



# Columbia Southern University



Columbia Southern University . . .  
*The Busy Professional's Choice For Degree  
Completion and Career Enhancement.*  
Columbia Southern University . . .  
*Making The Difference!*

**INFORMATION CATALOGUE**



*The World Advances . . . .  
Through the Advance of the Individual*

## **COLUMBIA SOUTHERN UNIVERSITY**

**Shipping** 24847 Commercial Ave.  
Orange Beach, AL 36561

**Mailing** P.O. Box 3110  
Orange Beach, AL 36561

**E-Mail** [CSU@colsouth.edu](mailto:CSU@colsouth.edu)  
**Web Page** <http://www.colsouth.edu>

**Phone** (800) 977-8449  
(334) 981-3771  
**Fax** (334) 981-3815

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### 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, computer science, human resource management, criminal justice, environmental engineering, occupational safety and health, health administration and research.

*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 self-satisfaction through education.
- are under-employed.
- are unemployed; victimized by layoffs, downsizing, and technological displacement.

*Columbia Southern University is designed to:*

- allow students to schedule their study time to accommodate career commitments and family responsibilities.
- allow our students to work at their own pace.
- recognize prior educational achievements and relevant work/life experiences.
- offer a quality education at an affordable price.

*Columbia Southern University's staff objectives are:*

- to create an educational environment that enables the non-traditional student to achieve their academic goals.
- to assist our students to maintain their focus on their educational objectives as they move through their degree programs.
- to be readily accessible to our students.



### ADMINISTRATION

**Bob Mayes, Ph.D.**  
President

**M. Ray Curtis, Ph.D.**  
Vice-President Academic Affairs

**Thomas Cooley, B.S.**  
Director of Admissions/Registrar

**James Schindler, M.S.**  
Director of Education

**Poche Waguespack, M.S.**  
Dean of Students

**Chantell Cooley, B.S.**  
Assistant Dean of Students

**Robert Mayes, Jr., B.S.**  
Vice-President Administration/Finance

**P.A. Zar, Ph.D.**  
Director of Marketing/Development

To ensure the quality of our programs we have assembled a team of highly respected individuals who have earned their degrees from such prestigious universities as Harvard, Notre Dame, Texas A&M, Georgia Tech, Georgia State, Troy State, Loyola University, Old Dominion University, University of Alabama, University of Nebraska, Florida State University, University of Texas, University of Colorado.

**Kristi S. Beck, M.B.A.**

History  
University of West Florida

**Thomas H. Becker, Ph.D.**

International Business  
University of South Alabama

**Douglas J. Channell, M.A.**

Education  
Harvard University

**Sherry Cook, M.B.A.**

Florida State University

**Vaughn Crawley, Ph.D.**

Business Administration/Management  
Walden University

**Charles Dillon, Ed.D.**

Education Administration  
West Virginia University

**Dennis Gibson, Ph.D.**

Human Resource Management  
West Virginia University

**George Godfrey, J.D.**

Juris Doctorate of Law  
Woodrow Wilson College of Law

**Deryl E. Gulliford, Ph.D.**

Health Services Administration  
Greenwich University

**James, W. Halloran, M.B.A.**

Rollins College

**Richard Harris, M.S.**

Environmental Engineering  
University of Alabama

**Gene Jones, Ph.D.**

Business Administration  
University of Texas

**Charles James Kocher, Ph.D.**

Social Psychology  
California Coast University

**William Luttrell, Ph.D.**

Toxicology  
Eastern Virginia Medical School

**Michael Manning, Ph.D.**

Occupational Safety & Health  
University of Environmental Science

**Craig Roberts, M.P.A.**

Public Administration  
Troy State University

**Carol Robinson, B.S.**

Education  
University of Alabama

**James Schindler, M.S.**

Personnel Management  
Troy State University

**James Ward, J.D.**

Juris Doctorate of Law  
Cumberland School of Law

**Gregory B. Wilson, Ph.D.**

Business Administration  
Southern California University

**S. Ed Zakrezevski, Ed.D.**

Industrial, Vocation &  
Technical Education  
Texas A & M University

Dear Prospective Student,

*Education makes a difference.*

In today's fast paced world of personal and professional obligations, 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 thus enabling you to honor your obligations to family and career while steadily completing your studies in far less time than a traditional university would require.

