COLUMBIA SOUTHERN UNIVERSITY

Online | **Affordable** | Quality Programs | **Flexible** | Personalized Service

Columbia Southern University
University Catalogue 2010 | Edition II

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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 more 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 one of the most rapidly growing universities in the U.S. with a record enrollment of more than 21,000 students. At the end of 2008, a new 67,000 square foot facility was constructed to accommodate plans to hire more employees in the next few years. 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 admissions, 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 nongovernmental 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).

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.

The Board of Certified Safety Professionals recognizes CSU degrees for both the CSP application and for credit towards recertification in the Continuance of Certification program.

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 quarterly student/alumni newsletter, the CSU Communicator
- Notice of any social or career networking events
- Discounts from companies such as Avis and Barnes and Noble
- Opportunities to make contact with more than 10,000 other CSU alumni
- Access to the CSU online library

For more information, please visit www.columbiasouthern.edu/alumni or contact Jessica Brown, Vice President of Marketing and Communications, at jessie.brown@columbiasouthern.edu.

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
251.981.377

Main Fax Number
251.981.3815

Admissions
admissions@columbiasouthern.edu
Phone: 800-977-8449
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

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
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 8 PM *(CST)*

Friday
Main Office: 8 AM to 3 PM *(CST)*
Student Services, Financial Aid, Business Affairs, Registrars
Office & Admissions: 8 AM to 5 PM *(CST)*

Saturday
Student Services & Admissions: 9 AM to 6 PM *(CST)*

Observed Holidays
(University offices will be closed on the following dates):
Martin Luther King Jr. Day—January 18
Fat Tuesday *(Mardi Gras)*—February 16
Good Friday—April 2
Memorial Day—May 31
Independence Day—July 5
Labor Day—September 6
Veteran's Day—November 11
Thanksgiving—November 24 - 26
Christmas—December 20 - 24
New Year's Day—December 31
(Closed 12 p.m. to 5 p.m. CST)—January 1

Student 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 ten 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 the CSU. Decisions rendered by the president are final.

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 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 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.

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
1-800-729-6686

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/
1-(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
1-310-443-1124

Alcoholics Anonymous
www.alcoholics-anonymous.org

Narcotics Anonymous
www.na.org
www.24houraddictionnhelp.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

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 Catalogue 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.

Contact Us

Please contact the Office of the Registrar at 800.977.8449 or registrar@columbiasouthern.edu us 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.

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 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.

Catalogue 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 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 an enrollment agreement
- Access the online bookstore
- Login to Blackboard
- Submit a tuition payment
- Request a course extension

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, course transfers, course grading questions and more to help guide their educational journey.

Student Success Center

CSU is committed to providing students with the resources they need to successfully complete their program of study. As part of this committment, 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 2 p.m. Friday.

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 courses, policies, and procedures, but also encourage students to look to the future to formulate their educational and career goals. Each student is assigned and contacted by their academic advisor upon enrollment. Students are encouraged to contact their advisor when encountering any academic or life difficulties or before enrolling in a new course.

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–1 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, we have an open admissions 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

Requirements for admission into our degree programs include:

- Undergraduate Programs—High School Diploma or GED
- Master Degree Programs—Accredited Bachelor Degree
- Doctoral Program—Accredited Master's of Business Administration Degree and two years of professional experience post baccalaureate

Computer Access

CSU students must have access to the Internet and an 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.

International Students

International Students who are citizens of a country where English is not the primary language are required to submit one of the following prior to admission:

- An official copy of TOEFL (Test of English as a Foreign Language).

Requirements for admission into our degree programs include:

- Undergraduate - A minimum of 500 in the paper-based version or 61 in the Internet-based version
- Master's - A minimum of 530 in the paper-based version or 71 in the Internet-based version
- Doctorate - A minimum of 550 in the paper-based version or 80 in the Internet-based version
- International English Language Testing System Exam (IELTS)

    A minimum of a Band 5 or higher is required.

TOEFL and IELTS scores are not required from:
- International students who have completed two years of study in which English was the language of instruction, or
- International students whose English language transcripts have been accepted by institutions domiciled in the U.S. and Canada.
- Written proof of successfully completing (2.0 GPA or higher) at least 30 academic credits of college/university level courses that are transferable and that were taught completely in English.
- Written proof of attaining the C Level English certificate issued by the Government of Vietnam.

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.

Students who cannot meet the above requirements because of exceptional circumstances may petition to be accepted on a conditional basis. If accepted, the student will be permitted to take a maximum of four courses on a non-degree seeking student basis. The student may be accepted as a degree seeking student after taking four courses providing the student has earned a 3.00 GPA or higher. If the student's GPA is lower than 3.00, the student's enrollment at CSU will be terminated.

Admission Process

1. Complete the application for admission located in the back of this catalogue, or submit your application online by visiting www.columbiasouthern.edu. 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. Otherwise, applications may take between 14 to 21 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 Admissions Status. As a Temporary student, you may complete up to 13 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 following section regarding 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. The Dean of Students must approve all requests to take more than nine semester hours (3 courses) in any 10-week period. Students who request to take more than nine semester hours (3 courses) in any 10 week period must have a minimum GPA of 3.00. The maximum course load allowed is twelve semester hours with 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. No single course may be completed in less than a three-week period.

Note: Students who take seven semester hours or more in any 10 week period are deemed to be full-time students.

Term Enrollment (8 Week Courses)
Students using Federal Financial Aid or VA benefits must enroll in the CSU Term Enrollment System.
The Dean of Students must approve all course loads over seven semester hours. Students requesting course loads over seven hours must have a "B" average. The maximum course load allowed is nine semester hours (3 courses). A student may seek approval to take courses in overlapping terms. If approval is granted, the course load during the overlapping period must comply with this policy even though the courses are in different terms. Course load limits remain in place even if all course assignments are submitted before the end of the term. Course Grade Reports will be issued at the end of the term.

Note: A full-time load in an 8-week term is 6 hours or greater (2 courses).

Term Enrollment Explanation
With the Term Enrollment system, there are set start and end dates for each term. A term is approximately eight weeks in length. Within a term, students may register for up to seven semester hours without seeking approval from the Dean of Students.

Students normally enroll in terms consecutively within either Schedule A or Schedule B. However, if warranted and approved, a student may take a course in an overlapping term. For example, a student takes one course in Term 1A and starts a second course one month later in Term 1B. These terms will overlap for approximately 30 days. Students may not enroll in overlapping terms in an effort to exceed the maximum course load. Because the terms overlap, they will be considered as one term in regards to the course load. The student would be allowed to take one course in Term 1B because he/she is already enrolled in course in Term 1A. Because terms have set end dates, the final course grade will not be issued until the end of the term.

Admissions 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" Admissions Status and while "Temporary," may complete up to 12 undergraduate semester hours or 7 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

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.

Track A

Semester	Term	Registration	Start Date	Drop Date	End Date
Summer	1A	04/28/10 to 06/22/10	07/07/10	07/13/10	08/31/10
Fall	2A	06/23/10 to 08/31/10	09/15/10	09/21/10	11/09/10
Winter	3A	09/01/10 to 11/16/10	12/01/10	12/07/10	02/08/11

**Christmas Break – During Term 3A
12/20/10 to 01/02/11 (2 weeks)**

Semester	Term	Registration	Start Date	Drop Date	End Date
Winter	4A	11/17/10 to 02/01/11	02/16/11	02/22/11	04/12/11
Spring	5A	02/02/11 to 04/12/11	04/27/11	05/03/11	06/21/11

Track B

Semester	Term	Registration	Start Date	Drop Date	End Date
Summer	1B	06/02/10 to 07/27/10	08/11/10	08/17/10	10/05/10
Fall	2B	07/28/10 to 10/05/10	10/20/10	10/26/10	12/14/10

**Christmas Break – Between Term 2B and Term 3B
12/15/10 to 01/04/10 (3 weeks)**

Semester	Term	Registration	Start Date	Drop Date	End Date
Winter	3B	10/06/10 to 12/07/10	01/05/11	01/11/11	03/01/11
Spring	4B	12/08/10 to 03/01/11	03/16/11	03/22/11	05/10/11
Summer	5B	03/02/11 to 05/10/11	05/25/11	05/31/11	07/19/11

Refer to our website for the most current academic calendar.

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. CSU only accepts transfer academic credit from institutions accredited by agencies that are recognized by the United States Secretary of Education and/or the Council for Higher Education Accreditation (CHEA) or, for non-U.S. institutions, an accepted foreign equivalent that is listed in the International Handbook of Universities.

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 allows maximum transfer credit for your 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.

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 business, 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. 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)

Accommodation for Disabilities

It is the policy of CSU to provide reasonable accommodation for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, and all other local and state requirements dealing with students who have recognized disabilities.

A request for reasonable accommodation will be granted provided that the following criteria are met:
- The request for reasonable accommodation is based on individual needs.
- The request does not require a financial burden on CSU that is beyond what is viewed as customary and reasonable.
- The request does not compromise the basic requirements of the course.

The Students Services Department serves the special needs of students with permanent disabilities. It is the student's responsibility to identify the disability to a faculty and/or staff member and provide the appropriate documentation from a qualified medical or licensed professional in requesting specific accommodations for services. New students should submit this documentation at least ten days prior to taking their first class at CSU.

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 (a part-time student would complete 12 semester hours). The CSU academic year for Pell purposes is 32 weeks, during which a full-time student will complete 24 semester semester hours. For financial aid purposes, programs of study at CSU are offered in semester hours within 16 week terms. Each 16 week term is comprised of two eight week registrations. Payment periods for financial aid are determined by term; each payment period is 16 weeks. This definition applies to all eligible programs of study at CSU. 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 Programs

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

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

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
- Master of Science in Emergency Services Management
- Certificate Programs
  Fire Science Certificate (Undergraduate)
  Environmental Management Certificate
    (Undergraduate and Graduate)
  Occupational Safety and Health Certificate
    (Undergraduate and Graduate)
  Certificate in Court Security Operations
- Certificate in Industrial Hygiene Management *(CIHM)*
- Certificate in Jail Operations

Courses

Enrollment Period
The enrollment period for the Per Course Enrollment Agreement is 27 weeks (189) days. After the 27-week period expires, no refund of the tuition will be issued.

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. In addition, it is most likely that admissions counselors and prospective employers will unfavorably view transcripts that reflect "breakneck" speed of program completion.

To address this issue, CSU has an Academic Load policy. The policy that is outlined below restricts students from setting a pace that is viewed as academically unsound.

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. The Dean of Students must approve all requests to take more than nine semester hours (3 courses) in any 10-week period. Students who request to take more than nine semester hours (3 courses) in any 10-week period must have a minimum GPA of 3.0. The maximum course load allowed is twelve 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. No single course may be completed in less than a three-week period. (Note: Students who take seven semester hours or more in any 10-week period are deemed to be full time students.)

Examples
Example 1: A student desires to take twelve semester hours (4 courses simultaneously) and obtains permission to do so from the Dean of Students. The student begins all four courses on December 1st. The 10-week period ends February 9th. The student completes all four courses by the 8th week. The student has taken the maximum course load and therefore must wait two weeks until the 10-week period ends on February 9th before beginning any additional courses.

Example 2: A student does not seek approval for the maximum load of 12 hours and therefore may take up to 9 hours (3 courses) within a ten-week period. The student decides he/she does not wish to take more than two courses simultaneously and registers for six hours (two courses). The courses begin on December 1st. The 10-week period ends February 9th. The student completes the two courses by the 8th week. The student has two weeks remaining in the 10-week period in which 9 hours may not be exceeded. The student has two choices. (1) He/she may wait until the 10th week ends on February 9th and begin two or three courses simultaneously; (2) He/she may begin one course immediately on the 8th week and begin one or two additional courses after February 9th.

Example 3: The student desires to focus on one course at a time and complete each course quickly. Per the policy, the student does not seek approval to take twelve hours in a 10-week period and is therefore limited to a course load of nine semester hours. The policy also states that the minimum time a student may complete a single course is three weeks.

Therefore, at a minimum the student should spread his/her assignment submissions over a three-week period. A final grade for the course will not be issued before the 3rd course week ends. The student may begin the 2nd and 3rd course at any time because the student has not reached the 9-hour limit for a 10-week period. If the student begins a new course on the 3rd week of the first course and again on the 6th week, the student has reached the nine-hour limit on the 6th week. If each course is completed in three weeks, the 3rd course would be completed approximately on the 9th week. The student must wait until after the 10th week of the first course before beginning an additional course.

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 in PDF format. This listing of courses covers at least six terms. Each course must have a minimum enrollment of four students or the course is subject to cancellation for that term. 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.

Term Enrollment System Benefits
The Term Enrollment System offers students several excellent benefits.

- Students have opportunities to network 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.

Term Enrollment Academic Course Load Policy
The program advisor must approve all course loads over seven semester hours. Students requesting course loads over seven hours must have a minimum GPA of 3.0. The maximum course load allowed is nine semester hours (3 courses). A student may not take courses in overlapping terms. Course grade reports will be issued at the end of the term.
Note: A full-time load in an 8-week term is 6 hours for undergraduate and 3 hours for graduate.

Attendance Policy for Non-Scheduled Courses
Students that enroll in the Term system must submit a course assignment for grading for each course enrolled before the end of the fourth week of the course. If a student fails to make the assignment submission, he/she will be automatically withdrawn from the course due to lack of attendance, receive a grade of "W." The student will not be eligible for a refund. CSU will file VA Form 22-1999b with the Department of Veterans Affairs indicating course enrollment termination due to unsatisfactory attendance. This 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.

The first course that students should take is OR 1010 for undergrad, OR 5000 for graduate, and for doctoral students, DBA 7000. Each time you enroll for 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 study guide 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.

This section contains the study guide introduction and the course syllabus. 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 a course schedule and 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 staff/faculty information 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 Organization
Each course includes an online course study guide. The study guide systematically takes students through the course textbook and all supplemental material. It will highlight the major learning objectives and provide assignments to enhance and measure learning.

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.

Time Allotted for Course Completion

A course must be completed within ten weeks (70 days) from the course start date under the Per Course Enrollment system. 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 or Loan-A-Book Program 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 Non-scheduled 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

When a student's course end date or course extension date ends all course assignments not completed will be assigned a grade of zero. The student's grade will then be calculated on the weighted scores earned on all course assignments. For example, if a student completes an assignment with a score of 100 on all but one course assignment worth 25 points, a grade of zero would be posted for the 25 point assignment and the student would earn a course grade of 75. The student is encouraged to complete all the assignments in the course. The student is also encouraged not to allow a course grade to post without all assignments being completed. CSU strongly recommends that the student request a course extension before the course end date and complete all remaining assignments during the extension period. The student is reminded that if a student's GPA falls below a 2.00 for undergraduates or 3.00 for graduates the student will be placed on probation and possible suspension if the GPA is not raised.

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 $50 fee. A maximum of two thirty day extensions are allowed for each course.

Term Enrollment Course Extension

If circumstances prevent a student from completing all required coursework before the end of the course, the student will have the option to request a 45 day extension. Extensions must be approved and are not automatically granted. A Course Extension cannot be requested until week six, seven, or eight. Students needing more than 45 days may wish to view the Special Needs Extension Policy.

Extending a course is most often preferable to withdrawing. The following are important facts concerning course extensions.

- There is a time limit to complete course extensions.
- A plan to complete the coursework, including assignment due dates, during the extension period must be presented and adhered to. If more than one unit remains due, each unit due date should be spaced a minimum of one week apart.
- When a student is given an extension, an "I" grade will be posted for the course. Although, 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.

The following are required for extension approval.

- The extension may only be requested during the last three weeks of the course and must be submitted before the last day of the course.
- The student cannot have a course on extension from a previous term.
- The student must be successfully completing course requirements at the time of the request (earning a passing grade for assignments due).
- 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.
- An Extension Fee http://www.columbiasouthern.edu/financial/fees of $50 will be charged if the extension is approved.

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", the course must be taken over again in its entirety and the student will be required to pay full tuition for the course.

To request an extension, the student must complete and submit the Term Course Extension Request Form in the form section of the myCSU student portal. This form includes the reason for the extension, the student plan for completion and the date of completion for each remaining assignment. Students will be held to the revised assignment due dates in the same manner as the original course weekly deadlines. 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 Needs Extension

A special needs 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 needs 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 support documentation will not be considered.

- The online Special Needs 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 needs extension has ended.

To request a special needs extension, the student must complete and submit the Special Needs 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 Needs Extension Committee will review and decide on the approval of each request.

If approved, the special needs extension will extend the course(s) for up to120 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 the Dean of Students 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 needs 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", 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 needs extension, please visit the student portal at mycsu.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 Needs Extension Committee, PO Box 3110, Orange Beach, AL 36561.

Term Enrollment Special Needs Extension

A special needs 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 needs extension is 60-days in length and has no fee requirements. The following are required for special needs 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 support documentation will not be considered.

- The online special needs 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 needs extension has ended. To request a special needs extension, the student must complete and submit the Term Special Needs Extension Form in the CSU Student Center. 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 needs extension committee must approve each request.

The maximum allowable time for a term special needs 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 the Student Services Department (students@columbiasouthern.edu) 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 needs extension, an "I" grade will be posted for the course. Although, 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 Dean of Students concerning their comments, they should provide a contact phone number on the survey.

