challenges when using management control systems are also covered. The use and effects of financial controls, including a discussion of effective and counterproductive controls is covered.

DBA 8671 Technology & Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges general managers face today; e.g., globalization, time compression, and technology integration. Explores several strategic approaches for dealing with these challenges, both from a managerial and from an economic viewpoint. Concepts presented will be especially valuable for chief technology officers, directors of technology, chief information officers, and management personnel in R&D, product development, and operations.

DBA 8710 International Business & Global Strategy

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students master the theoretical body of knowledge in the fields of strategic management and international business. Learners consider a variety of empirical approaches used to research the international competitive strategy process to include exploration of the accelerating globalization of industries,

regionalization of competition, and the institutional contexts that both facilitate and impede the formation and implementation of strategies globally. In addition, students consider such emerging topics as organizational change, competitive dynamics, development of firm resources and capabilities, sustainable competitive advantage, regional approaches to competitive strategy, and the formation of new organizational forms such as strategic alliances and inter-firm networks.

DBA 8758 Negotiations & Business Strategy

Examines the increasingly complex nature of business negotiations. Market forces have shifted business strategies from a personal relationship model to a process-oriented and analytical one, resulting in a new approach to negotiating. Focuses on understanding and applying a strategic negotiation process essential to success in the business environment. Learners differentiate between individual and organization-wide negotiation strategies and achieve consensus regarding how negotiations are to be conducted and what results are expected. Provides a theoretical approach to negotiations and business strategy by examining persuasion, communication, power, game, and trust theories.

Prerequisite—Graduate level course in business strategy.

DBA 8800 Organizational Psychology

Provides an analytical understanding of organizational psychology, one of the major applied areas of psychology. Topics include an introduction to the discipline and research methods in organizational psychology; assessment of jobs, performance, and people; selecting and training employees; discussion of the individual and the organization; and the social context of work.

DBA 9101 Comprehensive Examination

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including dissertation courses, leading to the Doctor of Business Administration degree. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course in the doctoral program.

Prerequisite—Successful completion of all course work leading to the Degree of Doctor of Business Administration, not including dissertation work, with a GPA of 3.0 or higher.

DBA 9201 Comprehensive Review

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including doctoral project courses, leading to the Doctor of Business Administration degree. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course in the doctoral program.

Prerequisite—Successful completion of all course work leading to the Degree of Doctor of Business Administration, not including project work, with a Grade Point Average of 3.0 or higher.

DBA 9306 A Dissertation-Concept Paper

Presents the procedures necessary to prepare a dissertation concept paper. The concept paper is the first in a sequence of dissertation documents including preparation of the concept, methodology, the proposal, and the manuscript.

Prerequisite—Successful completion of DBA 9101, Comprehensive Examination.

COURSE DESCRIPTIONS

DBA 9306 B Dissertation-Methodology/Ethics

Presents the procedures necessary to prepare a methodology/ethics paper. The methodology/ethics paper is the second in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of DBA 9306A, Dissertation-Concept Paper.

DBA 9306 C Dissertation-Proposal

Presents the procedures necessary to prepare a proposal. The proposal is the third in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of 9306B, Dissertation-Methodology/Ethics

DBA 9306 D Dissertation—Manuscript

Presents the procedures necessary to prepare a manuscript. The manuscript is the fourth in a sequence of dissertation documents including preparation of the concept, methodology/ethics, proposal, and the manuscript.

Prerequisite—Successful completion of DBA 9306C, Dissertation-Proposal

DBA 9406 A Project Concept Paper

Presents the procedures necessary to prepare a doctoral project concept paper. The concept paper is the first in a sequence of three doctoral project documents, including: the concept paper, the methodology/ethics paper, and the project report.

Prerequisite—DBA 9201 Comprehensive Review.

DBA 9406 B Project Methodology/Ethics

Presents the procedures necessary to prepare a methodology/ethics paper. The methodology/ethics paper is the second in a sequence of three research project documents to include the concept paper, the methodology/ethics paper, and the research report.

Prerequisite—Successful completion of DBA 9406A, Project Concept Paper

DBA 9406 D Project Report

Presents the procedures necessary to prepare a project report. The project report is the third in a sequence of three research project documents to include the concept paper, the methodology/ethics paper, and the research report.

Prerequisite—DBA 9406B

DBA 9410 Dissertation Defense

Presents the procedures necessary to orally defend the dissertation. Successful completion of the dissertation defense signifies completion of the doctoral program.

Prerequisite—DBA 9306D, Dissertation Manuscript

DBA 9510 Project Defense

Presents the procedures necessary to orally defend the project report. Successful completion of the project report defense signifies completion of the doctoral program.

Prerequisite—DBA 9406D, Project Report

DIR 3500 Directed Studies

This course combines the Alan Brunacini Fire-Rescue Leadership Institute with an investigation of research in

leadership and ethics in the fire service. The Institute introduces the Chief Officer to an array of case studies and personal experiences by some of our nation's fire service leaders. Roundtable discussions and presentations led by America's most renowned Fire Chief, Alan Brunacini, are designed to prepare individuals for their journey through fire and rescue leadership. Individuals in Chief or Company Officer positions will benefit greatly from the years of experience through Chief Brunacini and his team.

