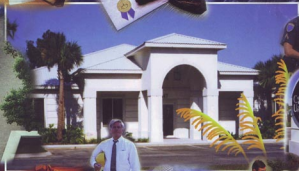




Columbia Southern University



Information Catalogue

COLUMBIA SOUTHERN UNIVERSITY

ACCREDITED MEMBER OF THE DISTANCE EDUCATION AND TRAINING COUNCIL



The Accrediting Commission of the Distance Education and Training Council (www.detc.org) is listed by the U.S. Department of Education as a nationally recognized accrediting agency, and is a recognized member of the Council of Higher Education Accreditation (CHEA).

*The World Advances
Through the Advancement of the Individual*

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THE DIFFERENCE

CSU

Education Makes A Difference

Reach

Success often means the willingness to take the next step, climb the extra rung of the ladder. We encourage you to explore, to believe in your own unique abilities, and allow Columbia Southern University to provide you with the academic tools you need to realize your dreams.



ADMINISTRATION

Robert G. Mayes, Ph.D.
President

Joseph A. Manjone, Ed.D.
Director of Education

Robert Mayes, Jr., BS
Vice-President of Operations/COO

M. Ray Curtis, Ph.D.
Vice-President Finance

F. Poche Waguespack, MS
Dean of Students

Thomas Cooley, BS
Registrar

Polly Waguespack, Ph.D.
Director of Development

. . . CSU Makes The Difference!



THE MISSION

Columbia Southern University was established as a comprehensive, academic institution of higher learning. The University's mission is to educate students in Business Administration, Criminal Justice Administration, Environmental Management, Occupational Safety and Health, and Health Care Administration.

Columbia Southern University was established to assist mature individuals who:

- are seeking to acquire skills necessary to compete effectively in an increasingly competitive marketplace.
- have a clear understanding that career advancement is closely tied to ongoing education.
- are seeking personal enrichment through education.
- are underemployed.
- are unemployed; victimized by layoffs, down sizing, and technological displacement.

Columbia Southern University is structured to:

- allow students to schedule their study time to accommodate career commitments and family responsibilities.
- allow students to work at their own pace within reasonable parameters.
- recognize prior educational achievements and experiential learning.
- offer a quality education at an affordable price.

Columbia Southern University's staff objectives are:

- to create an educational environment that enables nontraditional students to achieve their academic goals.
- to assist our students every step of the way as they progress through their degree programs.
- to be readily accessible to our students.



CSU OFFERS

Bachelor degree programs:

- Business Administration
- Criminal Justice Administration
- Environmental Management
- Occupational Safety and Health
- Health Care Administration

Master degree programs:

- MBA
- Occupational Safety and Health

Certificate programs:

- Certified Environmental Compliance Manager (CECM)
- Certified Ergonomics Compliance Director (CECD)
- Certified Industrial Hygiene Manager (CIHM)
- Certified Pharmacy Technician (CPT)
- Certified Human Resource Manager (CHRM)
- Certified Employment Law Specialist (CELS)
- Certified Natural Medicine Specialist (CNMS)

CSU – A Quality Alternative



Dear Prospective Student,

Education makes a difference.

In today's fast paced world, attending a traditional college to earn a degree is simply not a viable option for many. This reality, however, will not deter those who realize that far too often, otherwise qualified people are passed over for job promotions simply because they lack a degree. This hard fact may not be fair, but it is life.

By choosing a distance education program, you are able to earn your degree in the privacy of your home at a pace that will enable you to honor your obligations to family and career while steadily progressing through your degree program.

At Columbia Southern University you begin your program when you are ready and progress as quickly as you are able. You will complete a series of four-course modules in sequence. You decide the order in which you will take those courses required of you. You are not tied to any long-range financial obligation. You pay tuition only for the module in which you are enrolled. And, you may finance your module tuition over seven months interest free.

Our goal is to make CSU programs and services the finest available. Every member of our Student Services Department is committed to insuring your satisfaction, and is dedicated to the principle that it is only through your success that we succeed. With each course you begin, we will assign a professor to assist you with questions or concerns you may have. So that you may submit questions at anytime, all CSU faculty have e-mail addresses.

Complete the application that appears on the back page of this catalogue and forward it to us. It will cost you nothing to do so and could very well change your life. Within ten to twelve working days of receipt of your application we will complete a no cost/no obligation evaluation. This written report will identify your course requirements and any transfer credit we have accepted. You have nothing to lose and much to gain.

At Columbia Southern University, we strive each day to serve our students to the best of our ability. I give you my word that we will do all in our power to ensure that your time spent with us proves pleasant and valuable.

Columbia Southern University makes the difference.

Sincerely,

Robert G. Mayes, Ph.D.
President



Excellence is never an accident—

Excellence is a planned event.



ACCREDITATION

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

Accreditation through the DETC attests to the fact that CSU has voluntarily undergone a comprehensive study and peer examination. The review process demonstrated that CSU has met the rigorous standards imposed by this prestigious association. Standards that insure that CSU operates on a sound financial basis, has an approved program of study, qualified instructors, adequate facilities and equipment, approved recruitment and admission policies, and advertises its courses truthfully. Most importantly, these same standards demand of CSU measurable proof of learning outcomes. Or more plainly stated, proof that our students gain real benefit from the degree they earn here at CSU.

LICENSE

Columbia Southern University is licensed by the State of Alabama, Department of Education pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1 through 10.

As a part of our licensing procedure and licensing renewal process, CSU must submit to the Department of Education, materials for review including but not limited to curricula, course materials, qualifications of faculty and administrative staff, methods of operations, and financial records proving stability. Additionally, CSU submits to ongoing on-site inspections by the Department of Education.

PERSONALIZED SERVICE

Columbia Southern University is committed to your success. We are available to assist you with information concerning the applicant process, enrollment, tuition, course work, examination procedures, grading methods, and graduation requirements. We are only a phone call away.

LIBRARY ACCESS

To assist students in finding resources online, Columbia Southern University's website (www.columbiasouthern.edu) provides links to information sources related to our degree and certificate programs. Additionally, our website contains links to major online libraries, such as the Internet Public Library and the Library of Congress. If you do not have a computer available you may access the Internet at most local libraries.

BOOKSTORE

The University Bookstore inventories all required textbooks. Students are not required to purchase textbooks through CSU.

ACADEMIC CALENDAR

Columbia Southern University has an open admissions policy. Applications for admissions evaluation and enrollment are accepted throughout the calendar year.