Testing and Evaluation

CSU courses are generally divided into eight units, each containing an objective/subjective examination. Depending on the course, a paper, project, or 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 by visiting the student portal at myCSU.columbiasouthern.edu where they can view information about the course and upload papers or project files. Letter grades are assigned only at the end of the course. The following scale is used to determine the final grades:

Grading			Points per credit hour
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 study guides. 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

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 course instructor.
- Sharing, selling, or buying information related to graded learning activities.
- Using professor feedback for another student as the basis for an essay response.
- Resubmitting a paper 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.

Statute of Limitations

There shall be no 'statute of limitations' that precludes faculty 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, they are allowed due process and may, within 72 hours of official notification, contest the university's findings. A formal, written challenge must be sent to the academic chair that presented the official notice of violation to the student. The student's appeal will be sent to CSU's Academic Review Committee for a final decision.

Plagiarism Policy

Plagiarism is using someone else's words or ideas and representing them as your own without giving due credit to

your source of information. This includes copying word-for-word from a book, magazine, newspaper, website, or any other sources without giving credit to that source. If you incorporate another author's writings into your paper, you must include the text in quotation marks, if directly quoted, and cite your source(s). Provide citations when using the ideas of other authors, even if those ideas are paraphrased or summarized in your own words.

Intentional plagiarism is deliberate cheating and includes, but is not limited to:

- Downloading a free research paper or purchasing a paper online.
- Buying a paper from a commercial paper mill.
- Faking a citation.
- Submitting a paper written by someone else.
- Copying an entire article or a paper from any source.
- Resubmitting a paper that you have submitted for another course.

Unintentional plagiarism can occur when a writer commits the following acts:

- Copying and pasting to recreate a paper from several courses without citing them.
- Copying or paraphrasing sentences or paragraphs from sources without using proper citations.

TurnItIn

TurnItIn is a site that uses a comprehensive database system to compare a student's paper to all papers previously submitted. The TurnItIn database also stores information of papers and text found on the Internet. TurnItIn provides the professor with a report that indicates text that may have been copied from other sources. By using this tool, CSU protects the integrity of its programs and students who work diligently to earn their degree. Once a paper passes the TurnItIn scan, the professor grades the paper according to the grading rubric.

Plagiarism Penalties

Once it has been determined by the professor that a student has plagiarized a paper, the professor will contact the program chair of his academic area. The program chair will review the findings and the student's record. The chair will then contact the Dean of Students to inform him of the situation and will then contact the student.

1. If this is the student's first offense, he/she will be given a zero for the assignment and will have to enroll in EH 1030 Research Writing. This is a one-credit course that provides students with the guidelines and techniques of writing a research paper. Upon completion of EH 1030, the grade earned in EH 1030 will replace the zero grade given for the plagiarized assignment. There is no cost for enrolling in EH 1030. The student will not be allowed to enroll in any other course until EH 1030 has been completed.

2. If this is the student's second offense at CSU, the student will fail the course and must pay for and retake the course. If the student has not taken a remedial writing course, they will be required to do so. The

student cannot take another course until they have successfully passed this course.

3. On the third offense at CSU, the student will be dismissed from the university.

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

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 should submit the Course Drop/Withdrawal Form located in the CSU Student Center to drop/withdraw from a course. If you have any questions about this form or need additional assistance, please contact the Student Services Department at students@columbiasouthern.edu or 800-977-8449.

Course Drop

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 SAP calculation. The date of the drop will be the date the request is received by CSU.

Course Withdrawal

A course drop/withdrawal request submitted after the term drop date and before or on the 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 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. 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 is 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 (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 is 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 that 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 45 days after the course completion date. The extra credit assignment must be completed no later than 60 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.

The following procedures must be followed when an extra credit assignment is approved by the professor.

1. The student must contact student services and request an Extra Credit Application Form.

2. The Extra Credit Application Form must be completed and submitted along with the $50 fee to the Academics Department. The form may be faxed to 251-968-2493 or emailed to jeanie.smith@columbiasouthern.edu.

3. The professor is contacted and informed that an Extra Credit Application Form has been received, and that the fee has been paid.

4. The professor is to then contact the student and copy student services about the requirements and deadline for completion of work to receive the extra credit.

5. Generally, the assignment will be short writing assignments.

6. The student's due date is three weeks from the date the approval is given by the professor and received by student services.

7. The student then submits the work to Student Services, and the work is forwarded to the professor.

8. The professor then evaluates the work and submits the evaluation with the amount of extra credit earned to Student Services.

9. Student services then informs the student as to the outcome of the extra credit assignment.

10. If the work is not submitted to student services within the deadline period, no extra credit will be awarded.

Unofficial Withdrawal Policy

If no assignments are submitted in the last 21 days of the term and the student receives a failing grade, the student will be withdrawn from the course and a grade of "WF" will be assigned. Grades of "WF" count in the calculation of the student's GPA the same as a grade of "F." "WF" also is counted in attempted hours. A charge will be posted to the student's account if the text was supplied through the CSU Book Grant or Loan-A-Book Program. An email will be sent to the student providing a link to the Course Drop/Textbook Return Form. 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: Any non-submitted assignments will be given a grade of "0" and the final grade calculated.

When determining "Last Day of Attendance" for financial aid purposes, the course mid-point or last assignment date, whichever is later, will be used.

Grade Appeal Policy

Students who believe that a grading discrepancy has occurred should follow the procedures listed below.

1. Direct your grade challenge to your course professor via email.

2. Include in this written correspondence the course name and number, the exam (unit or final), and the full text of the question or questions at issue, the page number and text that you feel supports your answer.

3. Forward a copy of this email to Student Services. students@columbiasouthern.edu

4. To allow the CSU faculty to effectively process an exam challenge, CSU requires that the exam challenge (grade challenge) be submitted within 14 days of the grade report date.

5. Allow 5-7 business days for a reply.

All grades must be challenged within fourteen days from the date CSU posts the grade.

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 appeal for further consideration by voicing the concern to the Dean of Students. 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.

Academic Progress, Probation, and Suspension

Students are required to have minimum cumulative grade point average (GPA) of 2.00 in undergraduate programs and a 3.00 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 (active)
- Academic probation
- Academic suspension

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

Good Standing (Active)
To be a student in good standing, a minimum cumulative GPA of 2.00 for undergraduates and 3.00 for graduates must be maintained.

Academic Probation
Upon the completion of a minimum of 12 semester hours, a student will automatically be placed on academic probation at anytime that his/her cumulative GPA drops below the required minimum. A student will remain on academic probation for 12 semester hours or four courses. While on academic probation, a student must demonstrate satisfactory progress. The student will be restricted to a maximum of two courses concurrently during this probationary period. A grade must be posted and the student's academic status reviewed before he/she will be permitted to submit any additional enrollments.

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 the four courses required of the probationary period, the student raises the cumulative GPA to 2.00 or higher for undergraduates and/or 3.00 or higher for graduates, the student will come off probation and be placed in Good Standing.

If the GPA for the probationary period is 2.5 or higher for undergraduates and/or 3.5 or higher for graduates, but the student does not raise the cumulative GPA to the minimum 2.00 or higher for undergraduates and/or 3.00 or higher for graduates, a secondary probation period will begin.

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. A student may request a reinstatement after the ten week suspension period has expired. If a second suspension occurs, the student must leave the university for at least six months before being re-instated. The request for reinstatement in this case cannot be made until the six-month suspension period has expired. If a third suspension occurs, the student must wait a minimum of one calendar year before requesting readmission.

Requests for readmission must be made to the Dean of Students no later than one month prior to the course in which the student desires to enroll. Readmission following academic suspension will be determined by the Readmission Committee (composed of the Academic Dean, Program Department Chair, Dean of Students) and is not automatic.

Students who enroll in other colleges or universities while on academic suspension from CSU will not be readmitted until an official transcript has been received by CSU and the cumulative grade point average from these other colleges and universities is 2.00 or higher for undergraduate or 3.00 or higher for graduate.

Inactive Status

Students who do not submit any coursework within a twelve 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 reevaluated 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 reevaluation fee.

Graduation Requirements

A 2.00 GPA is required for undergraduate students, and a 3.00 GPA is required for graduate students to be eligible for graduation. A minimum of 15 credit hours or five courses must be completed through CSU to be eligible to graduate from an associate program. A minimum of 30 credit hours, or 10 courses, must be completed with CSU to be eligible to graduate from a bachelor program. 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.

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 grade point average.
- Summa Cum Laude - 4.00
- Magna Cum Laude - 3.8-3.99
- Cum Laude - 3.5-3.79

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.

Honors are not awarded for graduate degree programs.

Petition for Graduation

After students have completed all the courses for their program, you 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 application 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

Your diploma and an official transcript will be mailed directly to the address you provide on the Petition to Graduate Form. This normally takes approximately 5 to 6 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 your permanent academic record. A transcript will be provided to you at time of graduation. Additional transcripts may be obtained by written request to the university.

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 indicted on the Transcript Request Form. An Unofficial Transcript may be faxed if indicted 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 Policy 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 enrolled prior to July 1, 2009 must have completed a minimum of 15 credit hours at CSU in order to have the associate degree awarded.

- Students enrolled after July 1, 2009 must complete an additional 12 credit hours beyond the associate degree and toward a bachelor degree.

- 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) for the associate degree must be paid and account status must be current.

- Official transcripts must be on file for any transferred courses.

V.   Tuition and Fees

Columbia Southern University tuition is competitively priced to make achieving a quality education affordable and realistic. Tuition and fees are payable in U.S. funds. CSU accepts checks, money orders, and credit cards.

Tuition Rates

Tuition	Per Credit Hour
Undergraduate	$195.00
Graduate*	$260.00
Doctorate	$295.00

The tuition rate for graduate courses per-credit hour is $250 for all active-duty Military Servicemembers. The lower rate is offered to keep the tuition rate at the DoD cap of $250.

Student Fees

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

Fee	Amount
Application Fee	$25 domestic/$50 international
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

1. **Per Course Enrollment Full Payment**
   Tuition may be paid by check, money order, or credit card.

2. **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.

3. **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.

4. **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.

5. **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.

6. **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.

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

The Online Library fee is a one-time charge.

Federal Grants

Pell Grants—*Undergraduates Only*

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

Federal Loans

Federal Family Education Loans

Stafford Loans

Parent Loan for Undergraduate Students—*Undergraduates Only*
Graduate 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 Policy

Per-Course

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, which ever is later, a full refund of tuition will be issued (also see CSU Book Grant policy below). All students withdrawing after the second day of the course enrollment will be charged a 20% Registration Fee (maximum of $200). 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

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 20 percent Registration Fee. The remaining tuition will be refunded based on the Term start date and the tuition percentage amounts listed below.

- 1st Week = 100%

- 2nd Week = 60%

- 3rd Week = 40%

- 4th Week = 20%

- 5th Week = 0%

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

Book Grant/Loan-a-Book Program

Textbooks are provided at no cost through the Columbia Southern University Book Grant or Loan-A-Book Program. Columbia Southern University determines whether the Book Grant or Loan-A-Book program is used for each course. Books may be new or used.

- Loan-A-Book: If the Loan-A-Book program is used for a course, instructions for returning the text will be provided. All books provided through this program must be returned to Columbia Southern University. Students will be charged for textbooks not returned.

- 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. Upon submission of the Drop/Withdrawal Form at the CSU Student Center, 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.

VI. Financial Assistance

Federal Financial Aid

Federal Student Aid (FSA), also known as Federal Financial Aid, offers grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grants and loans available through Federal Student Aid.

Federal Grants

Pell Grants—Undergraduate Students Only
Pell grants are awarded solely on demonstrated financial need to every eligible undergraduate student who hasn't already earned a bachelor's or professional degree.

Academic Competitiveness Grant
Academic competitiveness grants are awarded to 1st and 2nd year undergraduate students only.

Federal Loans

Federal Family Education Loans
The U.S. Department of Education administers the Federal Family Education Loan (FFEL) program which generally consists of Stafford loans (for students) and Parent Loan for Undergraduate Students (PLUS) loans (for parents).

Stafford Loans
Stafford loans are available as both subsidized and unsubsidized loans. Subsidized loans are offered to students based on demonstrated financial need.

Stafford loans have many advantages over traditional consumer loans:

1. Repayment is deferred on subsidized loans until six months after students have graduated or otherwise left school, and

2. Interest rates are historically lower than those of conventional lenders.

Parent Loan for Undergraduate Students – 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.

Graduate 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.

Most CSU students who meet the following criteria may be eligible to receive grants or loans.

- U.S. Citizen or Eligible Non-Citizen
- Enrolled in an Eligible Degree Program
- Enrolled on at least Half-Time Status

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 FASFA online, click "Before Beginning a FAFSA" and complete to "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 FFEL (Federal Family Education 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.

- Demonstrate financial need.

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. These programs are not eligible at this time for one of two possible reasons: they are recent additions to the CSU curriculum or they are a certificate program.

- Associate of Arts in General Studies

- Associate of Applied Science in Occupational Safety and Health

- Bachelor of Science in Organizational Leadership

- Master of Science in Organizational Leadership

- Master of Science in Emergency Services Management

- All Certificate Programs

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 catalogue.

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.

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

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.

	Undergraduate (Associate and Bachelor Degree Programs)	Graduate (MS and MBA Programs)
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 Loans including funds that may have already been disbursed for the term.

Course Extensions
Students may request a single 45 day extension for each course. Please visit the Term Enrollment Policies section of this catalogue for more details about this policy. Students on extension will receive an "I" (incomplete) grade in their course until the extension ends or course is completed. A grade of "I" is equal to a grade of "F" for Satisfactory Academic Progress (SAP) calculations. Therefore, grades of "I" may affect a student's future registrations, grade point average, and eligibility for Federal Student Aid.

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.

Types of Federal Student Aid Available

Federal Grant Programs

Pell Grant—Undergraduate Students Only
A Federal Pell Grant, unlike a loan, does not have to be

repaid. Pell grants are awarded to students who demonstrate financial need and who have not yet earned a bachelors or professional degree. The maximum award for the 2008-2009 award year (July 1, 2008 to June 30, 2009) is $4,731. The maximum can change each award year and depends on program funding.

The Pell grant amount awarded will depend on:
- Estimated Family Contribution (EFC)
- Cost of Attendance
- Enrollment Status

Federal Loan Programs

Federal Family Education Loans
The U.S. Department of Education administers the Federal Family Education Loan (FFEL) program which generally consists of Stafford loans (for students) and Parent Loan for Undergraduate Students (PLUS) loans (for parents).

Federal Stafford Loans
Stafford loans are Federal Student Loans made directly available to college and university students and are used to supplement personal and family resources, scholarships, and grants. They may be subsidized by the U.S. Government or may be unsubsidized depending on the student's financial need.

Subsidized Stafford Loans
- Based on need
- Interest paid by the federal government while you are in school
- Must be enrolled at least half-time

Unsubsidized Stafford Loans
- Non-need based
- Available to independent students only (with the exception of dependent students whose parents have been denied a PLUS Loan)
- Interest is paid by the student; may be paid during school, or deferred until after
- Must be enrolled at least half-time

Starting July 1st, 2008 the Subsidized Stafford Loan interest rate is fixed at 6 percent for all loans disbursed after that date. The Unsubsidized Stafford Loan interest rate is fixed at 6.8 percent. 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.nslds.ed.gov.

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
Professional Students	$8,500	$32,000	$40,500

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.

Parent Loan for Undergraduate Students—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. The interest rate on the PLUS Loan is fixed at 8.5 percent as of July 1, 2006 and deferments apply only to the loan principal, not interest.

Graduate 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 8.5 percent.

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 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 catalogue.

- 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 copies of

their high school diploma or 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 along with instructions for logging into the CSU Financial Aid Portal to complete the financial aid process.

- Once you have completed all the necessary steps within the portal and are ready to submit your file for review, you will be reminded to submit your Term Enrollment Agreement. Although your file will be reviewed and confirmed without this form being submitted, you will need to submit it prior to the end of the registration period. In the event you later decide to cancel your enrollment, you may do so without penalty prior to the end of the drop period.

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

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

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 high school diploma or copies of 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 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 Financial Aid Department at 877-316-8396.

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 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
- Books, supplies, loan fees and miscellaneous personal expenses
- Room and board expenses
- Dependent care
- Costs related to disability

Student Award

After the student has completed the FAFSA and receives their Academic Evaluation Report with an "accepted" status, he/she will then be provided with instructions for logging into the Financial Aid Portal. From this point, the process will usually be complete within 7 to 10 business days. This process may take longer for students chosen for verification and/or other issues that require additional documentation.

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.

Enrollment Status Requirements

The number of semester hours enrolled during an 8-week term affects the amount of Federal Student Aid (FSA) the student will receive. Students must be at least at part-time status and enroll in consecutive terms. Students not meeting the attendance standard indicated above in one or all of their courses will result in a reduction of 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.

	Undergraduate (Associate and Bachelor Degree Programs)	*Graduate (M.S and MBA Programs)*
Full-time	6 credits +	3 credits +
3/4 time	4 to 5 credits	N/A
Half-time	3 credits	N/A

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.

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.

Veterans Education Benefits

Student using veterans' education benefits may also apply for FSA. For FSA purposes, veterans' education benefits are treated as resources (not income) and are included as financial assistance for the unsubsidized Federal Stafford Loans. Students receiving GI Bill/Veterans' Benefits must include those benefits received during their education on their FAFSA. Please contact our Office of Financial Aid for more information.

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.