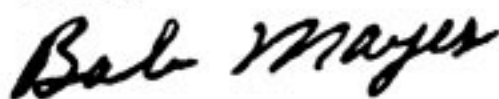
At Columbia Southern University, the cornerstone of our academic philosophy is anchored in the belief that verifiable and relevant work/life experience deemed comparable to college level learning is worthy of college credit. Your individually tailored degree program will ensure that you take only those courses you need. We respect what you have learned "in the trenches," and will not waste your valuable time and money by requiring you to complete coursework in areas of demonstrated proficiency.

Columbia Southern University degree programs are not for everyone. Alternative education does not require classroom attendance or set schedules, and for this reason, commitment and self discipline are essential. If you are self motivated and dedicated to the proposition that professional excellence and personal growth is a lifelong commitment, then CSU is right for you.

At Columbia Southern University, we strive each day to serve our students to the best of our ability, and 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,



Bob Mayes, Ph.D., CECM, CEI





## GENERAL INFORMATION

CSU

### LICENSE

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

### ACCREDITATION

Columbia Southern University is accredited through The Accrediting Commission International (ACI). ACI has not requested listing with the U.S. Department of Education. Listing with the U.S. Department of Education is a voluntary listing and said listing does not imply government approval. Additional information concerning accrediting can be obtained by writing:

The Accrediting Commission International  
Dr. John Scheel  
P. O. Box 1021  
Beebe, Arkansas 70212 USA

### LIBRARY

Columbia Southern University Library contains all degree specific support materials, including textbooks, curriculum outlines, reference sources and examinations. Additionally, computerized on-line support is utilized by Faculty, Faculty Advisors and Support Staff to insure that those texts used contain the most up to date theories and practices within any given discipline.

The library is open to students during normal business hours.

### BOOKSTORE

The University Bookstore inventories all required textbooks to ensure availability of required course materials for our students.

### ACADEMIC CALENDAR

Columbia Southern University has an open admissions policy and accepts applications for admissions evaluation and enrollment throughout the calendar year.

### UNIVERSITY BUSINESS HOURS

Columbia Southern University is open for business Monday through Friday, 8:00 a.m. to 5:00 p.m., Central Standard Time. CSU observes the following holidays.

New Years Day	Labor Day
Good Friday	Thanksgiving Day
Memorial Day	Christmas Week
Independence Day	

### POLICY DISCLAIMER

Columbia Southern University is committed to ongoing review of objectives and programs to ensure that our students are kept abreast of the latest principles, theories, and applications, pertaining to their field of study. Necessarily, the University reserves the right to make changes as deemed appropriate in course offerings, curricula, and academic policies affecting students without prior notification.

### POLICY OF NONDISCRIMINATION

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

### APPEALS & GRIEVANCES

Columbia Southern University is dedicated to student satisfaction. Should a circumstance arise where a student feels that CSU has not met their expectation, the University requires that complaints be made in writing and addressed to the Grievance Committee. The Grievance Committee will convene and decide on appropriate measures to be taken and will advise the student of their decision within (10) working days. Should a student not be satisfied with actions taken by the Grievance Committee, student is entitled to an audience with the University Chief Financial Officer.

### Tax Deductible Tuition

*Your education cost may be tax deductible if the education is used for improving skills required in current employment.*

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.