ATTENDANCE

As a Distance Learning Institution, CSU does not require classroom attendance. Students are allowed to set their own pace within reasonable parameters. At CSU, you are in a classroom of one. CSU sets your objectives, you schedule your study time.

UNIVERSITY BUSINESS HOURS

Columbia Southern University is open for business Monday through Thursday, 8:00 a.m. to 5:00 p.m., Friday 8:00 a.m. to 12:00 p.m., Central Standard Time.

TRANSFER POLICY

Columbia Southern University accepts transfer credits from accredited colleges and universities when the course content is deemed to be the equivalent to those offered by CSU. Most colleges and universities enforce similar policies regarding transfer credit.

The CSU faculty and administrative staff are dedicated to the principle that it is only through your success that we succeed.

BUSINESS & PROFESSIONAL RECOGNITION

CSU

In a report written by Alexander Mood for the Carnegie Commission on Higher Education, Mr. Mood stated, "As we look towards the future . . . colleges will be judged not by what some educational bureaucracy declares but by what they can do for their students. Of much greater relevance would be statistics on student satisfaction, career advancement, and data like that".

Simply stated, the true value of any degree is measured by acceptance of that credential by the business, professional and academic community. Many corporations are keenly aware of the value of distance learning programs that allow their personnel to pursue academic growth without compromising employee productivity.

The following is a partial list of employers who have paid their employee's tuition.

ACTS	Environmental Management Consultants, Inc.	
Allant Cellular	General Electric Capital	
Allegheny University Health Sciences	Georgia-Pacific	
Alpine Medical Group	GTE	
American Medical Response	Gwinnett County Sheriff's Dept.	
Amoco Health Services	Health Net	
Amtrak Police Department	Illinois Central College	
Austin Power Company	Industrial Health Care Inc.	
Ball Park Brands	Kal Kan Foods, Inc.	
Bayer Corporation	Kodak	
BFI	Kyowa America Corp.	
Boeing	Lansdowne Police Department	
Bon Secours St. Joseph Hospital	McDermott Inc.	Sea Converting
Burlington Resources	Mercedes-Benz	Sheriff's Dept. Canton, GA
Center Point Fire Dept.	Mercury Marine	Southwest Trails
Champion Internat'l Corp.	Methodist Hospital	Sperry Sun
City of Alpharetta	Metro-Dade Police Department	Sprint PCS
City of Altoon (PD)	Mid Atlantic Coca Cola Bottling	State of Colorado
City of Chandler (PD)	Millennium Laboratories	Summa Health System
City of Grand Rapids	Modern Technologies	Sun Company
City of Hillsboro	Morris County Park Police Dept.	Sunoco
City of Horicon (PD)	Nabisco	Syscon Corp.
City of LaPorte, Texas	National Health Services, Inc.	Tennaco
City of Madison, FL	Newport Police Department	Texaco
City of Pembroke Pines	OSH Dept. Patuxent River	The Stroh Brewer Co.
City of Spokane	Paradise Oaks Youth Services	Town of Flower Mound
City of Williamsburg, VA	Park District of Highland Park	Town of Morrisville (PD)
City of Wilmington (Traffic Dept.)	Polk County Sheriff Department	Township of Bedminister
Clark County	Port of Seattle	Toyota Motor Manufacturing
Columbus County (PD)	Presbyterian Child Welfare	Underwriters Laboratories
Commonwealth of VA Department Corrections	Prince George's County Educators Assoc.	Universal Studios, CA
Coach USA	Raritan Township Police Dept.	UPS
Dupont	Raytheon	Valley Forge Sewer Authority
Eco Systems, Inc.	Royal Vendors	Vitalink
Entergy	RustoOleum Corp	Volunteer State Community College
	Safety Kleen	Waste Control Specialist





I am writing to you in gratitude for the opportunity to attend Columbia Southern University via distant education. Through CSU I completed my BS in Health Care Administration. **Without this credential it would not be possible for me to remain viable in a very competitive healthcare environment.**

Harold Lance DeBord

I was amazed at how my degree gave me almost instant stature and credibility in my field. My degree certainly increased my earning potential. My enrollment at Columbia Southern University was one of the best professional decisions of my career.

Michael V. Manning
Manning & Associates

After eighteen years of service to my current employer, I had progressed from a utility technician to a shift foreman. **Any prospects of future advancements were dim because all of the next steps required a degree.** Because of shift-work and other demands, I had not been able to complete my education in the conventional manner. With the combination of my experience and CSU degree, I was able to jump over Level I to Level II Supervisor immediately.

Catherine Sjolander
Borden Chemical, Inc.

I would like to take this opportunity to thank you and your University Staff for your outstanding professional scholastic guidance and advance courses in Environmental Sciences. My degree has proven to be invaluable to me. I interface daily with the U.S. Air Force and other military services including the U.S. E.P.A. and the U.S. Department of Defense on technical, legal and problem solving matters. I strongly recommend your "off campus" programs.

Michael C. Kaczmariski
McDonnell Douglas

I want to take a moment to write you and let you know how my MBA has impacted my life. Since graduating, I find that more opportunities are open to me. My degree has increased my value to the Air Force and my chances of promotion. **I thank you and your staff for a job well done.**

Nathaniel Bryant

It is with great appreciation that I write this letter to you. **After spending many years away from college for various reasons, raising a family, financial priorities, etc. CSU made it possible for me to complete my degree.** . . . my opportunities for advancement to the levels that I strive for are now much more attainable.

Robert J. Stoll

I completed my Master of Science in Occupational Health and Safety with Columbia Southern University. At the time of my degree completion I was employed by the University of Arkansas as the University Safety Coordinator. I am now the Director of Environmental Health and Safety for the University of Texas-Pan American. **With this move I have more than doubled my income . . .** I firmly believe that the time and effort I expended in earning this degree was one of the best decisions I have made in a long time.

Kenneth L. Sator

Due to the nature of the professions I have based my career on, I have been attending schools of higher education levels, since the beginning of my career. Prior to learning about Columbia Southern University, 95% of the training I received was in the normal classroom environment which I found boring and stressful . . . the pace of the classes controlled by the slowest learner. CSU has freed me from this and made my continuing education both interesting and fulfilling. **You are providing a much-needed service in a professional and highly effective manner.**

Michael Lampart

Education Makes a Difference

Columbia Southern University – the academic key that unlocks doors you will encounter along your career path.

Columbia Southern University makes the difference

WHAT IS DISTANCE EDUCATION?

Earning a degree through Distance Education is much the same as earning a degree at a traditional university. But here at CSU there are no classes to attend, hard to find professors, etc. At CSU you are in a classroom of one.