EH 1010 English Composition I

Introduction to the basic concepts and requirements of college-level writing. Provides students with the ability to implement effective communication skills via the written word.

EH 1030 Foundations of Research Writing

EH1030 is a supplemental course for students demonstrating additional need in the area of research paper development. The course will help students walk through the process of developing an APA formatted research paper in a logically incremental way. Students will develop background knowledge in research principles, academic integrity, and APA format. Direct instruction will help students learn the most effective ways to develop a research paper in an efficient manner. As a result, the application of these skills will result in the ability to write a research paper in appropriate APA format.

EH 2010 English Composition II

Advanced introduction to the basic concepts and requirements of college-level writing. Presents additional skills, methods, and techniques to improve and polish the student's completed written documents.

Prerequisite—EH 1010: English Composition I or Equivalent.

EH 3341 Technical Writing

Study of the process of technical writing and written communication. Students review various formats and writing purposes and produce technical and business-related documents.

EH 1020: English Composition II or equivalent

ES 1010 Earth Science

Study of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans.

ES 1020 Earth Science II

Study of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans. This course contains a lab.

HY 1010 Western Civilization I

Explores the history of Western Civilization. Examines the social and cultural as well as political contexts out of which the West developed.

HY 1020 Western Civilization II

Continues exploring the history of Western Civilization begun in Western Civilization I. Examines developments in Western thought and culture from the 18th century through the 21st century.

HY 1110 American History I

Surveys United States history from European discovery through the Colonial, Revolutionary, Early National and Antebellum periods, concluding with the Civil War.

HY 1120 American History II

Surveys United States history following the Civil War through 2008, concluding with a discussion of the American people in the 21st century.

HY 2000 American Military History I

Examines the history of the American military from its infancy as unorganized colonial militia groups to an Army of a country on the brink of reaching world power status in 1898.

HY 2020 American Military History II

Continuation of American Military History I beginning with 1898 and concludes with discussion of America's military role in the war against terror.

ITC 3001 Personal Computer Fundamentals

Fundamentals of personal computers are examined with an emphasis on current application software. Provides an overview of personal computers, the Windows operating system, and Internet technologies. Includes extensive and valuable hands-on experience using several applications in the Microsoft Office Suite. Does not require a PC with Windows. Does require Microsoft Office Professional 2010. Contact your instructor BEFORE purchasing or loading any software.

ITC 3450 Introduction to Data Communication

Examination of data communications fundamentals including the transmission and reception of data signals, networking and network architecture, and communications protocols. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the Network+, MCSA, MCSE, CNA and CCNA designations.

ITC 3840 Maintaining Microcomputer Systems

Students will examine microcomputer hardware and peripheral installation, maintenance, and troubleshooting, including networking and security considerations. Material covered prepares students for additional study in networking and information security or support technician positions. Provides exposure to the material covered on the A+ certification exam.

ITC 4010 System Analysis & Design

Exploration of structured systems analysis and design terminology and techniques. Presents a foundation in systems design and documentation necessary for effective communication and career advancement for all technology professionals.

ITC 4150 Database Design & Implementation

Comprehensive coverage of database systems design, development, and implementation. Demonstrates tools and techniques necessary in creating data-models and subsequent database designs. Provides hands-on experience using diagramming tools.

ITC 4175 Database Implementation & Management

Continued study of databases with a focus on implementation and management. Provides hands-on experience using current database applications and SQL. Includes coverage of database administration and management issues and techniques.

Prerequisite—ITC 4150 Database Design and Implementation.

ITC 4210 Programming Concepts & Problem Solving I

Introduction to solving computer programming problems using Visual Basic. Includes principles that translate easily to many other modern programming languages. Focuses on user interfaces, program structure, language syntax, and implementation details. Requires Visual Basic. See the course syllabus for specific details.

ITC 4230 Programming Concepts & Problem Solving II

Advanced study of programming-related problem solving using Visual Basic. Covers object-oriented concepts such as classes, reusability and encapsulation. Requires Visual Basic. See the course syllabus for specific details.

Prerequisite—ITC 4210 Programming Concepts and Problem Solving I

ITC 4310 Web Design & Development

Analysis and discussion of Web design principles and techniques with hands-on practice creating web pages using HTML. Includes coverage of the latest web building trends and issues. Culminates in a course work which requires programming in HTML.

ITC 4390 Internet & Network Security

Practical examination of information security fundamentals. Includes security planning, technologies, and personnel issues. Covers material helpful in the preparation for the Security+ certification exam.

ITC 4453 IT Infrastructure Management

A comprehensive study of current technology management trends and tools. Includes coverage of varying types, sizes, and levels with an emphasis on larger organizations and systems and how they leverage technology to maintain a competitive advantage.