Associate Degree	*Bachelors Degree*	*Graduate Degree (non-active duty military)*	*Graduate Degree (active duty military)*
$11,895	$23,595	$9,620	$9,250
The amount above is based on graduates successfully completing 61 semester hours at the tuition rate of $195/per credit hour (effective 09/01/2008).	**The amount above is based on graduates successfully completing 121 semester hours at the tuition rate of $195/per credit hour (effective 09/01/2008).**	**The amount above is based on graduates successfully completing 37 semester hours at the tuition rate of $260/per credit hour (effective 09/01/2008).**	**The amount above is based on graduates successfully completing 37 semester hours at the tuition rate of $250/per credit hour (effective 09/01/2008).**

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.

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, up to 30 percent of our total number of federal aid applicants. 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
  Foreign income exclusion
  Earned income credit
  Interest on tax free bonds
  Welfare benefits including TANF

Students selected for verification are sent a letter including instructions regarding the documents that should be submitted to CSU within ten days. The file is held on a pending status and no award will be made until the requested documentation has been received and reviewed. Exceptions are granted for students that are only eligible for unsubsidized Stafford loans, and PLUS loans as these applications do not have to be verified.

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. The new EFC can be calculated by the school and only needs to be submitted to CPS for students eligible for Federal Pell Grants.

Global Financial Aid Services (GFAS) assists CSU with verification and their staff will also contact students with instructions for submitting the necessary documentation

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

and the Federal Family Education Loan (FFEL). 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.

Number of Credits Completed	Student's Grade Level
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 30 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 what credit will transfer into CSU, which will also 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. Then the student's grade level would be recalculated using the additional transfer credit to ensure that the student's account and grade level will be accurate.

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 FFEL 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 late 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
- 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 consist 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.

Once federal funds have been disbursed, students will receive a disbursement notice via email from the CSU Office of Financial Aid.

Loss of Financial Aid Eligibility
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:

1. be in good standing at the university and
2. maintain satisfactory academic progress in their program of study as set forth in this policy.

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:

1. be in good standing at the university and
2. maintain satisfactory academic progress in their program of study as set forth in this policy.

SAP is a FSA 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 Financial Aid Committee.

The CSU Office of Financial Aid measures progress on the basis of credit hours. Students are evaluated at the end of every term for SAP once they have completed 12 hours. 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 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 maintain a minimum incremental progress by completing a percentage of all semester hours attempted. Progress is evaluated at the end of each term. Hours attempted include courses as well as repeated courses, withdrawals, and incompletes. All students must successfully complete 67 percent of all cumulative credits attempted.

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 181 semester hours, and a master's degree within 55 semester hours. Students who are unable to complete their degree program within the timeframe limitation will be suspended from FSA programs. The maximum timeframe limit may be reevaluated by the CSU Director of Financial Aid if there are program changes that can eliminate prior courses that do not apply toward the current degree program.

SAP Notification
Students are notified of the SAP policy in the CSU catalogue and website. 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. 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 progress requirement of SAP. They will also count towards the maximum time frame for eligibility.

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 time frame elements 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 will have a maximum financial aid eligibility of 100 percent of the second-degree requirements. The timeframe limitation in a second CSU bachelor's degree is 90 semester hours, including transfer credits.

Financial Aid Probation
Students who do not maintain SAP under this policy will initially be placed on Financial Aid Probation and notified of their probationary status. While on Financial Aid Probation, they will be eligible to receive financial aid for their next 12 semester hours. Students on Financial Aid Probation will be reviewed at the end of each period of enrollment. If they do not meet all conditions of SAP at the end of their Financial Aid Probation period, they will have their financial aid eligibility suspended.

Suspension of Federal Student Aid
By statute, students on Financial Aid Probation who do not meet SAP requirements after the probationary period are ineligible for Title IV Federal Student Aid programs. Students who do not maintain SAP or fail to meet the conditions of their Financial Aid Probation will be notified by CSU and suspended from receiving Title IV Federal financial aid. Students may appeal suspensions by completing the SAP Appeal Petition. Requests for reinstatement of eligibility must be made to the CSU Office of Financial Aid no later than one month prior to the term in which the student desires to enroll. Reinstatement following suspension is not automatic.

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 Financial Aid Office. If the Appeal is approved, a student will have a probationary period of 12 semester hours (attempted hours) during which he or she will receive financial aid and reestablish eligibility under SAP.
The Financial Aid Director will submit completed SAP Appeal Petitions to the Financial Aid Appeal Board for review. The Appeal Board will make the final determination on all Appeal Petitions and forward all decisions to the Financial Aid Director for action. The Financial Aid Director will notify students of their appeal results.

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.

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.

  Days Attended ÷ Days in Enrollment Period = 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.

  Total Aid Disbursed x Percentage Completed = Earned Aid

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

  Total Disbursed Aid - Earned Aid = 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 (Subsidized) Stafford Loan
3. Federal PLUS (Parent) 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. Global Financial Services (GFS) is responsible for notifying the student of the post withdrawal disbursement. GFS will also track this process and make any disbursements. This will be done on behalf of CSU.

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.

- GFS will track this notification and make appropriate updates in the system as necessary.

- When the student/ parent's response is received by GFS 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.

Disclosure of Preferred Lender List

CSU acknowledges and explicitly states that borrowers always have a choice in selecting a FFELP lender. We cannot and will not deny borrowers of that choice. Our goal is to provide students with the best service available, so by developing a preferred lender list we feel that we have eliminated some of the student's homework. Each of the lenders that CSU has chosen to be listed on the preferred lender list has been presented with a standard questionnaire that explains why they should be listed as a preferred lender for CSU. Below are some of the questions that each lender was required to answer.

- What is the mission and vision statement of your company?

- How many years has your company been in business?

- Where does your company rank in comparison to your competitors?

- Can the borrower access and manage their account online 24/7?

- How convenient are the call center hours of your company?

- What are your borrower benefit offerings?

- Does your company advise borrowers on debt management/default prevention?

- What are your value-added services or additional benefits that would provide service above and beyond to the borrower and CSU?

These are just a few of the questions presented to each of the lenders on our preferred lender list. CSU prides itself on providing customer service at the highest level. The customer service these lenders provide to our students and school will greatly impact the success of our students achieving their educational goals. One of the most important things for a student to remember about getting loans to help pay for school, is that the student has the choice to select any lender they wish to use.

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 needs extension, or course withdrawal.

GENERAL INFORMATION

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;

   o Death in the family

   o Illness of a family member or self

   o Job relocation or travel related to job

   o Changes in work schedules

   o Military deployment, TDY/TAD, or PCS

   o 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.

   o Printed student name

   o Social Security Number or CSU Student Identification Number

   o Term end date/last day of attendance

   o Start of leave date (the start date of the next term in the track)

   o First day/date of classes on anticipated return from leave (Must be a term start date)

   o Academic program

   o Detailed explanation as to the reason for the request and any appropriate documentation available to support the request

   o Date (month, day, year) the request was submitted

   o 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.

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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 Success Center 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 catalogue 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 100 percent of tuition costs for the majority of active duty service members. Each branch of service has established an annual cap for tuition assistance.

Most students can expect tuition assistance to cover the cost annually. 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).

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.

VII. Alliances

Learning Partnerships

CSU currently has more than 1,500 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 or fire science administration at Waldorf College. Offered as hybrid 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 credits, 8 graduate credits and 32 PhD credits can be transferred. 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. A maximum of 55 semester hours of course work taken at the Alabama Fire College can be transferred to Columbia Southern University.

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 General Studies

General Studies Curriculum

Associate of Arts Degree,
General Studies*

Bachelor of Science in Psychology

Note: *These program are not eligible for Federal Student Aid at this time for one of two possible reasons: they are recent additions to the CSU curriculum or they are a certificate program.*

General Studies Curriculum

Our general studies curriculum 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 (required)	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
CS 1010	Computer Essentials	3
BBA 3341	Technical Writing **	3
SPA 1010	Introductory Spanish I	3
SPA 1020	Introductory Spanish II **	3

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
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 2010	Modern Math **	3
MA 2023	Elementary Statistics **	3
MA 1170	Algebra II **	3
MA 2051	Pre-Calculus **	3
MA 2170	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 2050	Eastern Civilization I	3
HY 2060	Eastern Civilization II	3

Written Composition

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

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*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 Associates 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 will 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 Associates of Arts in General Studies will provide the student with a preparation for a professional career and/or for further baccalaureate study.

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

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

General Studies Requirements 36

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		*9*

Select a minimum of 3 courses from these areas to include:
SLS 1000   Student Learning Success

History	*6*

Select a minimum of 2 courses from this area.

Social and Behavioral Sciences	*6*

Select a minimum of 2 courses from this area.

Written Composition	*6*

Select a minimum of 2 courses from this area.

Natural Sciences	*6*

Select a minimum of 2 courses from this area.

Mathematics and Computer Science	*3*

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

Learn from psychology experts around the nation with the completely online Bachelor of Science in Psychology offered at CSU. Interdisciplinary by design, the curriculum provides a comprehensive knowledge of psychology and builds on an integrated foundation of general and applied science, research methods, technical writing, health care management, human relations and development. The program consists of 120 semester hours of study covering a range of topics such as abnormal psychology, theories of personality, heath care management, and social psychology.

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

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
Humanities and Fine Arts		*9*

Select a minimum of 3 courses from these areas to include:
SLS 1000   Student Learning Success

Social and Behavioral Sciences	*6*

Select a minimum of 2 courses from this area to include:
PSY 1010   General Psychology

Natural Sciences	*6*

Select a minimum of 2 courses from this area.

Mathematics	*3*

MA 1140   Finite Math
            or Higher Level of Theoretical Math

History	*6*

Select a minimum of 2 courses from this area.

Written Composition	*6*

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

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
BBA 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
INT 4990	Internship (3-6)***	
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

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**Each of these courses require 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.

*** INT 4990 Internship (3-6) The Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The internship course is usually taken in the final year of the degree program. The setting for the internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The Organizational Supervisor evaluates the Intern from the practical perspective and the University Supervisor evaluates the Intern from the academic perspective.

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 Hospitality and Tourism

Bachelor of Science in Human Resource Management

Bachelor of Science in Information Technology

Bachelor of Science in Organizational Leadership*

Bachelor of Science in Marketing

Master of Business Administration (MBA)

Concentration in
    Finance
    Health Care Management
    Hospitality & Tourism
    Human Resource Management
    International Management
    Marketing
    Project Management
    Public Administration
    Sport Management

Master of Science in Organizational Leadership*

College of Business Certificate Programs*

Doctor of Business Administration

Note: *These program are not eligible for Federal Student Aid at this time for one of two possible reasons: they are recent additions to the CSU curriculum or they are a certificate program.*

Associate of Applied Science in Business

The Associate of Applied Science in Business Degree program provides students with 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 additional degrees and knowledge of business practices.

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*

Select a minimum of 2 courses from these areas to include:
SLS 1000   Student Learning Success

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

Written Composition   *3*
Select a minimum of 1 course from this area.

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

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
BOS 3751	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.

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

Bachelor of Science in Business Administration

The Bachelor of Science Degree in Business Administration program provides students with opportunities to be equipped with knowledge of business theories, policies, and procedures and prepared to assume a responsible position within the world of business. The program refines a student's commitment to personal values and moral excellence as well as professional competence.

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

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

Social and Behavioral Sciences   *9*
Select a minimum of 3 courses from this area to include
BBA 2401   Macroeconomics
BBA 3602   Principles of Management

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

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

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

Major Requirements—Group B *6*

Select 2 Courses

Select any two 4000 level business administration courses that have not already been used to satisfy other requirements.

BSBA Electives 24

Professional Electives

Courses can be taken from Business Administration concentrations or any professional program area offered at CSU. 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 can add a specialization at any time prior to graduation, and must complete four of the courses listed for that specialization. The concentration(s) completed by the students are 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

The BSBA concentration in Finance is designed for a broad variety of careers since organizations of any nature cannot survive without individuals knowledgeable in finance. Finance is the art and science of managing money. Graduates 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.

Course	Title	Semester Hours
BBA 2501	Microeconomics	3

Course	Title	Semester Hours
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 BSBA concentration in Hospitality & Tourism prepares students for professions in 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.

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

Wise management understands that people are a company's greatest asset and take proactive steps to keep their workplace satisfied and motivated. CSU's bachelor degree in Business Administration with a concentration in Human Resource Management has been structured to equip you with the skills and real world training you need to maximize the efforts and productivity of personnel.

Course	Title	Semester Hours
BBA 2551	Intercultural Management	3
BHR 2551	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

Information Technology 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 and data information development.

Course	Title	Semester Hours
ITC 3001	Personal Computer Fundamentals	3
ITC 3450	Introduction to Data Communications	3
ITC 4010	System Analysis and Design	3

**Requires a prerequisite.

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

A company that is ill prepared to compete in an increasingly global arena will not survive. CSU's Bachelor of Business Administration degree with a concentration in International Management equips managers to meet the challenges of global competition. 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 stage.

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 Bachelor of Science in Business Administration program is professional in nature. 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.

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
BBA 4951	Business Policy and Strategy	3

BSBA/Marketing

Today's businesses need creative, highly educated marketing specialists who understand the ever-changing contemporary global economy. Successful marketers project consumer needs, translate those needs into products and services, and sell their products for a profit. This CSU program provides the avenue for students to develop the knowledge, analytical skills, and creativity needed to excel in this exciting field.

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

Good 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.

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.

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.

Internship—INT 4990 3-6 Semester Hours

The Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The internship course is usually taken in the final year of the degree program. The internship is conducted in an organization under the close supervision of an organizational professional and faculty supervisor. The organizational supervisor evaluates the intern from the practical perspective and the university supervisor evaluates the intern from the academic perspective. The Internship can be taken as a business administration professional elective or can be part of a concentration if the internship is with a concentration agency or organization.

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 goal of CSU's Bachelor of Science Degree in Health Care Administration program is 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 the local community. Emphasis is placed on building strong communications skills and organizational competence that highlight the effective health care administrator. The BS in Health Care Administration does not offer a clinical or infield experience component. Its purpose is to provide a broad educational background to those already working in the health care field.

General Studies Requirements 36

Course	Title	Semester Hours
Humanities and Fine Arts		***9***

Select a minimum of 3 courses from this area to include:
SLS 1000   Student Learning Success

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
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.

Bachelor of Science in Hospitality and Tourism

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

The hospitality and tourism industry currently represents the second largest employer in the United States. With the aging of the Baby Boomer population we are seeing an increased interest in leisure activities. CSU's Bachelor of Science Degree in Hospitality and Tourism prepares students for careers in a wide array of hospitality and tourism professions including lodging, conventions and destination services management, food service, travel and tourism, financial management and technology, and recreation related industries.

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

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.

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

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.

Hospitality and Tourism Requirements   36

Major Requirements—Group A   *3*
Select 1 Course

Course	Title	Semester Hours
BHM 3010	Intro to Hospitality	3
BHM 3020	Intro to Tourism	3

Major Requirements—Group B   *27*
Select 9 Courses Listed Below

Course	Title	Semester Hours
BHM 3951	Destination Marketing & Tourism Geography	3
BHM 4680	Marketing for Hospitality and Tourism	3
BHM 3200	Special Events Management for Hospitality and Tourism	3
BHM 4100	Facilities Management and Design in Hospitality and Tourism	3
BHR 3352	Human Resource Management	3
BHM 4300	Legal Aspects of Hospitality and Tourism	3
BBA 4426	International Management	3
BHM 4553	Food and Beverage Service Management	3
BHM 3890	Accounting for Hospitality and Tourism	3

Major Requirements—Group C   *6*
Select 2 Courses Below

Course	Title	Semester Hours
BHM 4400	Resort Management & Operations	3
BHR 4501	International Human Resource Management	3
BBA 4951	Business Policy and Strategy	3
BBA 3651	Leadership	3

Hospitality and Tourism Electives   24
Professional Electives

Any course not previously selected can be used to satisfy this requirement.

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

Human resource management is a highly competitive field and is nearly impossible to break into without at least a bachelor's degree level education. This BS program prepares students with the knowledge and skills they need to become a human resource professional. According to the U.S. Bureau of Labor Statistics, human resource managers earn $81,000 on average.

The demand for human resource managers is expected to rise through 2014 with opportunities in local government, state government, and other corporations. The program content ranges from employment law to management principles, with programs that are designed to help students identify, analyze, and solve complex human resource issues.

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

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 HR or business course   *6*

BHR 3551	Human Relations and Development	3
BHR 4501	International Human Resource	

** Each of these courses require 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
	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.

Bachelor of Science in Information Technology

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

With computers in every workplace, the need for graduates in information technology is increasing dramatically. Information technology specialists are no longer restricted to research and development positions. They are now assisting companies in maintaining security and increasing productivity in business. CSU offers a wide range of information technology courses, including web design development, to ensure students gain the experience they need to succeed in their careers.

General Studies Requirements   36

Course	Title	Semester Hours
Humanities and Fine Arts		*9*

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

BBA 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 Implemtation	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 Marketing

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

Entry level marketing jobs often require a bachelor's degree. Successful marketing graduates project their consumers' needs, translate those needs into products and sell those products for a profit. The CSU marketing program explores major dimensions of the marketing environment including economic, social, cultural, political, legal and regulatory information. Classes range from marketing principles to e-commerce, giving students a rich history of the different aspects of marketing.

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	

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

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.