You begin your degree program by enrolling in your first module, which is comprised of four courses. You work at your own pace in the comfort of your home. You set aside time to study as your schedule allows so that you may steadily progress through your course work. In this way, you are able to honor your commitments to family and career while earning your degree.

Upon enrolling, you will order the first course that you have chosen to take. At the beginning of each course, you will be assigned a faculty member who will be readily available to assist you via e-mail or telephone. Upon completing the four courses that comprise your module, take a short break and then resume your studies as quickly as possible to take advantage of the no money down and interest free financing of your next module.

ADMISSIONS REQUIREMENTS

Certificate Programs

High school diploma or its equivalent.

Bachelor Degree Programs

High school diploma or its equivalent.

Master Degree Programs

Bachelor degree earned from an accredited/approved institute. If the earned undergraduate degree is dissimilar to the Master degree program of interest, the University will decide if the prospective student is qualified to enter into the graduate program, or if any additional courses need to be taken prior to admission into the graduate program.

International Students

International Students must submit an official copy of TOEFL (Test of English as a Foreign Language). A minimum score of 500 in the paper-based version or 173 in the computer-based version is required. Course materials and instructions are provided only in English.

Our no cost evaluation of your application does not obligate you to enroll.

THE ADMISSIONS PROCESS

1. Application

Complete the Application for Admissions located in the back of this catalogue. You should include transcripts of prior academic credit earned (copies will suffice for evaluative purposes). If you do not have student copies of your transcripts, request them from the appropriate university or college and have them sent directly to CSU. If you will not be submitting transcripts from a University or College, you must include proof of a high school diploma or GED.

If you intend to seek academic credit on the basis of **Experiential Learning**, indicate your desire to do so on the application by checking the provided box. Along with your evaluation, CSU will forward a **Prior Learning Portfolio Guidelines** packet. This packet will include **step-by-step instructions** on how you may earn credit for experiential learning. For additional information on "Experiential Learning" see page nine.

2. Evaluation

Columbia Southern University will conduct a comprehensive no cost/no obligation evaluation of your prior academic credit. Within twelve to fifteen working days of receipt of your application, we will prepare a detailed Evaluation Report. This report will outline those courses we have determined you should take and those courses for which we have accepted transfer credit. If you would like to take advantage of our Priority Evaluation Service, please enclose a check for \$25. This will guarantee that your application will be evaluated within 24 hours of receipt.

3. Module Enrollment

When your evaluation is completed we will mail you a complete Enrollment Packet. This packet will include all the information needed to make an informed decision to enroll. Simply complete the Module Enrollment Agreement and select the four courses that will comprise your first module.

ENROLLMENT PERIOD

Students have up to 12 months from the module start date to complete the four courses of study that comprise a module. After the enrollment period has expired, a module extension fee of \$25 per month must be paid to continue submitting course work.



Students are able to earn academic credit in a number of ways: Transcripts; Challenge Examinations; Applicable Training and Certificates; Experiential Learning (knowledge and understanding of course content acquired through experience).

There are however, course minimum policies in place at this and any other legitimate institution where you might inquire. Students enrolled in Bachelor programs must complete at least 30 credit hours with CSU no matter their credentials. Students enrolled in Master programs must complete one half of the degree program with CSU to be eligible for graduation with CSU.

ACADEMIC CREDIT

Columbia Southern University accepts transfer academic credit from accredited/approved academic institutions when the course content is deemed to be the equivalent to our own. Only those courses on which applicant/student has earned a "C" or better will be accepted.

CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

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

PROFESSIONAL LICENSES, CERTIFICATES, AND TRAINING PROGRAMS

CSU uses the guidelines established by ACE (American Council on Education) to determine if certain training programs, certificates, professional licenses, and military training warrant the awarding of academic credit.

The National Guide to Education Credit for Training Programs, published by the American Council on Education.

Guide To The Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education.

EXPERIENTIAL LEARNING

The University recognizes that you may have gained knowledge and skills through various work/life experiences and independent learning which may be the equivalent to one of our course offerings. You must complete a Prior Learning Portfolio that properly



THOMAS COOLEY, REGISTRAR
Member American Association of Collegiate Registrars and Admissions Officers (AACRAO)

documents all experiential learning that is to be considered for college credit. You are not required to complete your Portfolio at the time of enrollment. You must however, submit your Prior Learning Portfolio before completing your degree program.

To assist you in assembling the documentation necessary to support the awarding of academic credit on the basis of experiential learning, CSU provides easy to understand guidelines. Once you review all the requirements necessary to prepare a Portfolio, you may submit to CSU at the time of enrollment a Portfolio Assessment Application. By including this completed form with the Enrollment Agreement, you signal to us your intent to submit a Prior Learning Portfolio for those courses you list. If academic credit sought is not awarded through Portfolio Assessment, you will be required to complete these courses prior to graduation.

In determining credit for Experiential Learning, the University follows the guidelines suggested by the Distance Education and Training Council (DETC).

Academic credit awarded for experiential learning cannot exceed the following:

Bachelor Degree Programs – Fifteen (15) credit hours of general education coursework; Fifteen (15) credit hours of CSU major courses for a total of 30 hours

Master Degree Programs – Nine (9) credit hours of CSU major courses



FINANCIAL INFORMATION

TUITION AND FEES

	<i>Per Credit Hour Rate</i>
Bachelor Degree	\$125.00
Master Degree	\$175.00
Portfolio Assessment (Experiential Learning)	\$ 55.00

Alumni Tuition Rate

Graduates of CSU's Bachelor Degree Programs who enroll in CSU's Master Degree Programs are entitled to a 15% reduced tuition rate.

METHOD OF PAYMENT

Tuition is payable in U.S. funds. Columbia Southern University accepts Checks, Money Orders, Visa, MasterCard and American Express.

Module Payment Options

Columbia Southern University offers two payment plans.

#1. **Module Payment in Full.** A single payment of tuition. (Deduct \$50 from the total module tuition for Payment in Full.)

#2. **Financing Option.** Columbia Southern University offers a tuition finance program for up to seven months, interest free. A minimum down payment of \$395 is required. Students may choose to pay their monthly installments either by check/money order or through automatic payments from their credit card or banking account. Students, who select either automatic payment option, may deduct \$50 from their module tuition. The first monthly payment will be in approximately 30 days from the date of enrollment, and all subsequent payments will be set up to be due on the same day of the remaining months. Module tuition must be paid in full upon completion of each module.