ITC 4760 Information Technology Evaluation & Implementation I

Capstone project course resulting in the completion and delivery of the first phases of a faculty approved project. Includes readings in project management and practice with project management software.

Prerequisite—Completion of all required courses except ITC 4780

ITC 4780 Information Technology Evaluation & Implementation II

Capstone project course resulting in the completion and delivery of the final phases of a faculty approved project continued from ITC 4760. Includes additional readings in project management and practice with project management software.

Prerequisite—ITC 4760 Information Technology Evaluation and Implementation I.

MA 1100 Basic Mathematical Fundamentals

Explores the basic fundamentals of college-level mathematics.

MA 1140 Finite Math

Overview of topics in finite mathematics together with their applications for the analysis involving real life situations. All operations can be performed by hand, but a TI-83 or TI-84 calculator is highly recommended.

MA 1150 Algebra I

Presents substantive skills in quantitative and abstract reasoning in the use of mathematics as a computational and analytical tool.

MA 1170 Algebra II

Presents substantive skills in quantitative and abstract reasoning in the use of mathematics as a computational and analytical tool in a continuation of Algebra I.

Prerequisite—MA 1150: Algebra I or equivalent.

MA 2023 Elementary Statistics

Provides the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

Prerequisite—MA 1150: Algebra I or equivalent.

MA 2051 Precalculus

Explores in depth, precalculus mathematics. Topics include functions and their graphs; a study of polynomials and rational functions; exponential and logarithmic functions; conics; and an introduction to calculus.

Prerequisite—MA 1170: Algebra II or equivalent.

MAR 2251 Internet Marketing Principles

Presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. Guides learners through the concepts, trends, and characteristics of doing business online to provide the ability to develop and implement effective strategies for digital business.

MAR 3211 Consumer Behavior

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior including psychological, social, economic and political foundations in consumer activities. Analyzing buying behavior, learners explore the products, services, and consumption activities which contribute to the broader social world from a multi-cultural perspective.

MAR 3231 Marketing Research

Introduction to the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MAR 3271 Advertising

An integrative course of study which prepares for gathering and analyzing primary and secondary research data, and computing and evaluating the potential of alternative courses of action. Learners explore the global effects of marketing and advertising on business, industry, and national economies, and the strategic function of advertising within the broader context of business and marketing.

MAR 4610 Strategic Marketing

An overview of various strategies for building and sustaining a competitive advantage in the global market. Strategic marketing is examined utilizing a decisions approach in marketing with applications addressed through case studies and analysis. Defines an organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort.

MAR 4625 Direct Marketing

An overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. Provides more strategic integration of ideas, technology, and media into market planning. Explores a wide range of direct marketing initiatives to sell products and services globally.

MBA 5101 Strategic Management & Business Policy

Presents an integrative analysis and case studies on the process of developing and managing business strategies. Topics include development of corporate goals and objectives, competitive analysis, business model examination, and organizational systems design for plan implementation.

MBA 5401 Management Information Systems

Theory and practice of management information systems including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning.

MBA 5501 Advanced Marketing

An overview of advanced topics in marketing planning, strategy, analysis, and control. Emphasis on consumer needs and analysis, market position, competition, and public policy environment related to marketing activities.

MBA 5652 Research Methods

Research methods with emphasis on the nature of research, problem identification and formulation, methods of observation and data collection, analysis and interpretation, research communications, and project development.

MBA 5841 Strategic Marketing

Overview of marketing or marketing management with an emphasis placed on enabling the marketing manager to create strategies that fit the product/service to the organization's distinctive competencies and its target market. Development of decision-making skills in marketing and provides an

overview of the strategic marketing management process. Different methods are used to address and exemplify the many issues and problems that are involved in creating and implementing the marketing strategy.

MBA 5851 Marketing Research

Introduction to the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes the ethical, social, political, and legal implications to research activities.

MBA 5861 New Product Marketing

Exploration of several new product subject areas including marketing, technical, creative design, and management issues related to new product marketing. Designed for students interested in working in environments impacted by high technology innovations, both in the context of small entrepreneurial firms and large established companies. Explores the challenges faced by marketers, business managers, and consultants in bringing a new technology to the market.

MBA 5871 Business to Business Marketing

Presentation of strategic marketing and business policies. A foundation is established for better understanding of organizations, and to assist students in viewing organizations as a continuously evolving entity. Concepts include the foundations of e-commerce, retailing and advertising, market research, various marketing strategies and implementation of such strategies, and the management of business marketing channels.

MBA 6001 Organizational Research & Theory

Examination of organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems. Provides a balanced view of the structural and human sides of organization design.

MBA 6053 Economics for Managers

Review of managerial economics and problems encountered in firm management. Examines changing economic environment, business trends and fluctuations, and introduces forecasting techniques.