Marketing Requirements   36
36 hours must be at the 3000–4000 level

Major Requirements—Group A   ***30***

Course	Title	Semester Hours
BBA 3201	Principles of Marketing	3
BBA 3602	Principles of Management	3
MAR 2251	Internet Marketing Principles	3
MAR 2261	Professional Selling Methods	3
MAR 3211	Consumer Behavior	3
MAR 3231	Marketing Research	3
MAR 3271	Advertising	3
BBA 3331	E- Commerce	3
BHR 3565	Employment Law	3
MAR 4625	Direct Marketing	3

Major Requirements—Group B
Select 2 Courses below or any 3000-4000 level

HRM or business course		6
MAR 3840	Retail Management	3
MAR 4610	Strategic Marketing	3
MAR 4680	Marketing for Hospitality and Tourism	3
BBA 4951	Business Policy and Strategy	3
BBA 3651	Leadership	3

Marketing Electives   24
Professional Electives
Any course not previously selected can be used to satisfy
this requirement.

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 degree 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 organiza-
tional 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.

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

Social and Behavioral Sciences   ***9***
Select a minimum of 3 courses from this area to include:
Psy 1010   General Psychology

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 3010   Elementary Statistics

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 3201	Principles of Marketing	3
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
INT 4990	Internship for Organizational Leadership	3

Organizational Leadership Electives 24
Professional Electives

Any course not previously selected can be used to satisfy this requirement.

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

Master of Business Administration

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

In today's competitive job market, an MBA can help propel your career towards a top management position. The results of a recent survey conducted by MBA.co.za revealed that 84 percent of top executives prefer job candidates with an advanced graduate degree. On average, MBA graduates earn 50 percent more than those with bachelor's degrees according to the U.S. Bureau of Labor Statistics.

Columbia Southern University offers a completely online MBA with 10 available concentrations: e-business, finance, health care management, human resource management, international management, marketing, project management, public administration, sports management, or hospitality and tourism. Our program will prepare you with the training and expertise you need to gain an edge in the ever evolving business climate.

MBA Core Courses 25

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MHR 6451	Human Resource Mgt. 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 Mgt. & Business Policy	3
MBA 5652	Research Methods	3

MBA Concentration Courses 12
General Program (concentration)

The Master of Business Administration degree 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

The MBA Finance concentration will assist students with gaining the skills they need to assist their organization in obtaining, administering, and managing funds wisely. All organizations, big or small, need people who are skilled in finance to ensure financial growth. Finance professionals make investments and oversee the financial planning of the companies they work for.

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 MBA Health Care Management concentration is designed to help you advance your career in this exciting, fast-paced industry. With the constantly evolving nature of healthcare, professionals familiar with new trends, regulations, and state of the art management techniques and are in demand.

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/Hospitality and Tourism

The MBA program in Hospitality and Tourism is designed for individuals trying to break into this profession, and those currently in the hospitality and tourism industry seeking the expertise and skills they need to succeed.The BSBA concentration in Hospitality & Tourism prepares students for professions in 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.

MHM 5300	Hospitality & Tourism Management	3
MHM 5680	Marketing for Hospitality & Tourism	3
MHM 5701	Legal Aspects of Hospitality & Tourism	3
MHM 5780	Management Accounting for Hospitality & Tourism	3

MBA/Human Resource Management

The Master degree in Business Administration with a concentration in Human Resource Management is designed to provide students with the skills needed to motivate and maximize the productivity of personnel.

MHR 6401	Employment Law	3
MHR 6551	Training & Development	3

| MHR 6751 | Labor Relations & Collective Bargaining | 3 |
| MHR 6901 | Compensation Management | 3 |

MBA/International Management

The Master in Business Administration with a concentration in International Management   is designed to equip students to meet the business challenges of global competition and foreign markets. It is designed to enable managers and business leaders to focus on how a successful business is conducted on the global level.

MBA 6621	International Legal Environment	3
MBA 6631	Inter-cultural Management	3
MBA 6641	International Economics	3
MBA 6651	International Finance	3

MBA/Marketing

The Master in Business Administration with a concentration in Marketing guides students to develop the knowledge, analytical skills, and creativity needed to excel in this field. 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.

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

The Master in Business Administration with a concentration in Project Management is designedto prepare students with the leadership, policy, research, marketing, finance and budgeting knowledge they need to succeed in today's competitive business environment for professionals who seek to enhance their ability to motivate people, integrate complex projects, and achieve cost-effective results.

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

The Master in Business Administration with a concentration in Public Administration 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.

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

MBA/Sport Management

The Master of Science in Business Administration with a concentration in Sports Management   provides students with the skills and knowledge necessary to manage managing sports. Career opportunities include sport facilities managers, sport informa-

tion directors, sport front office administrators, and sport communications directors.

MSM 5001	Sport Law and Risk Management	3
MSM 5501	Sport Public Relations and Fund Raising	3
MSM 5901	Sport Facilities	3
MSM 6301	Sport Administration & Finance	3

Other MBA Electives

INT 5990	Internship	3–6
MBA 6053	Economics for Managers	3
MBA 6151	Operations Research	3

Internship—INT 5990 3-6 Semester Hours

The Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The Internship course is usually taken in the final stages of the graduate degree program. The setting for the Internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The organizational supervisor evaluates the intern from the practical perspective, and the university supervisor evaluates the intern from the academic perspective. Students within any business concentration may, with consent, substitute 1-2 courses within the concentration for participation in the internship experience.

Master of Science in Organizational Leadership

Total Program Requirements	37
MS Major Requirements	31
MS Electives	6

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. This innovative program places an emphasis on strategic planning and the strategic use of resources to create an optimum work environment. Students will be encouraged to develop individual and interpersonal skills for achieving successful organizational goals; enhancing positive organizational change; and fostering lifelong learning and continuous growth. Topics covered include business ethics; intercultural management; training and development; managing project teams; strategic marketing, strategic management and business policy; crisis communication management; psychological foundations of leadership; and current issues in leadership. Career opportunities for students completing this program may include supervisory or leadership roles in human resources, operations, corporate training, career planning, corporate marketing, and business consulting.

MS Major Requirements   31

Course	Title	Semester Hours
OR 5000	Student Orientation	1
MBA 6301	Business Ethics	3
MBA 663	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
INT 5990	Internship	3

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

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 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 2551	Human Relations & Development
BHR 3565	Employment Law
BHR 3301	Compensation and Benefits
BCJ 2385	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 2551	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

Hospitality and Tourism Program
MHM 5300   Hospitality and Tourism Management
MHM 5600   Marketing for Hospitality and Tourism
MHM 5701   Legal Aspects of Hospitality and Tourism
MHM 5780   Management Accounting for Hospitality and Tourism

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

International Management Program
MBA 6621   International Legal Environment
MBA 6631   Inter-cultural Management
MBA 6641   International Economics
MBA 6651   International Finances

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

Project Management Program
MBA 6931   Project Management Strategy and Tactics
MBA 6941   Managing Project Teams
MBA 6951   Managing Complex Projects
MBA 6961   Project Management
MBA 6871   Public Finances/Legislative Process

Sport Management Program
MSM 5001   Sport Law and Risk Management
MSM 5501   Sport Public Relations and Fund Raising
MSM 5901   Sport Facilities
MSM 6301   Sport Administration and Finance

Note: *This 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. This program emphasizes advanced decision-making, leadership skills, in-depth knowledge of theory and applied research. Learners will explore challenging topics, such as globalization, ethics, stakeholder relationships, finance, and management issues directly related to personal professional objectives. This program builds on the concepts learned in the Master's degree and enhances skills developed in a learner's current profession.

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

Graduates will successfully complete 61 semester hours outlined below

Required DBA Courses

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
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

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

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 OSH
Concentration in Environmental Management

Master of Science in Emergency Services Management*

College of Safety and Emergency Services Certificate Programs*

The Board of Certified Safety Professionals recognizes CSU degrees for the application process under both the ASP designation and CSP certification, along with credit towards recertification in the Continuance of Certification program.

*Note: *These program are not eligible for Federal Student Aid at this time for one of two possible reasons: they are recent additions to the CSU curriculum or they are a certificate program.*

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 is designed to provide students with the general studies and technical training to succeed as a criminal justice professional. Criminal Justice professionals can enjoy satisfying careers in a growing field where employment prospects continue to expand at federal, state and local levels. The work is exciting and fulfilling, offering the opportunity to help others on a daily basis.

A.A.S. General Studies Requirements   21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		*6*

Select a minimum of 2 courses from these areas to include:
SLS 1000   Student Learning Success

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

Written Composition   *3*
Select a minimum of 1 course from this area.

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

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.

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 and administration of 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, management of organizations and human resources, and includes comprehensive academic preparation in specialized fire service equipment and apparatus applications. This course of studies also extends legal frameworks to applied fire service settings and context. Students earning a degree in Fire Science will embark on an educational path of professional development, transforming the fire service technical specialist to a leader in the profession.

A.A.S. General Studies Requirements   21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		*6*

Select a minimum of 2 courses from these areas to include:
SLS 1000   Student Learning Success

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

Written Composition   *3*
Select a minimum of 1 course from this area.

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

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.

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 (AAS) in Occupational Safety and Health is intended to ensure that students acquire the intellectual knowledge and technical skills that will enable them to advance in this field through organizational advancement and professional certification. This AAS fulfills the needs of both entry level safety personnel who wish to gain professional stature and experienced safety professionals who lack an advanced degree required to seek professional certification.

The Board of Certified Safety Professionals accepts CSU degrees for both the CSP application and for credit towards recertification in the Continuance of Certification program.

A.A.S. General Studies Requirements   21

Course	Title	Semester Hours
Humanities/Fine Arts/Communications		*6*

Select a minimum of 2 courses from these areas to include:
SLS 1000   Student Learning Success

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

Written Composition   3
Select a minimum of 1 course from this area.

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

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

Columbia Southern University's Bachelor of Science in Criminal Justice Administration degree program is designed for those seeking to obtain positions within the criminal justice field, and for those officers who are seeking to advance through the ranks. The BS in Criminal Justice explores historical foundations of criminal justice, agencies, processes, and modern day applications.

General Studies Requirements   36

Course	Title	Semester Hours
Humanities and Fine Arts		*9*

Select a minimum of 3 courses from this area to include:
BBA 3341   Technical Writing **
SLS 1000   Student Learning Success

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

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.

Criminal Justice Administration Requirements   36
Major Requirements—Group A   30

Course	Title	Semester Hours
BCJ 2001	Theory and Practices of Law Enforcement	3
BCJ 2002	Theory and Practices of Corrections	3

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

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

Select 2 Courses Below   6

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
BCJ 4753	Terrorism Incident Management & Emergency	3
BCJ 2000	Introduction to Criminal Justice	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. Our BS in Environmental Management program prepares students for employment in the corporate, industrial, consulting, or regulatory environmental compliance, control, or remediation professions.

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	

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**

MA 1140	Finite Math or Higher Level	

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.

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

Major Requirements—Group B   6

Select 2 courses from the list below or any two 3000 to 4000 BEM, BFS, or OSH Courses.

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.

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

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 course of studies also extends legal frameworks to applied fire service settings and context. Students earning a degree in Fire Science will embark on an educational path of professional development, transforming the fire service technical specialist to a leader in the profession.

General Studies Requirements   36

Course	Title	Semester Hours

Humanities and Fine Arts   **6**
Select a minimum of 2 courses from this area to include:
SLS 1000   Student Learning Success

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

Natural Sciences   **6**
Select a minimum of 2 courses 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.

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

Course	Title	Semester Hours
BOS 3125	Hazardous Materials Management	3
BFS 3480	Fire Department Safety Officer	3
BFS 4290	Fire Protection Systems	3
BFS 4165	Building Construction For Fire Protection	3
BFS 3430	Principles of Fire Behavior	3
BFS 4352	Fire Protection Hydraulics and Water Supply	3
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.

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

Occupational safety and health is the science and practice of anticipation, recognition, evaluation, and control of safety and health hazards arising from the work environment. Any aspect of health and safety in the workplace related to exposures associated with physical, biological, and chemical agents or conditions is included. The Bachelor of Science in Occupational Safety and Health addresses this wide variety of discipline-specific information, topics and resources. Many of the course materials and topics covered in this program will prepare students to eventually sit for the ASP and CSP certification examinations post graduation.

General Studies Requirements   36

Course	Title	Semester Hours

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

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

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.

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*
Select 2 Courses Listed Below		
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*
A Minimum of 4 Courses Must Be Completed		
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

Master of Science in Criminal Justice Administration

Total Program Requirements	**37**

The Master of Science Degree in Criminal Justice Administration is designed to provide post-baccalaureate education to criminal justice professionals. The primary goal of the program is to develop in graduates the ability to analyze, comprehend, and resolve the complex problems confronting the criminal justice system.

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
MCJ 6345	Statistical Methods for Criminal Justice Research	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 Occupational Safety and Health

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

The Master of Science Degree in Occupational Safety and Health is designed for mid-career professionals who seek to expand their management options. Prospects for employment and advancement in these fields are excellent. In the public and private sector, awareness of the need and benefits of environmental health protection and requirements for occupational safety are keen and increasing. 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. Our BS in Environmental Management program prepares students for employment in the corporate, industrial, consulting, or regulatory environmental compliance, control, or remediation professions.

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
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 Concentration in Environmental Management program is designed to equip leaders, executives, and managers - whether they work in the private sector or for an environmental non-profit organization - with the skills and knowledge necessary to create environmentally and economically sustainable organizations.

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

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 has evolved into a program designed to produce an educated, multi-disciplined, proactive group of professionals who must evaluate risk analysis and prevention, secure communications reliability, and provide for mitigation along with economic and social recovery in the face of disastrous natural or man-made catastrophic events.

Occupational Safety and Health 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

Note: *At this time, this program is not eligible for Federal Student Aid due to its recent addition to the CSU Curriculum. Students desiring to use Federal Student Aid will need to select an eligible program.*

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 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
BEM 4501	Hazardous Waste Regulation

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
BOS 4725	Process Safety Management

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

Certificate in Industrial Hygiene Management
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 successfull 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

XI. Course Descriptions

Unless otherwise noted, all courses are 3 semester hours.

AL   2000   American Literature I

Surveys of American literature from its beginnings to 1865. Emphasis is placed on representative works and writers of this period and on the literary, cultural, historical, and philosophical forces that shaped these works and that are reflected in them. Upon completion of this course, students will be able to interpret the aesthetic and thematic aspects of literary works, relate the works to their historical and literary contexts, and apply relevant research and criticism to the analysis of literary works.

Prerequisite: EH 1020 or equivalent.

AL   2010   American Literature II

Surveys the emergence of modern American literature from the latter half of the nineteenth century, through the social challenges experienced in the twentieth century before and after World Wars I & II, and into the postmodern era that ushered in the 21st century. This course is designed to help students study American literary works and analyze their literary significance. Emphasis is placed on representative works and writers of the periods covered, and on the literary, cultural, historical, and philosophical forces that shaped these works and are reflected in them.

Prerequisite: EH 1020 or equivalent.

AR   1010   Art Appreciation

AR 1010 provides a firm foundation for art appreciation that is based upon the comprehension of basic artistic concepts, with comprehensive coverage and presentation of the elements of art and principles of design. Emphasis is on the broad diversity of form and content in original art work.

AST   2200   Explorations in Astronomy

Covers the history of astronomy and the development of astronomical thought leading to the birth of modern astronomy and its most recent development. Emphasis is placed on the evolution and motion of celestial objects as well as on the formation and development of the universe. This course covers how to use astronomical instruments and measuring technologies to make astronomical observations about the solar system, the Milky Way galaxy, important extra galactic objects, and cosmology.

BBA   2010   Introduction to Business

Provides the basics of business that everyone should know. Students are presented with the skills that will help them work with others in a professional manner, manage and organize their work and manage other employees. Business strategies emphasized in this course include decision making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and the employee, marketing, accounting, and finance.

BBA   2026   Organizational Communications

Presents an in-depth study of the communication process as it pertains to modern organizations. Topics include communication roles and responsibilities of managers, strategies involved in the communication process, and methods of communication, including writing, speaking, listening, and feedback. The course also explores communications ethics, nonverbal communication in organizations, intercultural and international factors in the communication process, and conflict management. Public relations, news media, and business meetings are investigated to provide greater insight into various communication forums and presentation methods.

BBA   2150   Business Mathematics

Provides student with a basic understanding of the various ways in which mathematics is used in a modern business. During this course of study, you will revisit basic mathematical operations, equations, and percentages, then move on to business-related math. In the business-related mathematics segment of this course, you will examine mathematics as it is applied to such varied areas as business and retail operations, as well as to financial management. As a result, you will learn how to keep business checkbooks and cash records, calculate wages and maintain payrolls, calculate depreciation and over-head, and maintain financial records. Moreover, you will learn how 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 on financial reports, including accounting concepts, analysis and

interpretation, and the proportion of financial reports, with an emphasis on the operating and financial activities. The course includes the measurement of income and expense, working capital and investments in measuring performances and making business decisions. Emphasis is on corporations, fund-flow, and the interpretation of financial statements. The course is designed to present the most important conceptual and practical aspects of accounting.

BBA 2301 Principles of Accounting II

A continuation of accounting information on financial reports, including accounting concepts, analysis and interpretation, and the proportion of financial reports, with an emphasis on the operating and financial activities. The course includes the measurement of income and expense, working capital and investments in measuring performances and making business decisions. Emphasis is on corporations, fund-flow, and the interpretation of financial statements. The course is designed to present the most important conceptual and practical aspects of accounting.

Prerequisite: EH 1020 or equivalent.

BBA 2401 Principles of Macroeconomics

Provides understanding of macroeconomics as one of the most relevant and interesting subjects to study. In managerial decision-making, a good grasp of economics is vital. The course will help students understand how public policy is formed and generally gain a greater appreciation for how a modern economy functions. This course is also designed to help students learn that economics is a practical tool for managerial decision-making. Students should gain an understanding of the relevance and usefulness of managerial economics through participation in this course.