EMPLOYER REIMBURSEMENT POLICY

Many employers have recognized the value of Columbia Southern University's degree programs and have reimbursement policies in place. For those students whose employers offer tuition reimbursement, CSU offers Per Course Payments. Please contact the University for complete details.

WITHDRAWAL

Students who find it necessary to withdraw from the program must submit a written notice to the University.

REFUND POLICY

The Refund Policy is the same for withdrawal by the student or University termination. Refunds shall be issued within thirty (30) days after the effective date of termination. The contract amount and the refund policy are based on the total tuition, not the amount already paid.

1. If CSU is notified of cancellation within 5 calendar days after midnight of the day on which the enrollment agreement is signed, all money paid to CSU will be refunded.

2. From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the University receives a student's first completed assignment, within the enrollment period, the University is entitled to a registration processing fee of \$150 if the student cancels enrollment.

3. After the University receives the first completed assignment and until the student requests cancellation, the University shall be entitled to registration fee and the following charges:

- a. Up to and including completion of the first 10% of the total module assignments, 10% of the refundable tuition.
- b. After completing more than 10% of the total module assignments and up to and including completion of 25% of the assignments, 25% of the refundable tuition.
- c. After completing more than 25% of the total module assignments and up to and including completion of 50% of the assignments, 50% of the refundable tuition.
- d. If the student completes more than half of the total module assignments or the enrollment period has expired, the school shall be entitled to the full tuition.

The amount of the module completed shall be the ratio of completed assignments received by the University to the total assignments required to complete the module.

TEXTBOOK REFUND/RETURN POLICY

Students who elect to cancel enrollment may return unused textbooks to CSU bookstore for a refund of up to 65% of the purchase price depending upon the condition. Textbooks no longer in use will not be repurchased. CSU will only accept returned textbooks that were purchased from the University Bookstore. A credit will be applied to the student's account if there is a balance due; otherwise, a refund check will be issued.



Success Is A Matter Of Degrees

Although high paying jobs will be available without college training, most jobs that pay above average wages will require a college degree. —Occupational Outlook Handbook, Bureau of Labor Statistics

HOW INDEPENDENT STUDY WORKS

Courses that will comprise your individually tailored degree program will be accompanied by a Study Guide. These guides will identify each concept or idea determined to be of primary significance, and will contain a list of performance based objectives (e.g. list, explain, define, discuss, summarize, identify, etc.), which a person knowledgeable in the course content would be reasonably able to perform. You earn credit when you have performed these tasks and objectives satisfactorily. Using the assigned textbook and/or supplementary materials required you will research and master the objectives of the course. Once all assignments are completed, a proctored final examination is administered. Following the successful completion of the final exam, the University will forward your official grade report.

ACADEMIC PROGRESS

CSU offers incentives to encourage you to steadily progress through your degree program. By completing the module in which you are enrolled within 8 months and enrolling in the following module within 15 days of completion, you will qualify for the extended module payment option. If you exercise this option you may finance your next module tuition with zero down and interest free for eight months. This incentive is in place to encourage you to progress through your program at a steady pace. And in this way enabling you to earn your degree in a reasonable amount of time.



F. POCHE WAGUESPACK, MS
DEAN OF STUDENTS

MODULE COURSE SCHEDULING

Following your personal evaluation, Columbia Southern University will advise you of your course requirements. Students are permitted to select those courses that will comprise each module of study. Students may elect to complete degree major courses prior to satisfying General Education requirements, provided course and/or degree program prerequisites are satisfied.

EXAMINATION PROCEDURES

Unit examinations, projects, and/or written assignments will be found within the Study Guides that are sent to students at the beginning of each course of study. These exams, projects and/or written assignments are to be self-administered and forwarded to the University for grading. Unit examinations enable both the university and the student to gauge the student's level of comprehension of the materials presented.

Final examinations are to be proctored. Students will select the individual who will serve as their proctor. Examinations are ideally administered at testing centers found in local High Schools, Trade and Vocational schools, Colleges and Universities. The Proctor shall be a responsible and reputable third party for whom there is no conflict of interest or appearance of impropriety. School officials, counselors, education directors, supervisors, etc. are well suited for this purpose.

The value of each exam (percent to be counted toward the final grade) varies by course. In courses that require only four unit exams and one final exam, each unit exam counts 10% of the final grade, and the final exam counts 60% of the final grade. Outside assignments, projects and research papers are required for some courses and these are weighted as indicated in the accompanying course Study Guide.

RETAKE EXAMINATIONS

Students will be allowed two retake final examinations per course. Both the initial and the final grade will be retained and appear on the student's transcript. CSU retains the right to determine the format of all retake examinations. The first retake examination will be free. A fee of fifty dollars will be assessed for any subsequent retake examination.

CREDIT HOURS

Successful completion of each course earns three (3) semester credit hours unless otherwise indicated.

GRADING POLICES

Columbia Southern University awards letter grades as follows:

A Excellent	90-100	4.00	Grade Points
B Good	80-89	3.00	Grade Points
C Average	70-79	2.00	Grade Points
D Passing	60-69	1.00	Grade Points
F Failing	59-0	0.00	Grade Points
W Withdrawal		0.00	Grade Points

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

ACADEMIC PROBATION

Satisfactory work is defined as 2.0 GPA (grade point average) for students enrolled in the bachelor degree programs and 3.0 GPA for students enrolled in master programs. Students failing to maintain a satisfactory GPA will be placed on Academic Probation and are required to retake their last course. Failure to obtain a satisfactory grade may result in termination. Said termination shall not be reversed until such time as the student petitions and demonstrates a renewed resolve to complete their studies.

GRADUATION REQUIREMENTS

At Columbia Southern University, we do not require students to take course work in areas in which they are proficient. There are however, course minimum policies in place. A minimum of thirty (30) semester hours must be completed with Columbia Southern University to be eligible to graduate from our Bachelor programs. To be eligible to graduate from our Master programs students must complete at least 50% of the courses that comprise the program.

A 2.0 grade point average is required to graduate from all Bachelor programs. A 3.0 grade point average is required to graduate from all Masters programs.

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.

STUDENT RECORDS

Columbia Southern University recognizes and respects our student's right of privacy and will not release information regarding a student's association with the University without written authorization from the student.

APPLICANT/STUDENT FEES

Priority evaluation fee \$25 (optional applicant fee); module extension fee \$25 per month; shipping, package & handling fees: one text & study guide \$9, study guide only \$5.00; change of program fee \$100; final exam retake fee \$50; graduation fee \$75; return check fee \$25; additional transcript fee \$10. Student fees are nonrefundable.