MBA 6081 Corporate Finance

Introduction to standard techniques and recent advances in a practical and intuitive way. Although a strong background in financial management is not required, a rudimentary idea of financial statements and serious curiosity about the world of financial corporations is useful. Emphasis throughout is on the managerial implications of financial analysis.

MBA 6151 Operations Research

Introductory examination of operations research with emphasis on applications of network, inventory, scheduling, queuing decision models for business and management, and basic problems in operations management.

MBA 6301 Business Ethics

Explores the role of individual, business, and government activities related to ethically responsible commerce and socially beneficial business activity.

MBA 6601 International Business

Examines current patterns of international business and social, economic, political, and cultural systems impacting the conduct of business. Topics include international business transactions, financial institutions facilitating international transactions, and interface between nation states and the firms conducting foreign business activities.

MBA 6621 International Legal Environment

Investigates international legal, political, and social institutions impacting business activity. Provides a comparative study of government regulations, ethics, and corporate governance and explores landmark judicial decisions and business cases.

MBA 6631 Intercultural Management

Comparative study of the cultural aspects of conducting international business and overview of the issues presented by population diversity in the United States. Focus on the unique problems, characteristics, and demands that face firms and individuals engaged in intercultural communications, negotiations, intercultural integration, and unique habits and customs of various nations.

MBA 6641 International Economics

Study of trade and international economics and considers comparative advantage and production factors. Examines trade and international economics and considers comparative advantage. Considers how growth is influenced by trade and various alternative trade theories. Analysis of trade restrictions and the effect of trade on environment and political policies.

MBA 6651 International Finance

Opportunity to study economics in the international context in the areas of foreign exchange and currency markets are explored for their impact on international economics, and the interrelationship of exchange rates and economics factors are discussed.

Prerequisite—MBA 6641 International Economics

MBA 6841 Public Budgeting

Introduction to governmental and non-profit accounting, reporting, and auditing that continue to evolve rapidly. Moreover, the ever-increasing scrutiny and accountability to which governments and non-profit organizations are being subjected by others, including Congress, practitioners, investors and creditors, standards setters, and academicians, clearly signal that their accounting, reporting, and auditing concepts, standards, and practices are in constant change.

MBA 6851 Administration of Public Institutions

Analysis of public institution structures and policy processes within government and nonprofit agencies. Concepts, issues, and problems confronted in the public sector and nonprofit organizations are explored to include personnel, budgeting, leadership, planning, and decision-making.

MBA 6861 Public Policies

Examines public policy, policy formulation, implementation strategies, and analysis techniques within various public sector and nonprofit organization environments.

MBA 6871 Public Finance & Legislative Procedures

Examines public funding structures and explores the politics and legislative and executive powers impacting public finance. Explores national, state, and local government roles in allocations and competition for resources.

MBA 6931 Project Management Strategy & Tactics

Introduction to the methodologies and technologies that will assist project managers coordinate projects from inception through completion. Instructs learners to satisfy customer needs, apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. Provides tools to understand, design, and apply systematic project management organization and administration.

MBA 6941 Managing Project Teams

Analysis and discussion of the diverse sectors of project management leadership and team activity, as well as a wide range of organizations and topics related to project teams. Project teams are comprised of multiple job sectors and divisions. Explores project team members from project creation to completion, while managing team conflict, motivation, individual and group behavior, and strategic completion of work assignments.

MBA 6951 Managing Complex Projects

Comprehensive study of the project management process and the complexities of project management from a systems perspective. Includes the systematic approach to planning activities, controlling and closing project integration management, project scope management, project time management, project cost management, project quality management, project communication management, project risk management, and project human resources management. Prepares students to plan, control, and perform projects within the modern workplace by presenting requisite processes and techniques.

MBA 6961 Project Management

A comprehensive study of the skills of problem solving and decision-making which are critical to effective project management. Includes program value, project definition, environmental considerations, time sensitivity, risk sensitivity, metrics gathering, cost reduction, impact analysis, risk response controls, and basic elements of contracts. Focuses on practicing effective decision-making including learning how to identify and quantify problems and potential solutions.

MCJ 5078 Computer Applications for Criminal Justice Administration

Introduces popular personal computer applications and provides an overview of the Windows operating system. Covers Windows and the applications in the Microsoft Office Suite including: Word, PowerPoint, Excel, and Access through numerous hands-on assignments. Introduces the Internet for criminal justice related research.

MCJ 5135 Theory of Crime & Criminology

Examines historical explanations of crime and criminal behavior, and addresses the social impact of crime, crime prevention, and research into current issues.

MCJ 5390 Critical Analysis of Criminal Justice Administration

Overviews of organizational theory and principles of administration provide studies of structure, function, and processes of criminal justice system administrations (law enforcement, courts, and corrections) as well as theoretical assessment and trends.

MCJ 5460 Juvenile Justice Administration & Delinquency

Explores the nature and extent of delinquency and subsequent policy applications from theoretical and administrative approaches as well as current research into juvenile deviant and delinquent behavior.