ABC Engravers	Country of Sundma	Life Cell Corporation	Pennsylvania Electric
A.S.I.S. Foundation, Inc.	Cyberx	Lockheed Martin	Phillips Plastics Corporation
Akzo Coating	DSM	Lockheed Space Operations	Thone-Poulenc
Alcor Petroleum Distributors	Disability Support Services, Inc. FL	Louisville Forge	Precision Scientific, Inc.
Alumax Foils, Inc.	DuPont	Lenox Institute of Water Technology	S & L Industrial
America Roller Company	EG&G Mound Applid Technologies	Lucent Technologies	SAFT America Inc.
Ameritek	Emerson Electric	MK-Ferguson of Oak Ridge Company	Sea Ray Boats
Amoco	Environmental Protection Agency	MacDermid, Inc.	Seminole Electric
Anheuser Busch	ERTL	Marion Merrell Dow	Schelel Tenn, Inc.
AT&T Bell Labs	Fair Isaac	Marley Mouldings, Inc.	Shell Oil
Auto Shred Recycling, LLC	Fisher Controls International, Inc.	Martin Marietta	Southern Illinois Hospital Services
Baroid Corporation	Francis Drilling Fluids, LTD	Med-Trac, Inc.	St Paul Fire & Marine Insurance
Batesville Caskett	Franklin Medical Center	Memphis Housing Authority	State of Florida
Bath Iron Works	Fred Whitaker Company	Michigan Maple Block Company	State of Iowa
Bechtel Nevada Corporation	Gear Tronics Industries, Inc.	Mobil Oil	State of Texas
Beef America	Gilardi Foods	Moderform, Inc.	Stowe Woodward
Brooks Instruments	GM	Monticello Utility Commission	Suncast Corporation
Brown International Corporation	Hamilton Beach, Protor Silex	Motion Industries, Inc.	Swan Sea Care Center, Inc.
Budwieser Corporation (San Antonio)	Hydro Aluminum	NaCom Corporation	Tennessee Valley Authority
Buehler Products, Inc.	IBM	Naval Aviation Depot	Texaco
Campbell's Soup	INX International Ink Company	Naval Reserve Readiness Command	Texas Medical Products
Cartex Corporation	Instuform Gulf South, Inc.	Neff Perkins Company	Thomaston Mills, Inc.
CPC International	International Business Machines Corp.	New Pig Corporation	Tomlinson Industries
Entral Castings Corporation	International Game Technology	Nordyne	Trane
Chevron Pipeline Company	Johnson & Johnson	Ontario, CN Hydro	Tuskegee University
Chemfab Corporation	Kennedy Space Center	OSHA, NC	Unique Fabricating
City of Edgewater, FL	Karson Industries	Pall Puerto Rico, Inc.	United Technologies Automotive
City of Duluth	Komatsu America	Pannier Corporation	Univeristy of Arkansas
City of Houston	KRC Rolls	Parker Hamilton Corporation	Universal Studios, FL
City of Lewiston, ID	Kwik Kopy Printing	Parker Oil Company	US Air Force
City of Robinson, IL	Lebus International, Inc.	Paula Insurance Company	US Army
County of Hoke, NC			US Electric Motors
County of Livingston			US Government
			US Marine Corporation
			US Postal Service
			ZF Industries



## LETTERS FROM OUR GRADUATES

CSU

I am writing to you in gratitude for the opportunity to attend Columbia Southern University via correspondence study. I completed my BS in Health Administration in 1996 and am nearing completion of my MS in Health Administration. **Without these credentials 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 Ph.D. 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 shiftwork 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 Engineering.** My Ph.D. degree, received in 1994, 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, Ph.D.**  
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 Masters of Science in Occupational Health and Safety with Columbia Southern University in 1996. 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 had made my continuing education both interesting and fulfilling. **You are providing a much needed service in a professional and highly effective manner.**

**Michael Lampart**



## WHAT IS DISTANCE EDUCATION?

Essentially, it is the traditional learning process without required classroom attendance, overcrowded lecture halls, nightly homework assignments, etc. Our purpose is to allow students to earn their degree on a much more flexible basis than traditional colleges and universities allow.

Credits can be awarded through examination, for relevant college level learning, military training, non-collegiate-sponsored instruction, professional licensing preparation, internships, and seminars that are degree related.

You begin when you are ready, work at your own schedule, and complete the required course work as your schedule allows. You are not confined by standard university quarters or semester time frames; however, it is expected that you will complete a course each ninety days.

## THE ADMISSIONS PROCESS

Your no cost Application Evaluation does not obligate you to enroll.