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

Focuses on the issues, challenges and opportunities presented by U.S. population diversity. This course helps students gain knowledge in the practical management functions and behaviors necessary to develop global vision and management skills at both a strategic (macro) level and an interpersonal (micro) level. Emphasis is placed on workplace issues related to employee diversity in terms of gender, race/ethnicity, socioeconomic class and cultural background.

BBA 3201 Principles of Marketing

Provides an introduction to marketing, building on four major themes: building and managing profitable customer relationships, building and managing strong brands to create brand equity, harnessing marketing technologies in this digital age, and marketing in a socially responsible way around the globe. The course features real-world examples that show concepts in action and reveal the drama of modern marketing.

BBA 3210 Business Law

Provides students with an understanding of business law and management skills and is designed for organizational leaders at all levels. This course will help students understand how public policy is formed, and generally gain a greater appreciation for how modern organizational decisions occur. This course is also designed to help students learn that understanding general legal terms and applications are practical tools for managerial decision making.

BBA 3221 Sales Management

Provides a comprehensive, practical approach to sales management, and places special emphasis on managing strategic account relationships, team development, diversity in the work force, sales force automation, and ethical issues. Students will learn and practice working with various motivation techniques, leadership styles, and conflict management practices to create managerial decision making techniques in a variety of sales environments.

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.

BBA 3331 E-Commerce

Provides a comprehensive overview of how firms compete in today's environment, with a focus on strategic choices and the infrastructures affecting e-commerce - technology, capital, media, and public policy. The course is divided into six units. The first four units discuss the strategy formulation process focusing on its six interrelated decision areas: market opportunity analysis and business models, customer interface and market communications, and implementation and metrics. The last two units focus on the four infrastructures affecting the strategy process: technology and media, along with capital and public policy.

BBA 3341 Technical Writing

Provides a study of the process of technical writing and written communication. Students will review various formats and writing purposes, and produce technical and business-related documents. Topics in the course will include the organization of information; letters and memorandums; summaries, procedural writing; formal reports, and resume development.

Prerequisite: EH 1020 or equivalent.

BBA 3391 Information Technology Cost Analysis

Provides an in-depth study of the economic issues facing technology driven companies. Topics reviewed in the course include building successful Internet business models, projecting decision impact, analyzing content development, including markets, pricing, and customer acquisition, and the creation of value-added infrastructures. The course

addresses the properties of the Internet that impact traditional as well as online businesses, the competitive and macro environments affecting Internet firms, and the role of the general manager in creating and maintaining a competitive advantage.

Prerequisite: BBA 3331 or equivalent.

BBA   3451   Organizational Theory and Behavior

A basic grounding in the principles of managing organizations and methods for improving management skills through 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

Addresses the management of information technology in today's complex business environment. The planning and development of systems that use and deliver information technology is a major focus. Jargon, issues, tactics and strategies concerning information technology are examined. Case studies and the web are utilized to study corporate usage of technology.

BBA   3602   Principles of Management

Provides a comprehensive knowledge and understanding of the dynamics involved in managing in the modern organization. The history of management and its impact on the modern manager will be explored. In addition, the functions and elements of management will be examined. The four major elements of management: Planning, Organizing, Leading, and Controlling are covered in this course.

BBA   3626   Project Management

Project Management Overview introduces the student to the particular discipline imposed by modern project management practices and techniques. The course examines current terminology, definitions, and conventions; along with the different objectives, roles, and responsibilities of individual project team members.

BBA   3651   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   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   4080   Creative Thinking and Problem Solving

Creative Thinking and Problem Solving is an in-depth study of environmental, economics, and pollution. It considers the common law, criminal law, the national Environmental Policy Act, the major acts administrated by the Federal Environmental Protection Agency, Federal and State rules and regulations that govern business and industry. Environmental impact assessment techniques are also covered.

BBA   4126   Project Planning

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 in learning how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. The course introduces the methodologies and technologies that can assist project managers coordinate a project from inception through completion.

BBA   4201   Financial Institutions

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   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

Introduces information about the broad context of international business including critical trends impacting international management and the legal and political forces driving international business. It also provides the essential elements of effective interaction in the international arena, and analyzes how to recognize and take advantage of strategic opportunities.

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   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.

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

Business Ethics provides an introduction to business ethics. Part philosophy and part business, the course covers a wide array of ethical issues arising in contemporary business life. Major theoretical perspectives and concepts are presented, including ethical relativism, utilitarianism, and deontology. The lessons explore employee issues and responsibilities, leadership and decision making, morality, diversity, discrimination, and ethics in marketing and advertising. Corporate social responsibility is also examined, as are the topics of environmental responsibilities, global ethics, and regulation concerns in an era of increasing globalization.

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 and 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 and 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 and Practices of Correction

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.

BCJ 2385 Workplace Security

Examines the organization and management of the security function in industry and business including assessing needs to protect personnel, facilities, and major assets, controlling and managing risks, and other professional, legal, and ethical issues.

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.

BCJ 2601 Criminal Law

A study of the nature and foundations of American criminal law. Students focus on the evolution of statutory crimes in the United States. Contemporary federal and statutory offenses are analyzed. Topics include criminal conduct, criminal liability, criminal defenses, criminal responsibility, and elements of the crime.

BCJ 3001 Theory & Practices of Law Enforcement

An overview of the practices and theories associated with crime and justice in American law enforcement. Course design familiarizes students with law enforcement terminology, and basic theories and concepts that form the framework for understanding fundamental law enforcement issues. Students focus on the human dimension of the criminal justice system with emphasis on correctional administrators, police administrators, trainers, trial attorneys, and educators.

BCJ 3002 Theory & Practices of Corrections

Familiarizes students with major correctional factors, philosophies, and practices from 2000 BC to the present. Students also examine controversial issues including capital punishment, inmate amenities, electronic monitoring, boot camps, and home furloughs. Coverage includes high-tech innovations in security, proactive approaches for reducing crowding and controlling of inmates, and federal legislation curtailing frivolous lawsuits.

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.

BCJ 3201 Juvenile Delinquency

Provides a historical overview of the American juvenile justice system including the development of the juvenile court, juvenile jurisdiction, and patterns of delinquency. Students also study juvenile gangs, probation, juvenile aftercare, family and school issues, and intervention strategies.

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.

BCJ 3450 Court Security

Provides basic knowledge of security in and around America's judges and courts. Security involves judicial protection, physical structures, high tech security equipment, and other security measures.

BCJ 3451 Protecting Court Personnel

Describes methodology designed to ensure judicial personnel can complete daily duties without fear or interference. Judicial protection remains paramount to providing services to the public in a fair and consistent manner.

BCJ 3452 Physical Security

Examines the organization and management of industry and business security including personnel protection, facility security, major asset protection, risk management, and other issues. Report writing, investigations, prisoner search techniques, prisoner transport, and emergency response training provide career enhancement skills benefitting criminal justice administrators across the globe.

BCJ 3453 Court Security Supervision

Provides an overview of the concepts and key components of the role of criminal justice supervisors and middle managers. Students study inter-personal skills, techniques for working well with others, communication, problem-solving, time management, the hiring process, motivation, and morale.

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.

BCJ 3701 Criminal Investigation

Provides an overview of investigative procedures and techniques from early practices to modern-day forensics. Students study investigative leadership strategies, varieties in investigative techniques, collection and logging of evidence, interrogation / interview techniques, and preparing the case for trial.

BCJ 3801 Criminal Evidence and 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.

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.

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.

BCJ 4101 Police and 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.

BCJ 4201 Race and 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.

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.

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.

BCJ 4601 Criminal Justice Current Topics

Examines the major aspects of criminal justice. It provides an assessment of the most current problems envisioned in this new century. Topics include: contemporary issues in criminal justice, the degree to which different components of the criminal justice process are viewed, the most modern approach to examining the issues of today, and the specific types of crime control and rehabilitative strategies that are necessary. Up-to-date materials and issues bringing us into the new millennium, such as drug use, gang membership, pornography, identity theft, community policing, juvenile justice, prison privatization, and community corrections programs, are also included.

BCJ 4701 Criminal Justice Organization and Administration

Defines and analyzes criminal justice system organizations including human resources planning and management, research studies, environmental factors, centralized authority, and other issues.

BCJ 4701 Terrorism Incident Management & Emergency Procedures

Examines the philosophies and tactics of terrorist groups, and includes discussions pertaining to emerging trends in terrorism. A balanced treatment of technology, history, and research incorporate current information, highlighting private sector and governmental roles in responding to and preventing terrorism. Students study terrorism methodology, the mitigation of federal, state, and local agency coordinated response, and management consequences of terrorist events.

BEM 4001 Pollution Prevention

Provides a foundation in pollution prevention concepts and methods. The course is directed to the non-engineering major, but contains specific information on improved manufacturing operations, life-cycle assessment, design considerations, economics, sustainability issues, fugitive emissions, along with material and resource conservation.

COURSE DESCRIPTIONS

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   Environmental Science

Examination of major environmental issues using balanced scientific and social perspectives. Features interdisciplinary approach with cases 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

Addresses hazardous waste concerns and the formulation of sound decisions regarding proper TSD options, reporting releases, and handling extremely hazardous substances and materials.

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 and Water Supply

Provides a foundational understanding of the use of water in fire protection, applies hydraulic principles to analyze and solve water supply problems.

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 and 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 and the Fire Threat

Provides a management-oriented focus that progresses from pre-incident preparation to systematically managing the incident and development and deployment of an on-scene strategic

BFS 4153 Emergency Services Occupational Safety & Health

In-depth study of basic concepts of occupational health and safety as it relates to emergency service organizations.

BFS 4165 Building Construction for Fire Protection

Overview of building construction, building types, designs of structures and related terms. Study of how buildings are built, the forces that are applied to them, how fire behaves with building material, and a knowledge of building construction in relation to firefighting.

BFS 4290 Fire Protection Systems

Provides the basic principles for fire protection systems, explores system components including sprinklers, water spray, water mist, standpipe, and ultra high-speed water spray systems.

BFS 4352 Fire Protection Hydraulics and Water Supply

Provides a foundational understanding of the use of water in fire protection, and applies hydraulic principles to analyze and solve water supply problems.

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 and 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 and 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 the incident. The course helps the student to understand and apply 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

Introduces 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. The course provides essential characteristics of employees, both current and prospective. The course also provides standards for health care organizations, such as corporate compliance and professionalism. Of highest importance to the student is the course's careful examination and review of the qualities required to become successful in this dynamic field.

BHA 3501 Community Health

Provides a practical guidance for the student of community health, health education or health promotion about the design, development, and evaluation of programs in the community. Utilizing a practical hands-on approach, this course provides both students and practicing health professionals with an easy to use guide to the various stages of health care education program development.

BHA 3501 Health Unit Coordination

Introduces future health care management roles across a variety of disciplines. It emphasizes the practical aspects of key theoretical concepts through case studies, examples, and exercises based on real-world health care scenarios. Students gain a comprehensive understanding of the customary activities of the manager through proven concepts, techniques, models, and tools for managing individuals or teams with skill and ease.

BHA 3801 Critical Issues in Health Care

Introduces 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, bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress and mental illness. Also students examine health literacy as a contributing factor to the critical issues in the US health care system.

BHA 4001 Budgeting in Health Care

Provides an overview to the many financial management aspects 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. In addition to being able to appreciate the special considerations relating to the supply and demand for health care services, the student learns how to read and interpret financial statements to include cash flow analysis.

BHA 4053 Financial Management in Health Care Organizations

Presents financial management as the selection, financing, and stewardship of the assets of an organization. Criteria for selecting assets include the necessity for operation, professional judgment, and legal fiat. Financial management also requires finding the least costly financing along with the best balance of risk and expected return for the organization.

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. This course considers the factors, forces, and issues involved in collecting, organizing and analyzing data in order to make a better business decision.

BHA 4201 Health Care Law

Provides background and legal principles for the principle problems concerning our health care delivery system. Focuses on professional regulation and the managed care and hospital certification programs that impact on 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

Examines the hospitality industry and various industry segments. The restaurants, hotels, attractions, and other businesses and organizations that serve individuals as they meet, visit, or celebrate comprise the hospitality industry. In addition, basic management skills and concepts are introduced and applied to the hospitality and tourism context. Leadership, marketing, control, planning, and fundamentals of operation of all hospitality businesses are described and illustrated.

BHM 3020 Introduction into Tourism

Explores the world of hospitality and tourism from a business context. As in all businesses, business demand comes from a variety of users, each with their own needs and preferences. Suppliers and vendors from this industry are also unique in the products they provide. Tourism and hospitality businesses are diverse and worldwide. This course explores 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, and food and beverage operations.

BHM 3200 Special Events Management and Design in Hospitality and Tourism

Provides a comprehensive guide to the research, design, coordination, evaluation, and marketing of all types of special events. Emphasis is placed on special events, trade shows, exhibitions from pre-planning to budget preparation, advertising, crowd control, special effects, lighting and sound management. Protocol and evaluation of programming efforts and safety are also emphasized.

BHM 3890 Accounting for Hospitality and Tourism

Examines external environmental financial concepts that are vital to decision making within an organization. The external environment, including globalization, is changing at a rapid pace. Organizations need the tools to be able to handle the financial decisions so that they can stay ahead of their competition. Tools covered include cost behavior, operating leverage, profitability, along with the understanding of planning and budgeting. Also included in this course is the analysis of capital investments, financial statements, and cash flows.

BHM 3951 Destination Marketing & Tourism Geography

Examines geography from a travel industry perspective. Provides a general knowledge of destinations around the world, from a travel professional's perspective.

BHM 4100 Facilities Management and Design in Hospitality and Tourism

Examines hospitality property management and design. All of the primary facility systems are covered including 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 and Tourism

Provides 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 4553 Food and Beverage Service Management

Provides a comprehensive examination of managing commercial and on-site food service operations. Explores the concepts of the food service systems model, probes the functional subsystems of the transformation process including procurement, production, distribution and service, safety, sanitation, and maintenance.

BHR 3301 Compensation and Benefits

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.

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 and Development

Examines interpersonal relations within organizations and provides methods for improvement of interpersonal skills.

Teamwork and methods to enhance teamwork are explored, and experimental activities and case studies are utilized. Basic concepts are introduced to enhance understanding of key topics and interpersonal relations in organizations.

BHR 3565   Employment Law

Provides a working knowledge of federal legislation and regulations affecting employers. Provides a simple approach to employment law with a foundation of legal principals explained in the layperson's language. A consistent theme of the course is employer awareness of protected classes. Focuses on employee and employer rights and responsibilities from the hiring and recruiting process through termination of the employment agreement.

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, and include the latest decisions and rulings, as well as analysis of what these changes might mean in the workplace.

BHR 4501   International Human Resource Management

Examines three broad areas of international human resource management. They are: cross-cultural management: 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. Various positive and negative aspects of expatriates are emphasized.

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 and 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. Provides overview of mentoring and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

BIO 1030   Biology I

Provides an introduction to 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

Provides a continuation of the introduction to all major areas of general biology. Highlights the relevance and contribution of this discipline to business, health care, policy creation, and other sciences.

Prerequisite: BIO 1030

BIO 1100   Non-Majors Biology

Provides a 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. This course is intended for non-majors; not recommended for biology majors.

BOS 3001   Fundamentals of OSH

Overview of regulations and issues in the occupational, safety and health profession. Examines the underlying cause mechanisms of health & safety hazards are covered, along with record keeping 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 and 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.

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 and 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/Project Management

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 4101 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.

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.

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.

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.

BSL 4000 Managing Diversity in Organizations

Managing Diversity in Organizations presents the personal and organizational implications of increasing workforce diversity. The aim is to explore the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. The course also examines 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

Communication Skills for Leaders describes the importance of professionalism in all types of communications. This course provides you with the opportunity to improve your abilities to communicate effectively, regardless of the medium or situation. Emphasis is placed on writing and presentation skills. You will also be given information that will enhance your understanding of factors contributing to group effectiveness, and to develop skills in working effectively as a member of a group or project team.

BSL 4060 Team Building and Leadership

Team Building and Leadership reviews important issues relating to leadership. The course provides the information necessary to assess leadership styles in both social and work situations, and to use this information when making business decisions 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.

BSL 4100 Selected Topics in Leadership

Selected Topics in Leadership reviews important research findings relating to leadership. It provides the information necessary to assess leadership styles in both social and work situations, and to use this information when making business decisions 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.

BSL 4160 Negotiation/Conflict Resolution

Negotiation/Conflict Resolution utilizes case studies to focus on 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.

CHM 1030 Chemistry I

Overviews chemistry, relying on the 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.

Explores basic principles and concepts of chemistry in order to see the connections between chemistry and the environment, consumer goods, and chemistry's impact on the world.

Prerequisite: MA 1150 or equivalent.

CHM 1040   Chemistry II

Completes the overview of chemistry, begun in Chemistry I. Topics covered include mole concept and stoichiometry; gaseous state and chemical bonding; acids and bases; and chemical equilibrium.

Prerequisite: MA 1150 or equivalent.

CJC   2050   Jail Operations

Provides corrections officers with critical techniques for successful jail or prison operation management.

CJC   2051   Jail Management Supervisors

Presents supervisory training and management principles for corrections officers in preparation for advances in management. Training focuses on supervisor responsibilities, corrections policies and procedures, and legal rights on inmates and employees in a correctional setting.