At CSU, you are in a classroom of one.

CSU sets your objectives – You schedule your study time.



EThe goal of CSU's General Education curriculum is to assure that students acquire the intellectual skills and breadth of knowledge that will not only enable our students to succeed in their academic endeavors, but will prepare each student for the challenges and opportunities of the 21st century.

The objectives of the General Education curriculum at Columbia Southern University are to insure that students will be able to:

- communicate effectively in both oral and written forms.
- describe the individual's role in the national and global society and show how that role is shaped by various cultures, influences, and life-styles.
- reason logically, think critically, analyze and interpret data.
- make and defend informed decisions exhibiting a variety of perspectives.
- use a variety of resources, including current technology, to gain knowledge.

CSU's General Education courses will serve as the foundation upon which our student's knowledge will rest. Students should come to understand that learning is not a means to an end, but rather is a life long pursuit that will enrich their lives.

ENGLISH COMPOSITION

EH 1010	English Composition I	3
EH 2010	English Composition II	3

COMMUNICATIONS

CM 1010	Business Communications	3
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COMPUTER

CS 1010	Computer Essentials	3
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LITERATURE AND FINE ART

AL 1010	American Literature I	3
AL 2010	American Literature II	3
AR 1010	Art History	3

MATH

MA 1050	Fundamentals of Accounting	1
MA 1010	Finite Math	3
MA 2010	Modern Math	3
MA 3010	Elementary Statistics	3

HUMANITIES

HY 1010	Western Civilization I	3
HY 2010	Western Civilization II	3

HISTORY

HY 1110	American History	3
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SOCIAL, POLITICAL AND ECONOMICS SYSTEMS

PS 1010	American Government	3
PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
SOC 1010	Intro to Sociology	3

NATURAL SCIENCES

ES 1010	Earth Science	3
PH 1010	Intro to Physics	3

PHILOSOPHY

PHL 1010	Critical Thinking	3
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The sixty hours of General Education hours required of all Bachelor level degrees are not a condition of admission here at CSU. Students who lack these hours may enroll at any time and immediately begin to take those courses that comprise the major courses of their degree program. General Education courses may be taken simultaneously. These required GE course may be taken either through the University or via CLEP examination if available. The exceptions to this policy are those select few General Education courses identified as prerequisites.

Of the sixty hours of General Education that must be met, roughly 2/3rd are degree specific. These are outlined for each program on pages 14, 16, 17, 18 and 20 respectively. The balance of General Education hours needed may be electives of the student's choosing. Any course offered by CSU including general education courses may be taken to satisfy these elective requirements.



The goal of CSU's Bachelor of Business Administration Degree Program is to provide students with a breadth and depth of knowledge about organizations, management fundamentals, techniques, processes, and analytical skills that when combined with a foundation in accounting, business law, finance, information systems, marketing, operations, and human resource management, will enable students to be successful in their chosen profession.

The objectives of the Business Administration degree program at Columbia Southern University are to insure that students can:

- apply informative and administrative perspectives in areas of accounting, business law, economics, finance, information and decision sciences, management and marketing.
- make informed decisions based on acquired knowledge.
- communicate effectively.
- enter graduate programs suitably prepared.



Three of the four fastest growing occupations groups will be Executive, Administrative, and Managerial. Qualities such as leadership, decisiveness, flexibility, motivation, and effective communication skills will always be necessary but of ever-increasing importance is formal education.

14

General Education hours that are specific to the Business Administration degree program are: English Composition 6 hours*; Math 6 hours*; Humanities 6 hours; Literature & Fine Arts 6 hours; Natural Science 6 hours; Social & Political Science 6 hours; Computer Science 3 hours*. Those courses identified by an (*) are prerequisites to the Business Administration courses.

BACHELOR OF SCIENCE

		<i>Hours</i>			
General Education		60			
<i>Course</i>	<i>Title</i>				
BBA 3602	Principles of Management	3	BBA 4751	Business Ethics	3
BBA 3451	Organizational Theory and Behavior	3	BBA 4951	Business Policy and Strategy	3
BBA 3401	Entrepreneurship	3	BBA 4851	Production Management	3
BHR 3352	Human Resource Management	3	BBA 3301	Financial Management	3
BBA 2101	Business Law	3	BBA 4301	International Finance	3
BBA 2401	Principles of Macroeconomics	3	BBA 3701	International Trade	3
BBA 2501	Principles of Microeconomics	3	BBA 2151	Business Statistics	3
BBA 4201	Financial Institutions	3	BBA 3551	Information Systems Management	3
BBA 2201	Principles of Accounting I	3	BBA 3201	Principles of Marketing	3
BBA 2301	Principles of Accounting II (continuation of BBA 2201)	3	BBA 3651	Leadership	3
			Total Hours		120



The goal of CSU's MBA degree program is to provide students with the skills necessary to function effectively in upper management positions. Being decision oriented, the program focuses on key aspects of up-to-date administration, and prepares graduates for leadership roles in business, industry, government or social service.

The objectives of the MBA program at Columbia Southern University are to insure that students will be able to:

- illustrate through actual case studies problem solving, decision-making and planning skills applicable within a business context.
- demonstrate an appreciation for the behavioral facets of management.
- demonstrate an ability to anticipate and adapt to changes in the organizational environment.
- demonstrate an appreciation of the roles and responsibilities of business enterprise in our broad social framework.
- explain the economic decision making process at the individual, organizational and industry/market levels.
- define the general principles of planning, organizing, directing and controlling in managing an organization's resources.



DR. RAY CURTIS
VICE-PRESIDENT FINANCE/CFO

Qualified applicants of CSU's MBA Program will possess a Bachelor Degree earned from an accredited/ approved institute. If the earned undergraduate degree is dissimilar to the Master degree program of interest, the University will determine if the prospective student is qualified to enter into the graduate program, or if any additional courses need to be taken prior to admission into the graduate program.



DR. GLENN APPELT, PH.D.

MBA

MBA 5101	Strategic Management Business Policy	3
MBA 5501	Advanced Marketing	3
MBA 6001	Organizational Research and Theory	3
MBA 5401	Management Information Systems	3
MBA 6601	International Business	3
MHR 6451	Survey of Human Resource Management	3
MBA 5651	Research Methods	3
MBA 6301	Business Ethics	3
MBA 5001	Microeconomics for Managers	3
MBA 5301	Corporate Finance	3
MBA 5201	Advanced Accounting	3
MBA 6151	Operations Research	3
MBA 7001	Research	1
Total Hours		37

The mission of Columbia Southern University's Criminal Justice Administration Bachelor degree program is to educate students for professional practice in a constitutional criminal justice system. The goals of CSU's Criminal Justice Administration degree program are to provide students with an understanding of the criminal justice process, its agencies, personnel and historical foundations. The program emphasizes the key components of the criminal justice system—police, corrections, juvenile justice and judicial systems.