### 1. Application

Forward your completed application and portfolio to the University for evaluation. You will need to include a detailed Resume, transcripts (copies will suffice for evaluative purposes), copies of licenses held, professional certificates, awards, certificates of attendance for seminars and workshops and other relevant documentation.

### 2. Evaluation

Columbia Southern University will conduct a comprehensive no cost/no obligation evaluation of your qualifications as outlined in your application and apprise you of those courses that have been determined should comprise your individually tailored degree program. The enrollment agreement will be forwarded to you at this time. Please allow fifteen (15) working days for the results of your evaluation.

## TRANSFER CREDITS

Academic credits from other accredited/approved academic institutions may be accepted toward fulfilling admissions requirements and specific degree requirements where applicable. A minimum grade of "C" in previous coursework is required when previous credits earned are accepted as fulfillment for degree requirements.

## CREDIT BY EXAMINATION

Columbia Southern University accepts credit by examination from the following:

The Collage Level Examination Program (CLEP)

American College Testing (ACT-PEP)

Defense Activity for Non-Traditional Education (DANTES)

## CREDIT CAN BE GRANTED FOR

### College Level Learning

The University recognizes that students may have gained knowledge and understanding through various work/life experiences and/or independent learning which may be the equivalent to the subject matter of specific degree requirements.

In determining credit for Experiential Learning, the University follows the guidelines suggested by the Council for Adult and Experiential Learning. CAEL is a non-profit association of colleges, universities, organizations, educators and other individuals dedicated to the expansion of lifelong learning for adults and the advancement of experiential learning and its assessment.

### Educational Experiences and Training Programs

CSU utilizes the following publications in establishing criteria for the translation of relevant educational experiences and training programs into college credits.

*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.

## PROFESSIONAL LICENSE AND CERTIFICATES

Credit may be granted for professional licenses, licensing preparation courses, and certificates earned that are degree related.

# ADMISSIONS REQUIREMENTS

CSU

## GENERAL ENTRANCE REQUIREMENTS

Columbia Southern University requires that students possess general education or equivalent experiential learning that demonstrates that an applicant has satisfied the general education requirements. Examples of General Education include English Literacy/Composition, English Literature, Social & Behavior Science, History & Civilization, Quantitative or Logical Reasoning, and Humanities.

### *Bachelor of Science Degree Programs*

Associate Degree

Or, Sixty (60) semester hours of undergraduate credit covering general educational requirements;

Or, Equivalent of sixty semester hours of transfer credit or college level learning & two years experience in a related field.

### *Master of Science Degree Program*

Bachelor Degree in a related field

Or, Equivalent of 120 semester hours of transfer credits, or college level learning & three years experience in a related field.

### *Doctor of Philosophy Degree Programs*

Masters Degree in a related field

Or, Equivalent of 156 semester hours of transfer credits, or college level learning & five years experience in a related field.

### *Combination Programs*

Entrance into a combined program is usually designed for those applicants who have completed the majority of the requirements for the lower level degree, either through transfer credit, credit by examination, credits granted for college level learning, credit for educational experiences and training programs, or professional licenses and certificates.

## INTERNATIONAL APPLICANTS

Columbia Southern University welcomes international students who understand the value of an academic degree earned from an American Institute of higher learning. International students must be proficient in the English language. CSU does not provide student visas. Foreign students will incur international shipping charges.

## DEGREE PROGRAMS

Columbia Southern University offers the following degree programs.

**Business Administration**

**Human Resource Management \***

**Computer Science — Information Systems and Computer Technology**

**Environmental Engineering**

**Occupational Safety & Health**

**Health Administration**

**Criminal Justice \***

*\*Doctorate Level Programs are not available at this time.*



## TUITION AND FEES

Bachelors Degree	\$2,645.00 - \$3,095.00
Masters Degree	\$3,110.00 - \$3,450.00
Doctorate	\$3,470.00 - \$3,850.00

When a student qualifies for an exemption from a course requirement either through transfer credit, credit by examination, credit granted for prior college level learning, credit for educational experiences and training programs, or professional licenses and certificates, Tuition Exemption Credits are granted.