MCJ 5532 Research Methods in Criminal Justice Administration

Examines research and methodology specifically designed for criminal justice applications as tools to develop and implement basic research.

MCJ 6150 Training & Development in Criminal Justice

Presents the organizational development model in human resources management covering concepts, processes, and practices of employee success and demonstrating methodologies applicable to the goals and objectives of criminal justice organizations.

MCJ 6230 Constitutional Law for Criminal Justice

Explores a critical analysis of constitutional law as it relates to the criminal justice profession. Students study and comprehend definitions of detention, arrest, search and seizure, interrogations, confessions, self-incrimination, due process, and the right to counsel. Students also study and comprehend applicable criminal and civil liabilities and constitutional rights in the workplace.

MCJ 6257 Criminal Courts & Professional Ethics

Examines the various roles of criminal justice professionals, and proper procedures of evidence collection and processing within the legal system. Students explore ethical dilemmas and major ethical challenges throughout the criminal justice system.

MCJ 6374 Special Topics in Criminology & Criminal Justice

Introduces contemporary issues in criminology and criminal justice. Developed around the writings of leading criminal justice researchers and specialists while exploring the current issues surrounding cybercrime and cyberterrorism. Students study criminal justice agencies, institutions, processes, strategies, threats, and personnel working with cybercrimes as well as the impact of globalization as it relates to cybercrime and terrorism.

MCJ 6453 Global Terrorism

Presents a look at the evolution of new laws that create a cooperative environment coordinating training and action measures between local, state, and federal agencies in an effort to singularly respond to and prevent terrorist threats and incidents.

MCJ 6530 Critical Analysis of Criminal Justice Public Policy

Examines all aspects of the criminal justice system from an organizational perspective, evaluates criminal justice agencies and organizations in the larger environmental context,

includes analysis of external organizations, public interest, state and national policy, and explores the changing and expanding role of the criminal justice system.

MEE 5801 Industrial & Hazardous Waste Management

In-depth study of solid and hazardous wastes generated by industrial and other activities. Includes insights on the complex social, legal, political, and ethical issues associated with waste management.

MEE 5901 Advanced Solid Waste Management

Opportunity to study the growing and increasingly intricate problems of controlling and processing the refuse created by urban society. Includes discussion of issues concerning regulations and legislation with major emphasis on solid waste engineering principles.

MEE 6201 Advanced Pollution Prevention

In-depth study of advanced pollution prevention practices and the preparation of a pollution prevention management plan. Emphasizes methodologies that achieve environmental compliance through less expensive pollution control methods.

MEE 6501 Advanced Air Quality Control

In-depth study of advanced air quality control science and management practices. Addresses the atmosphere as a dynamic system and examines how to integrate the effects of pollutants and toxicants upon its future long-term health and viability.

MHA 5001 Health Care Financial Management

Utilizes standard financial tools to manage health care organization capital resources. Topics include capital funding, project management, costing and budgetary methods, capital formation, and infrastructure investment strategies.

MHA 5101 Legal Foundations of Health Care

An overview of the legal aspects of health care delivery and the impact on health care institutions. Examines tort law, professional liability, cost controls, liability insurance, antitrust, and health care access.

MHA 5201 Health Resources & Policy Analysis

Analysis of public policies impacting health care programs, services, organizations, and program accessibility to citizens. Explores health policy generation, legislation, and implementation.

MHA 6501 Advanced Health Care Management

Explores administrative practice in health care with emphasis on long-term and acute care services, and health care structures, systems, and managerial processes. Topics include operations, planning, marketing, human resources, finance, productivity and control, and emerging trends in health services.

MHR 6401 Employment Law

Examines laws and regulations impacting rights and responsibilities within the employee and employer relationship. Topics include common law principles, discrimination, wage and hour law, National Labor Relations Act and other labor and employment laws. Focus is on federal laws governing employment.

MHR 6451 Human Resource Management Methods

Examines personnel administration for line supervisors and managers, and integrates a systems approach to government regulation of employment, employment laws, conflict resolution, and performance-based personnel management

MHR 6551 Training & Development

Study of current trends in human resource training and development with application to diverse organization environments and labor practices.

MHR 6751 Labor Relations & Collective Bargaining

Explores labor relations, contract negotiation and administration, and bargaining unit decision making processes. Examines social, political, and economic impact of collective bargaining and challenges to administration of a collectively established relationship.

MHR 6901 Compensation Management

Presents fundamental concepts, issues, and techniques associated with designing, managing, and evaluating compensation and benefits programs for increased organizational performance and competitive staffing.

MHS 5201 Weapons of Mass Destruction & Terrorism

Presents a balanced approach and detailed description of the security environment while illuminating the multidimensional nature of WMD and terrorism. Explores technical aspects of threats, terrorist capabilities, and risk assessments that form the basis for making strategic decisions.

MOS 5101 Safety & Accident Prevention

Analysis and discussion of theories and principles of OSHA and their practical uses in the workplace. Non-engineering based methods are used to facilitate student understanding.