CJC   2052   Jail Evacuation

Addresses the needs of sheriffs and jail commanders who may encounter jail evacuation incidents. Students study and comprehend relevant information on terrorism and Weapons of Mass Destruction (WMD). Exercises and discussions are designed to provide students with the knowledge required to create a successful jail evacuation plan.

CM   1010   Business Communications

Overviews the fundamentals of effective oral and written communication unique to business and technology. It teaches the skills necessary for effective business communication, including the writing of business memos, letters and reports and career, oral and global communications. Also included are legal and ethical situations and exposure to today's communication technologies

CS   1010   Computer Essentials

Explores personal computers and applications. It is designed to present the fundamentals of personal computers and current application software in a very basic and hands-on environment. The initial course material provides an overview of personal computers and their components and navigating the Internet.

DBA   7000   Student Orientation

As part of the admissions process, Doctor of Business Administration students must satisfy the requirements of an orientation course (DBA 7000). This orientation is administered in conjunction with the student's first course, DBA 7035. The orientation is intended to demonstrate the student's familiarity with policies and procedures defined in the Doctoral Student Handbook and with their general applicability for doctoral study.
DBA 7000 consists of four parts; review questions on the contents of the Student Handbook, writing skills, critical thinking skills, and computer capability. If this course in not

satisfactorily completed during the first 10-week period, the student cannot enroll in the second 10-week period without permission from the Dean of Doctoral Studies.

DBA   7035   Business, Government and 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. Students will engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors. This course includes case studies to provide practical understanding of the techniques for managing business relations at the local, state federal, and multinational levels.

DBA   7180   Managerial Economics and Business Theory

Provides a cross-functional framework for analyzing organizational problems, examines economic research, and applies research inferences to decision making. This course integrates the topics of strategy and organizational architecture to explore the theory of business and environmental management, and investigates corporate policy, finance, accounting, marketing, information systems, operations, compensation, and human resources, and focuses on the interrelationships and coordination needs to business. The course 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.

DBA   7240   Doctoral Writing and 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. Students 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.

DBA   7310   Statistics for Business Decisions and 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 and Comparative Management

Provides an insight on the rapid growth of knowledge management. It will describe the concept of knowledge and the knowledge management life cycle. You will learn about knowledge creation and knowledge capture, and about tacit knowledge codification. The last part of the course will focus on e-business and technical aspects of knowledge management.

COURSE DESCRIPTIONS

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 on performance at both the organizational and individual levels. Themes covered include; strategic human resource management, job analysis, equal opportunity and the legal environment, managing diversity, recruitment and selection, employee separations, downsizing and outplacement, managing performance, training and development, compensation, designing and administering benefits, employee relations, managing discipline, organized labor, workplace safety and health, and international human resource management.

DBA 7632 Business Ethics and Corporate Responsibility

Explores the growing academic literature in business ethics, and provides participants 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. This course also involves an evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business. Such 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. The course also 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. This course also 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 and Competitive Strategy

Presents a comprehensive analysis of the principles and practices of marketing research with balanced coverage of qualitative and quantitative materials. Examined from a manager's perspective, this course emphasizes emerging trends in marketing research, including ethical and global implications, and the continuing integration of new technologies. Ethics in marketing research is integrated throughout the course, and features case analysis and company profiles. This course incorporates case studies, SPSS, and other statistical packages to provide students experience navigating statistical software tools, and to interpret 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. The course defines corporate financial policies and strategies to include managerial decisions regarding the issuance and retirement of debt, equity securities, the firm's overall capital structure, and decisions regarding issues including: 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 and 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. Students will 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 will 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.

DBA 8552 Management Accounting and Control Systems

Addresses the complex and multi-dimensional subject of management control systems. Extending from management accounting, this course creates a framework within which to consider management control issues. It also 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. The course uses extensive case studies, reflecting the complexity manager's challenges when using management control systems. This course examines the use and effects of financial controls, includes discussion of effective and counterproductive controls, and explores alternatives managers can use given the business context and problems encountered.

DBA 8671 Technology and Innovation Management

Provides an integrated, strategic view of management of technology. Focusing on both theory and practice, the course addresses the contemporary challenges general manages face today; e.g., globalization, time compression, and technology integration. The course also explores several strategic approaches for dealing with these challenges, both from a managerial and from an economic viewpoint. Concepts presented in the course 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 and Global Strategy

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students will master the theoretical body of knowledge in the fields of strategic management and international business. In the process of the study of this theoretical work, students will also 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.

DBA 8758   Negotiations and Business Strategy

Focuses on understanding and applying a strategic negotiation process essential to success in the business environment. Students will learn how to 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.

DBA 9101   Comprehensive Exams

Successful completion of this course 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 degree of Doctor of Business Administration. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course.

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.

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 paper, the methodology/ethics paper, the proposal, and the manuscript.

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 paper, the methodology/ethics paper, the proposal, and the manuscript.

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 paper, the methodology/ethics paper, the proposal, and the manuscript.

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 paper, the methodology/ethics paper, the proposal, and the manuscript.

DBA 9406A Doctoral Project   Concept Paper

Presents the procedures necessary to prepare a doctoral project concept paper. The concept paper is first in a sequence of doc-

toral project documents, including: the concept paper, the methodology/ethics paper, and the project report.

DBA 9406B Doctoral Project   Methodology/Ethics

Presents the procedures necessary to prepare a doctoral project methodology/ethics paper. The methodology/ethics paper is second in a sequence of doctoral project documents, including: the concept paper, the methodology/ethics paper, and the project report.

DBA 9406C Doctoral Project   Project Report

Presents the procedures necessary to prepare a doctoral project report. The project report is third in a sequence of doctoral project documents, including: the concept paper, the methodology/ethics paper, and the project report.

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.

EH 1010   English Composition I

Provides an introduction to the basic concepts and requirements of college-level writing, and is designed to provide students with the ability to implement effective communication skills via the written word. Gain writing experience, an understanding of the writing and revision processes, and critical reading skills. Provides instruction on the use of standard written English, grammar, punctuation, capitalization, and sentence and paragraph structure and provides students with the skills necessary for successful communication.

EH 1020   English Composition II

Provides advanced introduction to the basic concepts and requirements of college-level writing, and presents additional skills, methods, and techniques to improve and polish the student's completed written documents. Gain writing experience, an understanding of the writing and revision process, methods and techniques to enhance the delivery of the writer's thoughts and ideas, proper grammar usage, and critical reading skills.

Prerequisite: EH 1010 or equivalent.

EH 1030   Foundations of Research Writing

Provides the skills and knowledge necessary to develop and write a research paper. The techniques for writing a research paper are presented in a step-by-step format. APA style is stressed.

ES 1010   Earth Science

Introduces earth science, a study of the scientific principles that influence our planet, its rocks, mountains, atmosphere, and oceans. The student will cover broad and up-to-date concepts. Explains the four Earth Science disciplines in detail, explore the Earth's various materials, surface features, and forces, as well as geologic history, the oceans, the atmosphere and the Earth's place in the universe.

HY   1010   Western Civilization I

Explores the history of Western Civilization. It examines the social and cultural as well as political contexts out of which the West developed. It emphasizes the emergence and evolution of Western nations. Included in its focus are the cultures, leaders, religions, ideas, human values, and imagination that distinguish Western thought.

HY   1020   Western Civilization II

Continues exploring the history of Western Civilization begun in Western Civilization I. This course examines developments in Western thought and culture from the eighteenth century through the twenty-first century. It examines the social and cultural as well as political contexts out of which the West continued to develop. Through a chronological examination of the time periods covered, student will be able to appraise historical, political, and cultural events that shaped the West as we know it today.

HY   1110   American History I

Surveys United States history from European discovery of the New World through the Colonial, Revolutionary, early national and Antebellum periods. It concludes with the Civil War and Reconstruction. This course is designed to help students evaluate the political, economic, social and military developments across the United States of America during the time period covered.

HY   1120   American History II

Surveys United States history following the Civil War through 2004. It concludes with a discussion of the American people in the twenty-first century. This course is designed to give the student an appreciation for the political, economic, social and military developments that have made the United States of America a pre-eminent world power at the beginning of the twenty-first century.

HY   2050   Eastern Civilization I

Presents an overview of a history of Asia including Asian religions, cultures, and civilizations since about 3000 B.C.E. until the period prior to the west arriving in Asia, which varies by country. It also offers a comparative analysis of traditional Asian societies including some comparisons with the western tradition.

HY   2060   Eastern Civilization II

Presents the European expansion into Asia, which started at the end of the 15th century, and ends with a status of Asia at the beginning of the 21st century. The major events and personalities that affected the various people and cultures of Asia during this 500-year period are explored. The effect that the Western world had on Asia is emphasized, as are the reasons that Asia has gained a position of leadership in the contemporary world.

INT   4990   Internship

Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The internship course is usually taken in the final months of an undergraduate degree program. The setting for the internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The Organizational Supervisor makes evaluations of the Intern from the practical perspective and the University Supervisor makes evaluations of the Intern from the academic perspective.

INT   5990   Internship

Internship is an active learning course designed to apply and synthesize concepts and technical/clinical skills in a professional practical setting. The internship course is usually taken in the final months of an undergraduate degree program. The setting for the internship is in an organization under the close supervision of organizational professionals and faculty supervisors. The Organizational Supervisor makes evaluations of the Intern from the practical perspective and the University Supervisor makes evaluations of the Intern from the academic perspective.

ITC   1310   Web Design and Development

Focuses on the basics of HTML with lab work that leads the student through a clear, step-by-step, screen-by-screen approach to learning the language. Students learn how to create a Web page using HTML, format the page, add graphics, and more. Topics include: Introduction to HTML, Creating and Editing a Web Page, Creating Web Pages with Links, Images, and Formatted Text, and Creating Tables in a Web Site In the second part of the course, students will build on the basics of HTML and incorporate design principles that can be used with any language.

ITC   3001   Personal Computer Fundamentals

Provides an introduction to Personal Computers, and is designed to present the fundamentals of personal computers and current application software. The initial course material provides an overview of personal computers and their components. The next section covers the use and configuration of Windows XP and several current applications including: Microsoft Word, Excel, and Access. The final section explains the basic use of the Internet and the World Wide Web.

ITC   3450   Introduction to Data Communication

Presents the fundamentals of data communications including the transmission and reception of data signals, networking and network architecture, and a discussion of communications protocols including an analysis of individual protocols at various layers of the architecture. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the MCSA, MCSE, CNA and CCNA designations.

ITC   3840   Maintaining Microcomputer Systems

Provides an opportunity for students to obtain the knowledge and skills necessary to install and service microcomputer hardware and supported peripherals, build a computer from parts, and prepare for the CompTIA A+ PC Hardware exam. In this course, all of the basic hardware components of PCs, how to install them, and how to troubleshoot problems are covered.

ITC   4010   System Analysis and Design

Provides information that enables students to perform systems analysis, design, and implementation using structured methods and diagramming tools. The role of the systems

analyst and determining project feasibility are covered in the beginning of the course. The different aspects of design are covered, including designing effective output and reports, input forms, and data entry procedures. Object-oriented analysis and design is also covered.

ITC 4150 Database Design and Implementation

Provides comprehensive coverage of database systems design, development, and implementation. The fundamentals of database processing are presented by demonstrating tools, techniques, and examples of data-modeling and subsequent database design. The student will gain hands-on experience using diagramming tools and actual databases. Topics covered include: Data Modeling, Database Design, Normalization, SQL, and Advanced Design

ITC 4175 Database Implementation and Management

Provides a second course on databases and specifically covers database implementation and management with an emphasis on using SQL and the SQL Server DBMS. Database implementation topics including advanced SQL, transaction management and concurrency control are covered. Additional topics covered include: creating and modifying tables, modifying and querying information in the database, using more advanced SQL commands, creating triggers, stored procedures, forms, and reports, database security and administration, and creating Web-based forms.

ITC 4210 Programming Concepts and Problem Solving I

Introduces computer programming using Visual Basic.NET. Develop Visual Basic .NET applications using the three basic control structures (sequence, selection, and repetition) within objects and methods. Solving programming problems using Visual Basic.NET; however, the principles taught will apply to many modern programming languages.

ITC 4230 Programming Concepts and Problem Solving II

Uses Visual Basic .NET, an object-oriented/event-driven language, to teach advanced programming concepts. Covers object-oriented concepts such as classes, reusability and encapsulation.

Prerequisite: ITC 4210 or equivalent.

ITC 4310 Web Design and Development

Focuses on the basics of HTML with lab work that leads the user through a clear, step-by-step, screen-by-screen approach to learning the language. Students learn how to create a Web page using HTML, format the page, add graphics, and more with this exciting new edition. Topics include: Introduction to HTML, Creating and Editing a Web Page, Creating Web Pages with Links, Images, and Formatted Text, and Creating Tables in a Web Site In the second part of the course, students will build on the basics of HTML and incorporate design principles that can be used with any language.

ITC 4390 Internet and Network Security

Provides a thorough examination of the fundamentals of Information Security including hands-on work and many real world examples. Topics of discussion include: an introduction to security, planning for security, information security technologies, personnel issues related to information security, and maintaining a security plan within the organization.

ITC 4453 IT Infrastructure Management

Presents a thorough discussion on the management of information technology infrastructures, or systems management. Systems management is addressed in relation to mainframe data centers, midrange shops, client/server environments, and Web-enabled systems. The systems management disciplines are presented within the context of the three fundamental pieces of successful systems management: people, process, & technology.

ITC 4760 Information Technology Evaluation and Implementation I

First portion of a capstone project course. Complete readings in project management as well as the first few phases of a hands-on project to be approved by faculty. The phases covered include project planning, analysis and design, and risk and problem management. Students will have assigned deliverables due throughout the course. The student will also gain experience using project management tools.

ITC 4780 Information Technology Evaluation and Implementation II

Second portion of a capstone project course. Complete readings in project management as well as the last few phases of the hands-on project started in the previous course. The phases covered include construction, test planning and preparation, testing, training, rollout planning, and implementation.

Prerequisite: ITC 4760 or equivalent.

MA 1100 Basic Mathematical Fundamentals

Explores the basic fundamentals of college-level mathematics. Guides, assists, and encourages students to master these basic concepts by working systematically through solving equations and problems with a thorough understanding of the solutions.

MA 1140 Finite Math

follows:Overview of topics in finite mathematics together with their applications for the analysis involving real life situation

MA 1150 Algebra I

Presents substantive skills in quantitative and abstract reasoning in the use of mathematics as a computational and analytical tool. This course will involve problem solving, mathematical modeling, mathematical reasoning, mathematical communication, and will connect mathematics to other disciplines. Particular topics include polynomials, linear equations and their solutions, and factoring.

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. This course will involve problem solving, mathematical modeling, mathematical reasoning, mathematical communication, and will connect mathematics to other disciplines.

Prerequisite: MA 1150 or equivalent.

MA   2010   Modern Math

Provides an applied application of modern mathematics for the liberal arts and quantitative literacy. The course covers the mathematical applications related to social choice, management science and simple and complex calculations in Algebra and Geometry. Mathematics is applied to business activities of all mankind. It solves problems in daily personal and financial management. This course provides an introduction to problem solving, including the formulation and validation of mathematical models. Critical thinking and problem solving skills are also emphasized in this course.

MA   2023   Elementary Statistics

Provides the basic principles and issues relevant to the understanding of data sources and research. In this introductory statistics course, the student will gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability and inferential statistics. Both the theoretical and practical application of statistics is highlighted throughout this course.

MA   2051   Pre Calculus

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 or equivalent.

MA   2170   Calculus

Examines the basics of calculus. Topics include the differential calculus computations and applications to graphing and finding maxima-minima], the integral calculus substitution and applications to area and probability, and the Fundamental Theorem of Calculus.

Prerequisite: MA 2051 or equivalent.

MAR   2251   Internet Marketing Principles

Provides the conceptual and practical knowledge needed to understand the implications of Internet for business. By having a general picture of the digital environment and its influences on business activity, it is easier to envision possible outcomes of strategic activity for digital business. The course guides through the concepts, trends, and characteristics of doing business online, to provide you with the ability to develop and implement effective strategies for digital business.

MAR   2261   Professional Selling Methods

Provides the information on selling behaviors. Emphasis is placed on providing more role-plays and experiential and www exercises, more information about the technology available to every salesperson, and most importantly, the ABC's of relationship selling.

MAR   3211   Consumer Behavior

Investigates consumer behavior as the study of people and the products that shape their identities. The topics discussed in this course have both personal and professional relevance, and present theoretical and applied case analysis to consumer behavior, including psychological, social, economic, and political foundations in consumer activities. In addition to understanding buying behavior, this course explores the products, services, and consumption activities which contribute to the broader social world from a multi-cultural perspective.

MAR   3231   Marketing Research

Presents a comprehensive introduction to the marketing research process, and establishes a logical sequence of activities to effectively conduct marketing research. The course is devoted to explaining the many ways that marketing researchers gather information and utilize technology and the internet in marketing research. The course also investigates how technology improves a researcher's ability to provide better information to marketing decision makers. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

MAR   3271   Advertising

Provides an integrative course of study which prepares for gathering and analyzing primary and secondary research data, compute and evaluate the potential of alternatives courses of action, cooperate with a team in developing creative solutions to a problem; analyze competitive proposals, and discern the economic, social, and cultural role of advertising. Explores 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   3840   Retail Management

Provides an introduction to the world of retailing and its management. Explores such areas as what retailing is, the various strategies involved in retailing, the ways in which to plan and manage retail functions, retailing tactics, and the laws and business ethics associated with retailing and its management.