Bachelors Degree	\$ 75.00 Per Course \$450.00 Maximum Credit Allowed
Masters Degree	\$ 85.00 Per Course \$340.00 Maximum Credit Allowed
Doctorate Degree	\$ 95.00 Per Course \$380.00 Maximum Credit Allowed

### Combination Programs

BS/MS	\$4,450.00
MS/Ph.D.	\$4,650.00

Since entrance into a combined program is designed for those applicants who have completed the majority of the requirements for the lower level, maximum exemption credits are built into the tuition.

Tuition covers the cost of individual curriculum design, course outline (syllabus), faculty and administrative counseling and student manuals. Tuition does not include the cost of the textbooks.

## STUDENT EXPENSES

Change of Program Fee	\$100.00
Extensions	\$50.00
Retesting Fee	\$50.00
Returned Check Fee	\$25.00
Graduation Fee	\$75.00

Columbia Southern University does not assess additional program fees that can greatly increase a seemingly low tuition base. CSU does not charge initial examination fees, final paper/thesis/dissertation fees, quarterly fees, or administrative fees.

## METHOD OF PAYMENT

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

### Payment Options

Columbia Southern University offers three payment plans.

#1. Payment in Full. A single payment of tuition. (Deduct \$100.00 from total tuition for Payment in Full).

#2. Time Payment Plan. Four equal installments of tuition payments. Example, if your tuition is \$3,000.00, your payments would be \$750.00 per month for four consecutive months beginning on the first day of enrollment. If you enrolled in the program on January 1st, your payment schedule would be as follows:

Payment 1	January 1
Payment 2	February 1
Payment 3	March 1
Payment 4	April 1

#3. Student Loan. Columbia Southern University offers a student loan program with a simple interest rate of 10%. A minimum down payment of \$295.00 is required. You may choose installment options of twelve months, eighteen months or twenty-four months. The first monthly payment will be due on the first of each month following enrollment. Accounts are considered delinquent on the 10th of each month. Delinquent accounts are subject to a late fee.

## EMPLOYER REIMBURSEMENT POLICY

Numerous employers have recognized the value of Columbia Southern University degree programs, and have reimbursement policies in place. For those students whose employers offer tuition reimbursement, CSU offers two payment options.

- #1. Per Course Payments
- #2. Minimal down payments and monthly installments.

Please contact the university for complete details.

*At Columbia Southern University your tuition is a one time investment, not an annual expense.*

## Reach

*Success often means the willingness to take the extra 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 to realize your dreams.*

### PERSONALIZED SERVICE

Columbia Southern University is Committed To Your Success

The CSU faculty and administrative staff are dedicated to the principle that it is only through your success that we succeed. We are available to assist you with information concerning enrollment, tuition, course work, examination procedures, grading methods, and graduation requirements.

We are only a phone call away.

### ATTENDANCE

As a distance studies environment, Columbia Southern University does not require classroom attendance. Students are allowed to set their own pace within reasonable parameters. Each course may be completed in as few as four (4) weeks or as long as twelve (12) weeks to maintain satisfactory progress. At CSU, you are in a classroom of one. CSU sets your objectives, you schedule your study time.



### HOW INDEPENDENT STUDY WORKS

Every course to be completed by nontraditional learning will have a syllabus (course outline). This course outline will identify each concept or idea determined to be of primary significance. Further, the outline contains 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 syllabus, the main text and any outside reference resources you deem necessary, 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 card.

### COURSE SCHEDULING

Following your personal evaluation, Columbia Southern University will advise you of the specific course requirements that will comprise your degree program. It is suggested that you complete one course at a time. Unlike traditional colleges where it is necessary for students to juggle three to five courses simultaneously to have any hope of earning a degree in four years, CSU's individually tailored degree programs are pared down to the essentials. This enable our students to take one course at a time, and in this way more fully concentrate on the subject at hand. This method of study has been found to enhance the learning process.