Prerequisite—This course is designed to complement MOS 5201, Safety Engineering, and it is recommended MOS 5101 and MOS 5201 be taken sequentially.

MOS 5201 Safety Engineering

Study of providing practical input about design ergonomics, desired safety features, and human factors. Examines how the OSH professional works with the designer to ensure the appropriate product, facility or equipment needed for a project.

Prerequisite—MA 1150 & MOS 5101

MOS 5301 Fire Protection Technology

Introduction to the design, specification, approving, testing, maintaining, and installing of fire protection systems. Examines a wide variety of simple and complex special hazard fire alarm systems through the use of real-world applications.

MOS 5425 Advanced Toxicology

Advanced understanding of toxicology in the occupational environment. Analysis of target organs, adverse health effects, and the systems/organs that are the targets of toxicants. Includes assessments of safety and risk of carcinogenic and non-carcinogenic chemicals.

Prerequisite—BIO 1030, BIO 1040 or BIO 1100, and CHM 1030

COURSE DESCRIPTIONS

MOS 5525 ISO 14000

A comprehensive study of the International Organization for Standardization (ISO) 14000 series on Environmental Management. Assesses the requirements to implement an Environmental Management System (EMS) and emphasizes the value of beyond compliance environmental S&H management systems in well managed organizations.

MOS 5640 Advanced Interactions of Hazardous Materials

Advanced examination of how emergency incidents are developed or impacted by hazardous materials using the fundamental concepts of organic and inorganic chemistry understandable to all emergency services personnel. Shows how key elements and compounds undergo important changes during a hazardous materials incident.

MOS 6301 Advanced Industrial Hygiene

Examination of advanced practical theory as it applies to the classical industrial hygiene field. Review an array of investigative, scientific, engineering, organizational, and social skills that are necessary to effectively control health hazards.

Prerequisite—CHM 1030 & MA 1150

MOS 6625 System Safety Engineering

Advance study of system safety programs with an emphasis on risk control. Addresses basic and essential information about the identification, evaluation, analysis, and control of hazards in components, systems, subsystems, processes, and facilities.

Prerequisite—MA 1150

MOS 6701 Advanced Ergonomics

Comprehensive study of ergonomics and ergonomic principles with particular attention given to ergonomic development in the workplace. Design and evaluation of ergonomic systems and specific contents of ergonomic program design and development are given special attention.

MOS 6801 Emergency Management

Addresses emergency planning and management from a facility level. Provides a basis for systematically identifying and evaluating the hazards that create the potential for disaster, along with guidelines for mitigating and minimizing the impact of those events.

MSE 5101 Legal Aspects of Emergency Services Management

Explores the basic principles and terms of law in relation to fire protection and various legal actions against people or organizations charged with emergency services management duties. Contains court cases, statutes, and regulations that have an impact on emergency service organizations.

MSE 5201 Advanced Fire Administration

Explores fire service leadership issues on management, human resources, equipment, operations, fire prevention, loss change, ethics, and the roles and responsibilities of a Fire Chief.

MSE 5301 Interagency Disaster Management

Focuses on interagency cooperation for complex crises and domestic emergencies. Reviews the coordinating mechanisms and planning tools within the disaster response

community for enhanced interagency response operations. Particular attention paid on lessons from post 9/11 and Hurricane Katrina.

MSE 6201 Homeland Security

Comprehensive examination of homeland security, terrorism, domestic security, emergency preparedness, and border and transportation security. Provides a definitive overview of our nation's critical homeland security issues focusing on analysis, insight, and practical recommendations.

MSE 6301 Risk Management

Comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. Examples focus on the U.S. domestic system of emergency management with supporting learning experiences from international incidents.

MSE 6701 Case Studies in Natural Catastrophes & Man-Made Disasters

Critical look at emergency services management interactions in major historical natural catastrophes, man-made disasters, or terrorist incidents through the lessons learned from case study evaluation.

MSL 5080 Methods of Analysis for Business Operations

Practical examination of quantitative analysis techniques in strategic business decision making and the management of production and service operations. Introduces tools such as forecasting, decision analysis simulation, linear programming, and project management. These quantitative techniques assist managerial decision making in finance, marketing, quality assurance, service, and human resources.

MSL 5100 Applied Research Project

Application of knowledge and analytical skills to solve appropriate business problems or opportunities. Student conducts an applied research project on a single business entity. This provides the opportunity to create an integrated comprehensive analysis, strategy formulation, and strategic implementation plan that addresses the student's chosen business opportunity or problem.

MSL 5200 Crisis Communication Management

Stresses managers must be in a position to communicate effectively during crisis situations. Knowledge and specific skills are presented in this course to assist managers with effective communication during stressful or emergency situations.

MSL 6000 Psychological Foundations of Leadership

Review of the basic concepts, theories, and research regarding psychological issues related to organizational behavior and leadership. Includes the nature of leadership, leadership behavior, and specific psychological traits of ordinary individuals in leadership roles.