MAR   4610   Strategic Marketing

Provides fundamental understanding of the 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. The principal course emphasis is on defining an organization's mission and goals, identifying and framing organizational opportunities, formulating product market strategies, budgeting, and controlling the marketing effort. Investigates opportunity analysis, market segmentation, target marketing, product and service strategy, and brand management identification and evaluation of domestic and global marketing opportunities.

MAR   4625   Direct Marketing

Provides an overview of direct marketing with an emphasis on database marketing, customer relationship marketing, and response-driven marketing. Direct marketing places an emphasis on one-to-one customer relationships. In combination with the Internet, this course provides more strategic integration of ideas, technology, and media into market planning. Various direct marketing channels and mediums are identified to target specific demographic sectors. Marketing databases, business strategy, and direct marketing

planning are incorporated and integrated through out the course. Explores a wide range of direct marketing initiatives to sell products and services globally.

MAR 4680   Marketing for Hospitality and 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.

MBA 5101   Strategic Management & Business Policy

Provides understanding of strategic management principles, theories, and concepts. During this course, students will examine the basic concepts of strategic management, learn how to develop mission statements, and assess both the external and internal environments to determine organizational strengths and weaknesses. This course will include analysis of various methods for formulating and implementing strategy, as well as the numerous issues associated with technology and innovation, entrepreneurial ventures and small businesses, and not-for-profit organizations.

MBA 5401   Management Information Systems

Overviews information systems. Examines information systems from a managerial perspective. Focus is upon how the organization as a distinct whole has used and can use its information resources to best serve its needs.

MBA 5501   Advanced Marketing

Provides a strategic framework for organizational marketing decisions. From this managerial perspective, the student will explore the marketing process, the marketing concept and customer focused processes. The class will analyze marketing tools and understand their importance to marketing managers. These tools include including market research, competitor analysis and the consumer analysis. Finally, the course will include a study of the relationship between the marketing mix, the changing business environment and the overall corporate strategy.

MBA 5531   E-Commerce

Provides current and emerging issues in business transactions over the electronic medium. Topics include e-commerce: business models and concepts, infrastructure, marketing, security and encryption, retailing, supply chain, ethical, social, and political issues. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce.

MBA 5541   E-Commerce Marketing

Overviews the paradigm for business transactions. It focuses on electronic transactions and exchanges among businesses, as well as targeting the infrastructure providers--as they converge for the purchase and sale of goods, services, ideas, and information over the Internet.

MBA 5551   Management of E-Commerce

Overviews the theories and techniques for e-business and e-commerce management and operation. It covers the full range of topics necessary for understanding and undertaking e-business activities. Introduces many resources and

information available to extend all areas of the text beyond the basic requirements of the course.

MBA 5581   E-Commerce Design & Development

Overviews the aspects of electronic commerce that deals with current and emerging issues in business transactions over the electronic medium. The study topics include uniform commercial codes, taxation, payment systems and security, technology/technical standards, infrastructure, content and intellectual protection of property, privacy, censorship, and legal issues and strategies from a business perspective. This course also examines issues and topics in the functional areas of business as they relate to electronic commerce.

MBA 5652   Research Methods

Provides an introduction to some of the important topics in the general area of research methods. Topics include the role and importance of research, problem selection, sampling, measurement, data collection, descriptive and inferential statistics, experimental and nonexperimental research, quasi-experimental research, and writing and presenting research.

MBA 5652   Research Methods

Provides an introduction to some of the important topics in the general area of research methods, and to do so in a non-intimidating and informative way. Topics include the role and importance of research, problem selection, sampling, measurement, data collection, descriptive and inferential statistics, experimental and nonexperimental research, quasi-experimental research, and writing and presenting research. This course of study will give the student a solid background of knowledge for developing a research paper and subsequently, submitting it for publication to a refereed journal.

MBA 5841   Strategic Marketing

Provides an overview of marketing or marketing management. Emphasis is placed on enabling the marketing manager to create strategies that fit the product/service to the organization's distinctive competencies and its target market. The course centers on the development of decision-making skills in marketing and provides an overview of the strategic marketing management process. Case studies 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

Explores marketing research as the systematic and objective planning, obtaining, recording, and analyzing of information to support the decisions of marketing managers. Topics include the "process" of marketing research, the use of technology to support the research function, types of relevant data, information collection methodology, measurement, and statistical testing of results. In addition to the above, the course will involve the integration of business examples and applications that illustrate the importance of marketing research to support an organization's "marketing mix" and "marketing concepts."

MBA 5861   New Product Marketing

Integrates several new products subject areas including marketing, technical, creative design, and management issues related to new product marketing. The course is 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

Presents strategic marketing and business policies. The goal of this course is to lay the foundation for a better understanding of organizations, and to assist students in viewing organizations as a continuously evolving entity. Concepts included in the course 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 and Theory

Provides a management-oriented exploration of organizational theory and the intricacies of organizational structure, design, and applications. Based upon classical and contemporary theory and empirical research, this course forms a sociological analysis of organizations, focusing on the impacts that organizations have upon individuals and society. Provides a strategic, applied approach to organization theory that emphasizes decision-making and leadership.

MBA 6053 Economics for Managers

Explores managerial economics and applied economics. A review of the mathematical concepts and tools used has been placed online. In addition to discussing the applications of economic theory to the firm, this course analyzes the tools that are helpful to business decision makers and are not part of the core of traditional microanalysis, forecasting, capital budgeting, and risk analysis.

MBA 6081 Corporate Finance

Introduces standard techniques and recent advances in a practical and intuitive way. Although the course does not require any strong background in financial management, however, rudimentary idea of financial statements and serious curiosity about the world of financial corporations will be useful. Emphasis throughout is on the managerial implications of financial analysis. This course should prove valuable to individuals interested in sharpening their managerial skills and to participants in executive programs.

MBA 6151 Operations Research

Introduces the scientific methods used to investigate problems concerned with the conducting of operations within an organization. Mathematical methods of operations research are stressed. Topics studied include linear programming, decision analysis, mathematical programming, inventory theory, forecasting, and Markov decision processes.

MBA 6301 Business Ethics

Introduces ethical decision making in business. Examines the individual, organizational, and macro level issues in business ethics. The course does not attempt to determine correct ethical action. The complex environment in which managers confront ethical decision-making is fraught with the knowledge that there is no absolute right or wrong solutions in most situations. Since there is no universal

agreement on the correct ethical business norms, critical thinking and informed decision making are emphasized.

MBA 6601 International Business

Explores the world of international business. International business is more than just domestic business on a broader scale. International business involves factors and forces that do not affect domestic business activities, like exchange rates and cultural differences and political risks. International business also raises issues related to controlling and staffing enterprises that are physically remote from a business' primary location and fashioning business relationships with people and entities that have unfamiliar ways of conducting their business.

MBA 6621 International Legal Environment

Examines laws regulating international activities including managerial issues, trade, licensing and investment from a managerial perspective. Examines the legal aspects of establishing an overseas operation; joint venturing abroad; using a foreign distributor and exporting technology. Emphasizing practical application and theory of international business law, this course examines how firms doing business between the more than 200 countries of the world are governed and regulated.

MBA 6631 Intercultural Management

Focuses on intercultural issues related to work organizations and management. This course builds intercultural understanding, sensitivity and skills through text, cases and readings. Emphasis is on intercultural awareness, effective work performance, and a global perspective of business and careers.

MBA 6641 International Economics

Examines economics in the international context. Basic economic concepts apply, but certain factors in international transactions can change the economic outcomes of those basic concepts. Examines trade and international economics and considers comparative advantage and the factors of production. This course also considers how growth is influenced by trade and various alternative trade theories. Trade restrictions and the effect of trade on environmental and political policies are explored.

MBA 6651 International Finance

Focuses on 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.

MBA 6841 Public Budgeting

Introduces governmental and non-profit accounting, reporting, and auditing 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 will probably continue to evolve rapidly.

MBA 6851 Administration of Public Institutions

Provides a detailed overview of public administration. Provide students an understanding of public policy development,

administration of public laws, government programs, organizational behavior, e-government, management of public programs, public leadership, agency financial management, ethics, accountability in government, and public employee management. The political and cultural environment of public institutions is also covered. Explore the intricacies of public funds management to include financial management, auditing, public accounting principles, evaluating program performance, and the ethics and responsibilities of public service.

MBA 6861   Public Policies

Explores public policy as part of the managerial decision-making process. Provides an understanding of public policy formation, and the modern economic functions of non-market entities. Provides a structured and disciplinary approach to addressing management issues of growing importance in public policy and organizational performance from a global perspective.

MBA 6871   Public Finance & Legislative Procedures

Examines government activities and the methods of financing government expenditures. The course includes the study of the economic basis for, and the impact of, government activity. Relevant topics include Federalism, cost-benefit analysis of government investment, budgeting, corporate taxation and the impact of personal income taxation on consumption.

MBA 6931   Project Management Strategy

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 learn how to apply budgeting concepts, manage production time, invest resources, and create performance specifications designed with defined requirements. Introduces the methodologies and technologies that can assist project managers coordinate a project from inception through completion.

MBA 6941   Managing Project Teams

Explores the diverse sectors of project management leadership and team activity. 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. The material covers a wide range of organizations and topics related to project teams.

MBA 6951   Managing Complex Projects

Explores the process from a systems perspective, over viewing the processing of planning, controlling and performing projects within the modern workplace. Topics covered in the course include the systematic approach, conception phase, study phase, design phase, implementation phase, management functions as they pertain to projects, the project plan, and specifications and reporting

MBA 6961   Project Management

Examines the skills of problem solving and decision-making are critical to effective project management. Topics in this course include program value, project definition, environmental considerations, time sensitivity, risk sensitivity, metrics gathering and cost reduction. Practice effective decision-making

in the area of project risk management, including learning how to identify and quantify problems and potential solutions. Participants will also examine impact analysis and risk response control. The four basic elements of a contract to include the agreement, consideration, contractual capacity, and lawful object are examined in detail.

MCJ 5078   Computer Applications for Criminal Justice Administration

Introduces the use of the Internet for criminal justice research as well as the use and configuration of Windows XP, Microsoft Word, Excel, Access, and PowerPoint.

MCJ 5135   Theory of Crime and 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 and 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 and 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 and 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 6345 Statistical Methods for Criminal Justice Research

Applies statistical procedures to criminal justice needs with an emphasis on specific methods, proper applications, and inter- pretation of data in criminal justice settings.

MCJ 6374 Special Topics in Criminology and 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 cyber crime and cyber terrorism. Students study criminal justice agencies, institutions, processes, strategies, threats and personnel working with cyber crimes as well as the impact of globalization as it relates to cyber crime 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 Waster 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 achieves environmental compliance through less expensive pollution control methods.

MEE 6501 Advance 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

Overviews the criteria for selecting assets include the necessity for operation, professional judgment, and legal fiat. Financial management concerns selecting assets according to specific financial criteria. Financial management also means finding the least costly financing along with the best balance of risk and expected return for the organization. Assets must be maintained, replaced, abandoned, and reinvested; all of these are problems to be solved by financial management professionals.

MHA 5101 Legal Foundations of Health Care

Introduces the many and varied legal aspects of health care administration. Intended to focus on an extensive overview of the major issues in health law as they relate to daily lives of health care professionals. With a strong foundation of health law, this course will provide a clear understanding of common and legal problems facing today's health care system.

MHA 5201 Health Resources and Policy Analysis

Introduces the learner to the internal and external foundations of the policy-making process. Presents a general view of the policy-making process from policy formulation to implementation, to modification, and political competence.

MHA 6501 Advanced Health Care Management

Explores the organization, administration, and management of health care organizations. Special focus is placed on organizational and managerial decision making, with extensive examination of managerial responsibilities that many health care professions assume in their daily assignments. With a strong foundation in organizational design and behavior, this course will provide a clear understanding of comprehensive health care management in today's health care industry.

MHM 5300 Hospitality & Tourism Management

Provides a perspective on how and why management strategies are changing. It examines the external and internal driving forces behind the changes. Focal points include strategy selection, positioning, and business development techniques and options. The course also provides insight into the strategic planning process and emerging organizational operating concepts, offering a global perspective of the hospitality industry. Key managerial strategies are delineated for brands, customer service, communications, crisis management, ethics, finance, human resources, leadership, marketing, purchasing, operations, risk management, security, organizational concepts, sales, and technology.

MHM 5680 Marketing for Hospitality and Tourism

Examines core concepts and principles of hospitality and tourism marketing with an international perspective. Marketing management philosophies, customer service strategies, electronic and target marketing, consumer buying behavior, marketing research, product development, pricing approaches, publics relations, advertising, sales promotion, distribution systems, professional sales management and market plan development are covered with conceptual and case analysis. The course provides numerous practical examples for managerial decision making in the global marketplace.

MHM 5701 Legal Aspects of Hospitality and Tourism

Provides an understanding of the basic foundations and principles of laws affecting the hospitality industry. The common and statutory law of the hospitality industry and the duties and responsibilities to guests, such as maintenance of property, and guest liability is examined. The course also

identifies how hospitality managers prevent legal problems and avoid litigation. Staff legal liability is also stressed.

MHM 5780 Management Accounting for Hospitality & Tourism

Examines hotel and restaurant accounting concepts that are vital to the decision making within an organization's internal environment. The course covers hospitality accounting for assets, payroll, preparation of income statements, and the balance sheet. In addition, the course covers the tools to handle the financial decisions with ratio analysis, budgeting and forecasting

MHR 6401 Employment Law

Introduces the legal issues involving employees and employers. Overviews the various aspects of the law so they can identify potential problems and can make judgments as to when they should seek professional advice. Topics covered in the course include Title VII, Civil Rights Legislation, and various types of discrimination affecting the modern workplace.

MHR 6451 Human Resource Management Methods

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Based upon classical and contemporary theory and empirical research, this course forms a humanistic and legal analysis of organizations, focusing on the role of human resource management in the creation of organizational strategy. Examines managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

MHR 6551 Training & Development

Emphasize the theory of training and development, research to determine needs, types of programs, practicum in conducting a training and development session, and evaluation of programs. The overarching objective of this course is to learn how to assess, develop, carry out, and evaluate a training program. To get to this objective, the field of training and development will be reviewed, as well as the broader area of human resource development (HRD). This means covering some of the basic concepts of training/HRD, such as motivation and learning theory, needs assessment, and the evaluation of training.

MHR 6751 Labor Relations & Collective Bargaining

Introduces collective bargaining and labor relations with an emphasis on the "real world" situations they will face on the job. Sections of actual labor agreements, as well as arbitration cases and decisions of the National Labor Relations Board (NLRB) and the courts illustrate and emphasize contemporary issues of collective bargaining and labor relations. In addition, experts in the fields of labor law and arbitration have contributed "tips" on how the concepts learned can actually be applied.

MHR 6901 Compensation Management

Explores the development and use of various compensation strategies and systems in today's highly competitive business environment. Compensation management provides a proven format for leaders to make practical decisions necessary to balance financial options and restraints with the demands of the workforce. This course considers the factors, forces, and

issues involved in collecting, organizing and analyzing of data in order to make better business decision.

MHS 5201 Weapons of Mass Destruction & Terrorism 3

Presents a balanced approach and detailed description of the security environment while illuminating the multidimensional nature of WMD's and terrorism. Explores technical aspects of threats, terrorist capabilities, and risk assessments that form the basis for making strategic decisions.

MOS 5101 Safety and 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.

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.

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

Advance 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.

MOS 5525 ISO 14000 3

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 3

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 3

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.

MOS 6625 System Safety Engineering 3

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.

MOS 6701 Advanced Ergonomics 3

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 3

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 5201 Advanced Fire Administration 3

With the emphasis on fire service leadership issues on management, human resources, equipment, operations, fire prevention, loss change, ethics and the roles and responsibilities of a Fire Chief are explored.

MSE 6201 Homeland Security 3

Comprehensive examination of Homeland Security, terrorism, domestic security, emergency preparedness, 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 3

Comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. Examples focus on U.S. domestic system of emergency management with supporting learning experiences from international incidents.

MSE 5101 Legal Aspects of Emergency Services Management 3

Explores the basic principles and terms of law in relation to fire protection and various legal actions against people or organizations charged emergency services management duties. Contains court cases, statutes, and regulations that have an impact on emergency service organizations.

MSE 5301 Interagency Disaster Management 3

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 6701 Case Studies in Natural Catastrophes and Man-Made Disasters 3

Critical look at emergency services management interactions in major historical natural catastrophes and man-made disasters or terrorist incidents through the lessons learned from case study evaluation.

MSM 5001 Sport Law and Risk Management 3

Presents a comprehensive introduction to the areas of the law that affect and are affected by sports. Tort law, criminal law, contract law, and constitutional law are explored in this course. The impact that Title IX and the Civil Rights Act of 1994 has had on sport law will be studied.

MSM 5501 Sport Public Relations and Fund Raising 3

Presents detailed information on the theory and practice of promoting and selling sport in today's marketplace. Topics include direct and indirect sales techniques, the multicultural considerations affecting marketing communication, and the design and execution of multilingual advertising and sales campaigns. In addition to offering the theoretical underpinnings of sport promotion, this course offers the practical applications of this theory and the experiential data necessary to compete in the expanding competitive markets of today.

MSM 5901 Sport Facilities 3

Provides a basic understanding of the planning and design process, as well as the features of many different areas and types of recreation and sport facilities. Topics included are design and development, common facility components, recreational spaces, specialty spaces, and trends in stadium and arenas, and equipment and supplies.