The objectives of the CSU Criminal Justice Administration degree program are to insure that students can:

- demonstrate a knowledge of justice administration, social science perspectives of human behavior, policy analysis and criminal justice theory.
- apply concepts and theories of law enforcement, corrections, and administration of justice.
- apply conceptual and research skills necessary to fully understand advanced analyses of the criminal justice systems.
- demonstrate skills necessary to upgrade levels of professional practice, improve supervisory skills, and act as agents of social change.

General Education hours that are specific to the Criminal Justice Administration degree program are: English 6 hours (*); Communications 3 hours(*); Math 3 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Natural Sciences 6 hours; Social and Behavior Sciences 12 hours. Those courses identified by an (*) are prerequisites to the Criminal Justice Administration courses.



BACHELOR OF SCIENCE

		Hours
General Education		60
<i>Course</i>	<i>Title</i>	
BCJ 3001	Theory and Practices of Law Enforcement	3
BCJ 3002	Theory and Practices of Corrections	3
BCJ 3601	Criminal Law	3
BCJ 4001	Procedures in the Justice System	3
BCJ 3950	Constitutional Law for Criminal Justice	3
BCJ 3801	Criminal Evidence and Legal Issues	3
BCJ 3501	Criminology	3
BCJ 4301	Supervision of Criminal Justice Personnel	3
BCJ 3301	Judicial Process	3
BCJ 3701	Criminal Investigation	3
BCJ 4201	Race and Ethnic Relations	3
BCJ 4101	Police and Community Relations	3
BCJ 4901	Abnormal Psychology	3
BCJ 3201	Juvenile Delinquency	3
BCJ 4601	Criminal Justice Current Topics	3
BCJ 4701	Criminal Justice Organization and Administration	3
BCJ 4350	Criminal Justice Directed Studies	3
BHR 3551	Human Relations and Development	3
BCJ 4401	Descriptive Statistics for Criminal Justice	3
BBA 3651	Leadership	3
Total Hours		120

Promotions within the field of law enforcement most often come from within the department. Qualities such as leadership, honesty, good judgement, and a sense of responsibility are vital; and these, when coupled with sound post secondary training, pave the way for advancement.



The goal of CSU's Environmental Management program is to provide students with a solid foundation in federal and state EPA rules and regulations and cutting edge concepts concerning environmental use and protection. Students will acquire practical "how to" skills relating to solid waste/ hazardous waste management and appropriate measures for minimizing air, soil and water pollution.

The objectives of the Environmental Management Bachelor degree program at Columbia Southern University are to insure that students will be able to:

- describe the major trends in the development of environmental management issues, and determine whether the system meets the needs and expectations of the public served.
- describe the role of environmental managers to identify, control and eradicate environmental threats, and demonstrated how these activities impact regional planning.
- be environmentally pro-active decision makers within the private and public sectors.
- cite and correctly apply requisite legal determinations for environmental decision situations and demonstrate how the application of law impacts on ethical decision-making with respect to environment.

General Education hours that are specific to the Environmental Management degree program are: English 6 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Computer Tech 3 hours, Natural Sciences 6 hours (*); Math 6 hours (*); Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Environmental Management courses.

BACHELOR OF SCIENCE

		Hours
General Education		60
<i>Course</i>	<i>Title</i>	
BOS 3551	Environmental Issues	3
BEM 4001	Intro to Pollution Prevention	3
BEM 4301	Environmental Strategies	3
BEM 4501	Hazardous Waste Regulation	3
BBA 4751	Business Ethics	3
BOS 3851	Project Management	3
BEM 3001	Environmental Law and Management	3
BEM 3701	Hazardous Waste Management	3
BEM 3101	Assessing Environmental Science	3
BOS 3701	Industrial Ergonomics	3
BOS 3751	Training and Development	3
BEM 4351	Environmental Measures	3
BOS 4201	Toxicology	3
BHR 3352	Human Resource Management	3
BBA 4851	Production Management	3
BEM 3201	Environmental Assessment	3
BEM 3501	Air Quality	3
BEM 3601	Solid Waste Management	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BBA 3451	Organizational Theory and Behavior	3
Total Hours		120

Industrialization and economic growth have left indelible marks of progress on the 20th Century. However, waste emissions have increased, nonrenewable resources have been depleted, and the ecosystem has become more fragile. In response, an environmental and safety compliance industry has emerged. CSU's Bachelor of Science Degree in Environmental Management offers a solid foundation in understanding complex issues relating to environmental law, regulatory control, compliance, and enforcement.



The primary goal will be to train students how best to meet regulatory compliance standards at the state and the federal level. Emphasis is placed on providing students with a breadth and depth of knowledge about industrial hygiene, fire prevention and safety, accident prevention, ergonomics, and safety program design.

The objectives of the Occupational Safety and Health degree program at Columbia Southern University are to insure that students will be able to:

- describe the major trends in the development of safety and health regulations.
- identify, minimize and when possible eliminate occupational hazards in the workplace.
- develop and present training programs specifically designed to promote safe practices in the workplace in compliance with State and Federal regulations.
- apply principles of measurement and analysis to evaluate safety performance.



The growth of career opportunities and the demand for qualified professionals has increased the need for education in the field of Occupational Health and Safety.

General Education hours that are specific to the Occupational Safety and Health degree program are: English 6 hours (*); Communications 3 hours (*); Humanities 6 hours; Literature and Fine Arts 6 hours; Math 6 hours; Social Sciences 6 hours (*); Natural Sciences 6 hours(*); Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Occupational Safety and Health courses.