MSL 6040 Current Issues in Leadership

Examines critical issues in leadership using a case analysis method. Explores the role of leadership in current business organizations. Serves as the capstone course for the Master of Science in Organizational Leadership curriculum and includes a significant writing component.

MUS 1010 Introduction to Music Appreciation

Concise survey of music history from the Middle Ages to the present. Through guided listening, students identify style periods and genres that are particular to each period.

OR 5000 Graduate Student Orientation

Provides a foundation of knowledge on the CSU learning environment. This orientation presents online learning tips, Blackboard, the myCSU Student Portal, and the CSU Online Library to help students successfully study online. A brief review on essay writing is covered; as essay writing will play an important role in a graduate student's experience.

PHL 1010 Critical Thinking

Introduces the art of devising ways to improve the quality of learning and life by systematically improving the thinking that underlies them.

PHL 2350 Philosophies of World Religions

Introduction to the histories, basic philosophies, and characteristic practices of the world's major religions.

PHS 1110 Principles of Classical Physical Science

Provides a foundation in science and creates context for a variety of aspects of daily life ranging from American jurisprudence to technological advancement to modern management practice. Classical Physical Sciences is a stand-alone course in a two-course offering in the physical sciences.

PHS 1120 Principles of Modern Physical Science

Reviews the structure of the atom, the structure of the nucleus, and the basics of chemistry. Continues with a phenomenological survey of the solar systems, stars, and galaxies.

PS 1010 American Government

In-depth study of American government and politics focusing on a balanced, unbiased, and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes.

PS 2000 Introduction to Political Science

Introduces the major concepts and themes of political science by examining the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems.

PS 2010 American State & Local Politics

Introduction to state and local governments in the United States. Acquaints students with the structures and functions of state and local level governments and how political decisions are made at these levels.

PSY 1010 General Psychology

Presents psychology as a science. Reviews a diverse discipline with a concern for research, theory, gender, and cross-cultural issues.

PSY 2010 Abnormal Psychology

Explores the definition of abnormal behavior and causes, classifications, and assessments for psychological disorders.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3019 History & Systems of Psychology

Explores the philosophical and scientific antecedents to modern psychology, the history of psychology as an independent discipline in the 19th century, and the development of psychology in the 20th century.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3140 Social Psychology

Study of the social factors influencing individual behavior. Examines the constructs of socialization, social influence and conformity, social interaction, decision making, and attitudes and opinions.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3150 Developmental Psychology

Broad overview of human development across the life-span with emphasis on psychosocial, physical, emotional, and cognitive changes.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3350 Theories of Personality

Critical analysis of major theories and systems of personality and introduces research methods in personality.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 3380 Psychology of Learning

Introduction to the branch of psychology that addresses how people and animals learn, and how their behaviors are changed as a result of this learning.

Prerequisite—PSY 1010: General Psychology or equivalent.

PSY 3505 Psychology of Adjustment

Examines human adjustments and the resulting forms of behavior. Explores various methods used by individuals when adjusting to the changing requirements of the environment.

Prerequisite—PSY 1010: General Psychology or equivalent.

PSY 4021 Physiological Psychology

Examines the physiological correlations of behavior. Explores current problems, theories, and techniques in physiological psychology with emphasis on central nervous system mechanisms.

Prerequisite—BIO 1030: Biology I and BIO 1040: Biology II or equivalent & PSY 1010: General Psychology

PSY 4460 Cognitive Psychology

Study of human intellectual functioning and development from infancy to adulthood. Provides a comprehensive study of our cognitive processes.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4501 Research Methods in Psychology

Introduction to research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as the broad basis of scientific thinking.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4560 Psychological Assessment

Overview of the field of psychological testing and the fundamental principles and procedures applicable to all types of psychological tests. Explores various types of psychological testing.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4620 Health Psychology

Surveys health psychology and behavioral medicine. Examines the science that connects behavior to health, including the psychological processes and the relationships between health and human behavior.

Prerequisite—PSY 1010: General Psychology or equivalent

PSY 4680 Industrial Organizational Psychology

Provides an analytical understanding of industrial/organization (I/O) psychology, one of the major applied areas of psychology. Examines the diverse field that addresses the human side of organizations.

Prerequisite—PSY 1010: General Psychology or equivalent

SLS 1000 Student Learning Success

Introduces students to the skills that will promote academic success in a distance education learning environment. Students will also learn to identify and use appropriate university resources. In order to complete the course successfully, the student must earn a 70% or higher.

SOC 1010 Introduction to Sociology

In-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

SOC 2010 Cultural Geography

Surveys current issues and developing trends in social and cultural structures and regions across the globe. Explores social phenomena in geographical settings and fostering understanding of the interdependence of places, regions, and cultures in a globalizing world.

SP 1010 Speech Communication

Presents the basic principles of speechmaking and opportunities for students to develop their own skills. With the assistance of the course text, this course demonstrates the principles of public speaking in action. Course requires students have the equipment needed to record and submit a speech. The three speeches can be submitted through MySpeechLab, Skype, and DVD.