MSM 6301 Sport Administration and Finance 3

Examines the concepts relating to efficient management and leadership of the sport industry. Emphasis will be placed on principles and techniques of management relating to programs, facilities, special events, and personnel. Special course topics include: key personnel issues in sport management situations; ethics, law, and governance as they apply to sport management; the role of the marketing process in sport administration; and the economics, accounting and budgeting, and the importance of each for managers of sport.

MUS 1010 Introduction to Music Appreciation

Provides a tour through the world of music, from Medieval Chant to Rock. Students begin by studying the elements of music (sound, harmony, melody, rhythm, form, etc.) and build a comprehensive vocabulary with which to understand and evaluate musical expression. After this introduction, six historical periods of music are presented: Medieval, Renaissance, Baroque, Classical, Romantic, and Modern/Contemporary. Students learn to match composers of various periods with particular styles and characteristics. Each composer is presented within the context of their era, including a study of how social, political, and economic factors influenced their writing. The 28 web lectures are embedded with over 160 audio and video examples. There are film and book recommendations, and links to other resources on the Web. Introduction to Music also features a Bulletin Board, Weekly Chat, and a library of quizzes that you can use to test yourself and prepare for exams.

OR 5000 Student Orientation

Provides a foundation of knowledge on the CSU learning environment. 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

Develops motivated learners develop into fair-minded critical thinkers. Introduces the art of devising systematic ways to improve the quality of one's learning and one's life by systematically improving the thinking that underlies them.

PHL 1060 Introduction to Philosophy

Introduces the four main branches of philosophy. Focus is on discovering the origin of ideas that we currently accept as moral and social standards, understand the role of logic and metaphysics in the evolution of modern science, recognize the impact of philosophical ideas upon the formation of our nation, and the growth and development of philosophy and how it applies to the changing concerns in human history.

PHL 2350 Philosophies of World Religions

Provides a survey of the basic philosophies, histories, and characteristic practices of the world's major religions. An explanation of Buddhism, Confucianism, Hinduism, Taoism, Judaism, Christianity and Islam are included. Tribal religions, as well as contemporary sects and cults are also explored.

PHS 1110 Principles of Classical Physical Science

Provides a foundation in science but also creates context for a variety 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. The course covers measurement, the scientific method, Newton's Laws, work & energy, and electricity & magnetism. No scientific background is required but mathematical ability at the level of high school algebra will be assumed.

PHS 1120 Principles of Modern Physical Science

Overviews the structure of the atom, the structure of the nucleus, and the basics of chemistry. The course continues with a phenomenological survey of the solar systems, stars, and galaxies. No specific scientific background is required but mathematical ability at the level of high school algebra will be assumed. The course consists of reading assignments, application exercises, and unit assessments. The course also contains three Laboratories.

PS 1010 American Government

Provides students an in-depth study of American government and politics. Focuses on presenting a balanced, unbiased, and up-to-date introduction to constitutional, governmental, political, social, and economic structures and processes, beginning with the historical events leading to the formation of the American Constitution and continuing through to current politics of domestic and economic policymaking and foreign and defense policy.

PS 2000 Introduction to Political Science

Introduces a general, comparative introduction to the major concepts and themes of political science. This course examines the fundamental principles, concepts, and methods of the discipline, and the basic political processes and institutions of organized political systems. Topics include approaches to political science such as modern ideologies and political philosophy, the state, government, law, organized political influences, government bureaucracy, problems in political

democracy, and global politics. Upon completion, students should be able to identify, describe, define, and analyze, and explain relationships among the basic principles and concepts of political science and political processes and institutions of contemporary political systems.

PS 2010 American State and Local Politics

Provides an introduction course in state and local government in the United States. The general aim of the course is to acquaint students with the structures and functions of state and local level governments and how political decisions are made at these levels. The course examines policy concerns that exist for state and local political units, political actors, and citizens.

PSY 1010 General Psychology

Introduction to psychology presents psychology as a science, a diverse discipline with a concern for research, theory, gender, and cross-cultural issues. The course focuses on the complex and exciting scope of psychology, and presents a high-level description of the numerous areas of interest in psychology. It is hoped that this overview will peak the curiosity of the student, leading the student to discover more specialized areas of interests for further study and investigation.

PSY 2010 Abnormal Psychology

Overview of abnormal psychology. Explores the definition of abnormal behavior and causes, classifications, and assessments for psychological disorders. Various psychological disorders will be discussed in this course along with possible treatment options and transition and adjustment effects for the patient and family. An overview of diversity affect the conceptualization of abnormal behavior as well as the diagnosis and treatment of psychological disorders.

PSY 3019 History and Systems of Psychology

Explores the philosophical and scientific antecedents to modern psychology, the history of psychology as an independent discipline in the nineteenth century, and the development of psychology in the twentieth century. Beginning with Descartes, examine contemporary schools and systems of psychological thought. In addition to the theoretical underpinnings of the discipline, explores the evolution of applied psychology, including mental illness and treatment, and the emergence of psychology as a professional discipline in the modern clinical setting.

Prerequisite: PSY 1010 or equivalent.

PSY 3140 Social Psychology

Presents a 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. Provides a review of interpersonal behavior theory and group dynamics and includes discussion of perception, attribution, attraction and love, attitudes and attitude change, aggression and social influence. presents the basic theories and findings of social psychology and how social psychological principles are relevant to daily life.

Prerequisite: PSY 1010 or equivalent.

PSY   3150   Developmental Psychology

Provides a broad overview of human development across the life-span with emphasis on psychosocial, physical, emotional, and cognitive changes. Describes linguistic development, and provides an introduction to theory, methodology and personality within the developmental psychology context.

Prerequisite: PSY 1010 or equivalent.

PSY   3350   Theories of Personality

Presents a critical analysis of major theories and systems of personality. Topics include Freud's Psychoanalysis, Jung's Analytic Psychology, Horney's Humanistic Psychoanalysis, Feminist approaches to personality theory, Erickson's Life Cycle theory, James' Psychology of Consciousness, Skinner's Behaviorism, Cognitive Psychology, Kelly's Personal Construct theories, Rogers' Person-Centered perspective, and Maslow's Transpersonal Psychology. Introduces research methods in personality.

Prerequisite: PSY 1010 or equivalent.

PSY   3380   Psychology of Learning

Provides an 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. Topics include both psychological and physiological mechanisms associated with learning. Classical and operant conditioning are discussed in detail, as well as observational learning and motor-skills learning.

Prerequisite: PSY 1010 or equivalent.

PSY   3505   Psychology of Adjustment

Examines human adjustments and the resulting forms of behavior, and is designed to explore various methods used by individuals when adjusting to the changing requirements of the environment. Explore major perspectives of psychology, including the psychodynamic, cognitive-behavioral, and humanistic viewpoints, and contributions from clinical, personality, social, and developmental psychology, as well as from the important fields of cognitive, biological, and health psychology. Stimulates critical thinking and knowledge about personal adjustment.

Prerequisite: PSY 1010 or equivalent.

PSY   4021   Physiological Psychology

Examines the physiological correlates of behavior and explores current problems, theories, and techniques in physiological psychology with emphasis on central nervous system mechanisms. Topics include an introduction to neurons, brain, and biological psychology, the visual and movement systems, hunger, eating, emotional, sleep and sexual behaviors and states, learning and memory, language and cognition, the biological basis of mental health, and examination of drugs, addiction, genes and behavior.

Prerequisite: BIO 1030 and Bio 1040 or equivalent.

PSY   4460   Cognitive Psychology

Presents a study of human intellectual functioning and development from infancy to adulthood, and provides a comprehensive study of our cognitive processes. Offers an in-depth review of the field, and describes how we acquire, store, transform, and use knowledge. Topics include perceptual processes, memory, imagery, general knowledge, language, problem solving and creativity, reasoning and decision-making, and cognitive development.

Prerequisite: PSY 1010 or equivalent.

PSY   4501   Research Methods in Psychology

Provides an introduction to research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as well as it underscores the broad basis of scientific thinking. Assist students understand how to plan an empirical study, to analyze and interpret data, and to present findings and conclusions in a written report. Encourages analytical and critical interpretation of research findings and the ability to better understand research claims and results presented in the professional research and the media.

Prerequisite: PSY 1010 or equivalent.

PSY   4560   Psychology Assessment

Provides an overview of the field of psychological testing and the fundamental principles and procedures applicable to all types of psychological tests are explored. Explore various types of psychological testing. Topics include norms, reliability, validity and test development, and an examination of particular types of tests, focusing on the most commonly used tests today. Topics include intelligence testing, objective and projective personality tests, neuropsychological assessment and achievement testing. Special testing applications, ethical and legal issues are also discussed.

Prerequisite: PSY 1010 or equivalent.

PSY   4620   Health Psychology

Presents a survey of health psychology and behavioral medicine, and examines the science that connects behavior to health, including the psychological processes and the relationships between health and human behavior. Outlines the strengths and weaknesses of the traditional medical model and the positive alternatives offered by health psychology. Topics include an introduction to basic concepts and methods of health psychology, psychological contributors to and treatments of illness, health promotion, disease prevention, the health care system, and medical ethics and utilization issues.

Prerequisite: PSY 1010 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. It is a diverse field and addresses the human side of organizations. The industrial side of the field is concerned with

organizational efficiency through the appraisal, selection and training of people and the design of jobs. The organizational side is concerned with understanding the behavior of people on the job. Topics include an introduction to the discipline and research methods in I/O Psychology, assessment of jobs, performance and people, selecting and training employees, discussion of the individual and the organization, and the social context of work.

Prerequisite: PSY 1010 or equivalent.

SOC   1010   Introduction to Sociology

Provides an in-depth study of the basic concepts of sociology. Specific attention is given to our culture characteristics, societal changes, inequalities in social classes, and how it relates to different groups in our society. Students are exposed to the economy structure and how industrialization affects our individual behavior. Education, religion, and health care are studied and our society issues and how citizens behave in our society are explored. Explore role as citizens in our transformed society with all its functions and become an agent of socialization.

SOC   2010   Survey of Global Societies and Cultural Geography

Surveys current issues and developing trends in social and cultural structures and regions across the globe, exploring social phenomena in geographical settings and fostering understanding of the interdependence of places, regions, and culture in a globalizing world.

SLS   1000   Student Learning Success

Introduces students to various strategies for learning and other skills that are often overlooked when planning for college.

SP   1010   Speech Communications

Provides an exposure to the basic principles of speechmaking and some opportunities for students to begin to develop their own skills. With the assistance of the course text, this course tries to show the principles of public speaking in action in addition to describing them. Explores a large number of narratives and extracts from speeches—set off from the text in a contrasting typeface. There are also many speech outlines and sample speeches.

SPA   1010   Introduction to Spanish I

SPA1010 is an introductory course with an emphasis on vocabulary and structure. By the end of the course, students should be able to understand simple phrases, ask and respond to questions, write, and read simple paragraphs in Spanish. In this course we will focus on all forms of communication-speaking, listening, reading and writing.

Requirement: The core of our language learning environment is MySpanishLab by Pearson World Languages. This required virtual language lab features a wide array of language-learning tools and resources, including an interactive version of the Student Activities Manual (SAMs), an electronic version of the student text, English and Spanish grammar tutorials, custom content created by instructor, and all materials from the audio and video programs. Students must have a computer, speakers, a microphone (provided with textbooks) and broadband internet connection.

SPA   1020   Introduction to Spanish II

SPA1020 is a continuation of SPA1010. Emphasis is placed on more advanced and applied grammar, cultural readings, music, and videos dealing with life in Latin America/Spain. The SPA1020 curriculum is designed to enable the student to communicate in Spanish by increasing his or hers proficiency and fluency. In this course we will focus on all forms of communication-speaking, listening, reading and writing.

Requirement: The core of our language learning environment is MySpanishLab by Pearson World Languages. This required virtual language lab features a wide array of language-learning tools and resources, including an interactive version of the Student Activities Manual (SAMs), an electronic version of the student text, English and Spanish grammar tutorials, custom content created by instructor, and all materials from the audio and video programs. Students must have a computer, speakers, a microphone (provided with textbooks) and broadband internet connection.

XII. Board of Trustees

XIII. Administration

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Controller

Liaison

Joe Wilkins, Ph.D.
Governmental Affairs Liaison/Professor of History

XIV. 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.

Kevin Abbott, M.S.
Executive Fire Service Leadership
Grand Canyon University

George Ackerman, J.D., Ph.D.
Criminal Justice
Cappella University

Mark Aglio, M.B.A.
Employee Relations
American University

Zinia Akbar, M.B.A.
Finance
University of Dhaka

Manny Alam, M.B.A.
Business Administration
Columbia Southern University

Robert Allen, J.D.
Law
University of Alabama

Abu Amin, M.S.
Economics & Econometrics
University of Nottingham

Glenn Appelt, Ph.D., R.Ph.
Pharmacology
University of Colorado

Mithal Ashraf, M.S.
Computer Science
University of West Florida

Wendy Baigis, M.S.
Criminology
West Chester University

Kimberly Baker, J.D.
Law
George Mason University Law School

Yvonne Balbin, J.D.
Law
Cumberland school of Law

Steven Bardwell, E.F.O., M.S.
Executive Fire Service Leadership
Grand Canyon University

Marcia Bates, Ph.D.
Civil Engineering
Texas Tech University

Carl Beekman, Ph.D.
Multicultural Education
The Union Institute

Richard Bell, J.D., Ed.D
Sports Management
United States Sports Academy

Daniel Berman, PsyD
Psychology
Newport University

Tracie Bernard, M.Ed.
Curriculum & Instruction Science
University of Louisiana-Lafayette

Torrey Berry, M.Ed.
Educational Leadership
University of South Alabama

Christopher Blackburn, Ph.D.
History
Auburn University

Ralph Blessing, M.S.
Occupational Safety & Health
Columbia Southern University

Diane Blocker, M.Ed
Counseling
Auburn University

Evelyn Bolden, M.A.
Economics
University of Denver

Donald Bolen, M.A.
Journalism & Mass Communication
University of Georgia

Brian Bonner, M.S.
Emergency Management
Jacksonville State University

Howard Borck, Ph.D.
Organizational Sociology
Michigan State University

Timothy G. Born, M.S.
Technology Management
Mercer University

David Boyd, Ph.D.
Religion
Covington Theological Seminary

Charles Brewton, Ph.D.
Public Administration
Tennessee State University

Carolyn Broner, Ph.D.
Leadership & Organizational Change
Walden University

Lorie Broyles, M.A.
Physical Education
Tennessee Tech University

W. H. (Billy) Bullock, DHSc, CIH, CSP
Health Science
Nova Southeastern University

John Burchfield, M.B.A.
Business Administration
University of Phoenix

Erik Burks, M.S.
Emergency Services
California State University

Lisa A. Bussler, M.S.
Systems Management,
Information Systems
Florida Institue of Technology

Wayne Butts, MA
Divinity
Ashbury Theological Seminary

David Castle, Ph.D
Marketing
Northcentral University

Fernando Chavez, Ph.D.(ABD)
Business Administration
North Central University

Scott Chavez, Ph.D.
Health Services
Walden University

Wenliang Chen, PhD
Mechanical Engineering
New Jersey's Science & Technology Univ.

Paul Christy, M.A.
Organizational Leadership
Ashford University

Oliver J. Clark, M.A.
Law Enforcement & Administration
Western Illinois University

Kim Clay, M.S.
Public Administration
University of South Alabama

Thomas Cochran, M.S.
Ecology
University of North Texas

Robert Cook, M.S.
Occupational Safety & Health
Columbia Southern University

Dan Corcoran, C.I. H., C.S.P., Ph.D.
Business Administration
Touro University

Bari Courts, Ph.D.
E-commerce
Capella University

Dan Craven, M.Ed.
Guidance & Counseling
West Georgia College

Mary Crawford, M.B.A.
Business
Mississippi State University

Terrance Cusaac, Ph.D.
Organization & Management
Capella University

Barbara Daniel, Ph.D.
Communication Theory & Research
Florida State University

Robert David, M.S.
Computer Science
University of West Florida

Colleen Davis, M.A.
Organizational Management
University of Phoenix

Stephen Demeter, M.S.
Fire Science
Grand Canyon University

Daniel Deml, M.P.A.
Public Administration
City University of Seattle

David L. Dickey, Ed.D.
Education
The Universtiy of West Florida

Richard Dippel, J.D.
Law
St. Louis University School of Law

Brian Drake, M.S., C.S.P.
Industrial Safety Management
Central Missouri State University

Becky Dunlap, M.S.
Biology
University of North Texas

Bob Elsbury, M.A.
Effective Teaching
Drake University

Bart Eltz, C.S.P., M.S.
Occupational Safety & Health
Columbia Southern University

Janice Evans M. Ed
Education
University of West Alabama

Katrina Everhart, Ph.D.
Applied Management
Walden University

Jeremy Fiebig, M.F.A.
Theatre
Mary Baldwin College

Melissa Findley, M.S.
Guidance & Counseling
East Texas State University

Michael Findley, Ph.D., C.S.P., C.I.H.
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Spring Hill College

Felicia C. Fitzgerald, M.B.A
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Sara E. Folkins, Ed.S.
Teaching of Foreign Language—
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Columbia Southern University   95

Tanae Franklin, M.A.
Philosophy
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History & Government
Texas Women's University

Allen Gleit, Ph.D.
Mathematics
Stanford University

Lenore Goldberg, J.D.
Law
Brooklyn Law School

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University of Michigan

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Judith Meyers, Ph.D.
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Western Michigan University

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Stacy Murphy, M.E.P.C.
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Olin Oedekoven, Ph.D.
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Clay Owens, Ed.D.
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