BACHELOR OF SCIENCE

		<i>Hours</i>		
General Education		60		
<i>Course</i>	<i>Title</i>			
BOS 3001	Fundamentals of Occupational Safety and Health	3	BOS 3651	Total Env, Health, and Safety Management
BOS 4010	Safety Supervisor	3	BOS 3701	Industrial Ergonomics
BOS 4025	OSHA Standards	3	BBA 2151	Business Statistics
BOS 3401	Construction Safety	3	BOS 3125	Hazardous Materials Management
BOS 3301	Fleet Safety	3	BOS 3751	Training and Development
BOS 4301	Industrial Hygiene	3	BOS 4201	Toxicology
BOS 3525	Legal Aspects of Safety and Health	3	BBA 3451	Organizational Theory and Behavior
BOS 4101	Fire Protection	3	BOS 4601	Accident Investigation
BOS 3851	Safety Project Management	3	BOS 4725	Process Safety Management
			BBA 4851	Production Management
			BHR 3352	Human Resource Management
			Total Hours	120



The objectives of the Master of Science in Occupational Safety and Health degree program at Columbia Southern University are to insure that students will be able to:

- apply sophisticated analytical techniques to create a safe and healthy workplace.
- demonstrate the ability to identify health hazards.
- demonstrate an ability to anticipate and adapt to changes in the organizational environment.
- integrate concepts and research findings of business and social sciences.
- develop an appreciation of the role and responsibilities of Safety Professionals in our broad social framework.
- define and implement the general principles of planning, organizing, directing controlling and managing organizations.



WILLIAM LUTTRELL, PH.D.

Qualified applicants of CSU's Master of Science in Occupational Safety and Health degree program will possess a Bachelor Degree earned from an accredited/ approved institute. If the earned undergraduate degree is dissimilar to the Master degree program of interest, the University will determine if the prospective student is qualified to enter into the graduate program, or if any additional courses need to be taken prior to admission into the graduate program.



MASTER OF SCIENCE

Course	Title	Hours
MOS 6301	Advanced Industrial Hygiene	3
MOS 5201	Safety Engineering	3
MOS 5101	Safety and Accident Prevention	3
MOS 5525	ISO 14000	3
MBA 5651	Research Methods	3
MOS 6625	System Safety Engineering	3
MBA 6301	Business Ethics	3
MOS 5301	Fire Protection Technology	3
MOS 5425	Toxicology II	3
MHR 6551	Training and Development	3
MOS 6701	Advanced Ergonomics	3
MOS 6901	Advanced Topics in Occupational Safety and Health	3
MOS 7001	Research	1
Total Hours		37

DR. CURTIS, DR. MAYES,
AND ROBERT MAYES

The goal of CSU's Health Care Administration degree 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 program is designed to meet the industry's desire for professionally educated individuals prepared in a career-oriented undergraduate program. This program 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.

The objectives of the Health Care Administration degree program at Columbia Southern University are to insure that students will be able to:

- identify the major trends in the development of health care delivery, and determine whether the system meets the needs and expectations of the population served.
- describe the role of public health departments to identify, control and eradicate health threats, and demonstrate how these activities impact on regional planning.
- apply financial knowledge to the decision-making process in a health care setting and use financial knowledge to revise programmatic plans in health care organizations.
- cite and correctly apply requisite legal determinations for major health care decision situations and demonstrate how the application of law impacts on ethical decision-making with respect to patient care.

General Education hours that are specific to the Health Care Administration degree program are: English 6 hours*; Speech 3 hours; Math 3 hours*; Computer Science 3 hours*; Social, Political and Economics 9 hours; Humanities 6 hours; Literature and Fine Arts 6 hours; Natural Science 6 hours; Philosophy 3 hours. Those courses identified by an (*) are prerequisites to the Health Care Administration courses.



The rapidly expanding percentage of our population over the age of 75 will continue to increase the demand for Health Service Administrators.

BACHELOR OF SCIENCE

		<i>Hours</i>
General Education		60
<i>Course</i>	<i>Title</i>	
BHA 3002	Health Care Management	3
BBA 3301	Financial Management	3
BHA 3202	Standards for Health Care Staff	3
BHA 3401	Health Unit Coordination	3
BHA 3501	Community Health	3
BHA 3801	Critical Issues in Health Care	3
BHA 4001	Budgeting in Health Care	3
BHA 4101	Quantitative Methods for Health Care	3
BHA 4201	Health Care Law	3
BBA 2205	Managerial Accounting I	3
BBA 2305	Managerial Accounting II	3
BBA 2151	Business Statistics	3
BBA 3201	Principles of Marketing	3
BBA 3451	Organizational Theory and Behavior	3
BBA 3551	Information Systems Management	3
BBA 3651	Leadership	3
BBA 4951	Business Policy and Strategy	3
BHR 3352	Human Resource Management	3
BHR 3551	Human Relations and Development	3
BOS 3651	Total Env, Health, and Safety Mgt	3
Total Hours		120



To ensure the quality of our programs, we have assembled a team of highly respected individuals who have earned their undergraduate or graduate degrees from such prestigious universities as University of Notre Dame, Loyola University, Old Dominion University, University of Nebraska, Florida State University, University of Texas, University of Colorado, University of Michigan, Ohio State, University of Iowa, Indiana State University, Portland State, University of Georgia, and University of Louisville.

Robert Allen, J.D.
University of Alabama
School of Law

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

Dana Argo, Ph.D.
Student Computer/Technology
NOVA Southeastern University

Howard Borck, Ph.D.
Social Psychology
Michigan State University

Timothy G. Born, MS
Technology Management
Mercer University

Kim Clay, MS
Public Administration & Criminal Justice
University of South Alabama

Frank Cornacchione, MA
Criminal Justice
Northeast Louisiana University

Robert C. Freeland, MBA
Auburn University

Anthony Gole, MA
Diplomatic History
University of Washington

Deryl E. Gulliford, Ph.D.
Health Services Administration
Greenwich University

James W. Halloran, MBA
Rollins College

James Harbert, MS
Criminal Justice
Troy State University

Thomas Harbin, MS
Computer Information Systems
University of South Alabama

Mike Jenkins, MS
Mathematics
University of South Carolina

Arlene Jones, MS
Occupational Safety and Health
Indiana State University

Coleen Kenminston, MA
Organizational Management
University of Phoenix

Raymond W. Kenyon, MA
Counseling
Ball State University

Charles James Kocher, MS
Psychology
Rowen University

Jim Lakey, MPA
Criminal Justice
Jacksonville State University

Daniel A. Lessley, MSPH
Industrial Hygiene
University of Alabama

William Luttrell, Ph.D.
Toxicology
Eastern Virginia Medical School

James Meyers, Psy.D.
Psychology & Computer Science
Florida Institute of Technology

Katherine Nelson-Born, Ph.D.
Modern British Literature
Georgia State University

Cynthia E. Ryder, Ed.D.
Physical Education Administration
University of Georgia

Elizabeth Serapin, MBA
Webster University

Ron Signore, MS
Human Resource Management
Troy State University

Karen J. Smith, Ph.D.
Higher Education Administration
Florida State University

David Spivey, MBA
University of Texas at Dallas

Bernard H. Thompson, BA
Philosophy & Sociology
Oklahoma Baptist University

James Vicory, Ed.D.
Sport Psychology
Brigham Young University

Gregory B. Wilson, DBA
Administration
Southern California University

Richard Yellen, Ph.D.
Management Information System
University of Arizona



JOSEPH A. MANJONE, Ed.D.
DIRECTOR OF EDUCATION

The manufacturing of buggy whips was a prosperous industry until the advent of the car. An unfortunate consequence of technological advances is the displacement of those ill prepared for tomorrow's challenges. In today's highly competitive job climate, continuing education is essential. There are always others looking to do your job better and faster. Smart professionals realize that those content with the status quo not only hinder their prospects for advancement but potentially place their careers in jeopardy.