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XVI. Faculty

At CSU, highly qualified and diverse faculty members are available to offer students individualized attention, advice, and support throughout each course. The faculty are recognized leaders within their professions and bring beneficial real world experience to each course.

Students are assigned a specific instructor for each course and will enjoy the individualized interaction with faculty. CSU faculty plays a leading role in creating a compelling learning experience. They also act as a trusted source for individualized direction, advice and support throughout each course. The faculty is readily available to answer student questions on anything from course material to test review to knowledge about their particular field.

Having earned degrees from such prestigious universities as Stanford University, Georgia Institute of Technology, Boston College, and Florida State University, CSU faculty offer students diverse teaching methods and unique experiences.

A complete list of faculty is available below and is updated regularly on the CSU website. Students should consult the website for an updated list of CSU faculty.

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Southern Illinois University

Glenn Appelt, Ph.D.

Pharmacology
University of Colorado at Boulder

Jennifer Appelt, M.A.

English/Adult & Continuing Education
University of Kentucky/Morehead State University

Laurie Arnold, Ph.D.

History
Arizona State University

Carl Beekman, Ph.D.

Multi-Cultural Education
Union Institute

Tracie Bernard, M.Ed.

Curriculum & Instruction
University of Louisiana

Torrey Berry, M.A.

Education Administration
University of South Alabama

Christopher Blackburn, Ph.D.

History
Auburn University

Freda Braddock, M.S.

Educational Leadership/Psychology
Walden University

O. Lawrence Burnette, Ph.D.

History
University of Virginia

Wayne Butts, M.Div.

Divinity Master
Asbury Theological Seminary

Tod Childs, Ed.D.

Education Leadership
Argosy University

Thomas Cochran, M.A.

Ecology
University of North Texas

Brian Collier, Ph.D.

History
Arizona State University

Carolyn Corliss, Ed.D.

Adult Education
Auburn University

Catherine Croston, M.A.

English/Creative Writing
University of South Alabama

Barbara Daniel, Ph.D.

Communication Research & Theory
Florida State University

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History
University of West Florida

Rebecca Dunlap, M.S.

Biology
University of North Texas

Regina Edziyie, Ph.D.

Environmental Science
University of North Texas

Robert Elsbury, M.A.

Effective Teaching
Drake University

Janice Evans, M.L.A.

Liberal Arts/English
Spring Hill College

Melissa Findley, M.S.

Guidance/Counseling
Texas A&M University

Robert Finger, M.A.T., M.L.A.

Social Science/History
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James Fisher, Ph.D.

Leadership
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Ed Florey, Ed.D.

Counseling & Guidance
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Matthew Ford, M.A.T., J.D.

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Mississippi College

Benita Fox, M.A.

History
University of West Florida

Jerri Gerlach, M.A., M.Ed.

History & Government, Curriculum & Instruction
Tennessee State University

Alan Gleit, Ph.D.

Math/Physics
Stanford University

Matthew Golden, M.A.

Psychology/Organizational
Teacher's College/Columbia University

Anthony Gole, M.A.

History
University of Washington

Jennifer Gordon, Ed.S

Media & Technology
University of West Georgia

Anne Harris, M.A.

Sociology
Texas Southern University

Justin Harrison, Ph.D.

Philosophy
Loyola University at Chicago

Wesley Hatcher, M.A.T., J.D.

History
University of West Alabama

Lindsay Heffernan, M.S.

Art History
Hunter College, City University of New York

Jan Hinnen, M.D.

Medicine
University of Alabama

Nancy Hixson, M.E.

Elementary Education
University of South Alabama

Kimberly Hudson-Smith, M.Ed.

Elementary Education
University of West Alabama

Patrick Imsand, M.M.

Music Performance
University of South Carolina

Shumon Islam, M.S.

Instructional Design & Development
University of South Alabama

Debbie Jimerson, M.A.T.

History
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Rachel Jolley, Ph.D.

Forestry
Auburn University

Raymond Kenyon, M.A.

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Kimberly Langham, M.Ed.

Elementary Education
University of South Alabama

Elizabeth Legault, M.A.

Education
Salem State University

Bethany Lohr, Ph.D.

Psychology
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Skipper Malcom, M.Ed.

Elementary Education
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Amanda Manjone, M.Ed.

Special Education with Certification
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Historical Theology
Westminster Theology Seminary in California

Lisa McLeod-Simmons, Ph.D.

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Grand Canyon University

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City University of Seattle

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Civil Engineering (Environmental)
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Bart Eltz, M.A.
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Environmental Management*
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Tobias Fritz, J.D.
Law
University of Missouri

Matthew Gaines, M.S.
Industrial Safety Management
Central Missouri State University

Jamie Gauthier, M.B.A.
*Business Administration/Public
Administration*
Columbia Southern University

Eric Genden, M.S.
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