Experts suggest that the totality of knowledge is currently doubling every three to four years. In the first decade of the new millennium up to seventy-five percent of the work force will need to be retrained.

Contrary to popular myth, there are not fewer career opportunities today, only fewer advancement opportunities for the less qualified. Higher levels of education attainment will become the deciding factor when an employer has several equally experienced and talented candidates.

Simply put, if you are to thrive and prosper in this new era, you must commit to systematic and ongoing education. Excellence is never an accident — Excellence is a planned event.



CSU allows you to honor family and career obligations while steadily completing your studies.

START TODAY ON YOUR PATH TO A BETTER FUTURE

Simply forward your completed application to the University. Within twelve to fifteen working days we will complete a no cost/no obligation evaluation. Include with your application the following:

- A detailed resume
- Transcripts (copies will suffice for evaluative purposes)
- Military service record
DD214 form
VMET certificate (if you exited service after 1991)
- Copies of Licenses Held
- Copies of Professional Certificates
- Certificates of attendance for training programs, seminars, workshops, etc.

CSU'S CERTIFICATION PROGRAMS

Certified Environmental Compliance Manager (CECM) – The objective of CSU's CECM certificate program is to provide students with a working knowledge of regulatory Do's and Don'ts. Students completing this program will have the background necessary to develop and administer in-house programs that will meet state and federal regulatory compliance standards.

Certified Ergonomics Compliance Director (CECD) – The objective of CSU's CECD certificate program is to provide students with the skills necessary to develop ergonomically safe work environments that optimize employee productivity and safety.

Certified Industrial Hygiene Manager (CIHM) – CSU's CIHM certificate program is designed to enable graduates to audit workplaces for health hazards and successfully develop, administer, and evaluate occupational safety and health programs.

Certified Human Resource Manager (CHRM) – The objective of CSU's CHRM certificate program is to provide students with a practical overview of the Human Resource Management function.

Certified Pharmacy Technician (CPT) – The objective of CSU's CPT certificate program is to fully familiarize students with the role of pharmacy technicians within the Health Care system. Medical terminology for health professionals and math skills necessary for determining medical dosages and solutions is extensively covered.

Certified Employment Law Specialist (CELS) – The objective of CSU's CELS certificate program is to provide students with a working knowledge of state and federal regulations affecting employers. The legally protected status of employees will be thoroughly examined as will the tools and skills necessary to avoid employer/employee litigation.

Certified Natural Medicine Specialist (CNMS) – The objective of CSU's CNMS certificate program is to provide students with a comprehensive understanding of herbs, vitamins, and nutritional supplements in today's therapeutic regimens. Program content focuses on the areas of healing plants, basic herbology, and vitamins and supplements.

APPLICATION FOR ADMISSIONS



Columbia Southern University

24847 Commercial Avenue
 P.O. Box 3110
 Orange Beach, AL 36561
 Phone (800) 977-8449 Fax (334) 981-3815
 admissions@columbiasouthern.edu

APPLICANT INFORMATION

___Mr. ___Ms. Name _____ Address _____ City _____ State _____ Zip _____ Country _____	Date ___/___/___ S.S. # ___-___-___ Date of Birth: ___/___/___
E-Mail _____ Marital Status _____ Telephone: Business (____) _____-_____ Home (____) _____-_____ Best Contact Time _____ Present Employer _____ Position _____ City _____ State _____ Zip _____ Through what source did you learn of Columbia Southern University? _____	

Degree Program for which you are making application:

BS in Business Administration
 BS in Occupational Safety & Health
 BS in Criminal Justice
 M.B.A.
 BS in Environmental Management
 BS in Health Care Administration
 MS in Occupational Safety & Health

PREVIOUS EDUCATION

Please attach a copy of your high school diploma and college transcripts (copies will suffice for evaluative purposes).

Name of High School _____ Year Graduated _____

If you are not a high school graduate, you must have earned a GED. Date Received: ___/___/___

COLLEGE EDUCATION

College/University Name	Date Graduated	Degree Earned	Major	Credits Earned

I wish to receive additional information on how to received credit for experiential learning.

ACADEMIC TRANSCRIPTS REQUESTED

If you do not have copies of academic transcripts from the university(s) you have attended, you will need to request that these official transcripts be forwarded to CSU. In the box below, please indicate which schools will be sending to us official transcripts. Once we receive these transcripts we will complete our evaluation.

University/ College Name	Your name as it will appear on transcript

PROFESSIONAL LICENSES, CERTIFICATIONS, AND TRAINING PROGRAMS

CSU uses the guidelines established by ACE (American Council on Education) to determine if certain professional licenses, certificates, training programs, and military training warrant the awarding of academic credit. List all professional licenses and/or certifications you have earned along with any training programs you have completed. You will need to provide appropriate support documentation with this application.

Name of Certificate, License, or Training Program	Date Completed	Documentation Attached (Yes/No)

IMPORTANT: Along with your application, you should submit a resume, copies of transcripts if applicable, relevant support documentation and a DD214 form and VMET certificate if you served in the military.

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is found to be inaccurate or incomplete, the school may rescind my degree. If I am approved for admissions and decide to enroll at Columbia Southern University, I agree to abide by the rules and regulations of the University as contained in the University Catalogue. I acknowledge that all official transcripts that I submit to the school will become the property of the University and will not be forwarded to another institution or returned to me.

_____ / _____ / _____
Applicant Signature

Date

The background of the entire page is a marbled paper pattern. It features a complex, organic design with swirling, vein-like patterns in shades of light blue, white, and pale green, set against a darker, muted green base. The overall effect is reminiscent of natural stone or biological tissue.

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