### EXAMINATION PROCEDURES

All final examinations are to be administered by an approved Proctor. Preferably, your examination should be administered at a testing center found in local high schools, trade and vocational schools, colleges and universities. The Proctor shall be a responsible and reputable third party, such as a local school official, counselor, education director, or a supervisor, for whom there is no conflict of interest. Following the examination, the Proctor verifies the examination was taken as intended and forwards the examination and answer sheet to CSU. Falsifying proctor information will result in invalidation of the examination and may be cause for termination.

### GRADING POLICIES

Columbia Southern University awards letter grades as follows:

A	Excellent	4.00 Grade Points
B	Good	3.00 Grade Points
C	Average	2.00 Grade Points
D	Passing	1.00 Grade Points
F	Failing	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 courses completed.

### GRADUATION REQUIREMENTS

A minimum of thirty (30) semester hours must be completed with Columbia Southern University to be eligible for graduation from the Bachelor Programs. Required minimum semester hours vary at the Masters and Doctorate Programs.

Successful completion of all required course work; 2.0 grade point average is required for the Bachelors Programs; 3.0 grade point average is required for the Masters and Doctorate Programs.

### GRADUATION WITH HONORS

In order for a student to be awarded a Summa Cum Laude, Magna Cum Laude, or Cum Laude honors, the following grade point average must be earned by the student.

Summa Cum Laude	4.00
Magna Cum Laude	3.5 - 3.99
Cum Laude	3.5 - 3.79

### 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.

### ACADEMIC PROGRESS

Students are required to complete a course within a ninety (90) day time frame. Failure to complete a course within this time frame could result in probation or termination. For those students who find it necessary to request an extension of time, they must submit a written request to the University outlining the reasons for which such an extension should be granted. The University will respond to this request within one week of receipt.

*Achieving excellence through a  
non-traditional approach to education.*

### TERMINATION

Columbia Southern University reserves the right to terminate enrollment if a student;

- Fails to complete coursework.
- Falsifies information.
- Fails to submit student loan payments.
- Cheats on any lessons, projects or examinations.

### 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. An enrollment may be canceled by the student within five (5) calendar days after midnight of the day on which the enrollment agreement is signed.
2. From five (5) calendar days after midnight of the day on which the enrollment agreement is signed and until the time CSU receives the first completed lesson assignment, the University is entitled to a registration processing fee of \$150.00.
3. After the University receives the first completed lesson, the University shall be entitled to the registration fee and the following charges:
  - a. Up to and including completion of the first 10% of the program, 10% of the total tuition.
  - b. After completing more than 25% of the program and up to and including completion of 50% of the program, 50% of the total tuition.
  - c. If the student completes more than half of the program, the University is entitled to the full tuition.



### TRANSFER POLICY

Columbia Southern University accepts transfer credits from accredited colleges and universities when the course curriculum is deemed to be the equivalent. It is not the intention of Columbia Southern University to require a student to complete course work in those areas where the student possesses demonstrated proficiency, it is however the responsibility of the University to insure that students are proficient in each course that comprises a particular degree program. Most colleges and universities enforce similar policies regarding transfer credit. The University does not guarantee or warrant that credit from Columbia Southern University will be transferable to another college or university.

*The Home Study method of learning involves enrollment and course instruction . . . with an educational institution. Course materials are prepared in a logical and sequential order enabling students to learn at their own pace.*

**Another Way**, Published by Educational Data Resources, Washington, D.C.



## BUSINESS ADMINISTRATION

Administrators work throughout private industry and government, and their range of duties are broad. They establish corporate identity and direction and coordinate secretarial and administrative personnel in the performance of their duties. Essential to every successful organization is "smart management".



### BACHELOR OF SCIENCE

BBA 300	Introduction to Business	4
BBA 310	Principles of Management	4
BBA 320	Principles of Finance	4
BBA 330	Management Accounting	4
BBA 340	Intro to Economics	4
BBA 350	Principles of Marketing	4
BBA 360	Intro to Advertising & Marketing	4
BBA 370	Human Resource Management	4
BBA 380	Compensation Management	4
BBA 390	Information Systems Management	4
BBA 400	The "TQM" Trilogy	4
BBA 410	Business Law	4
BBA 420	Bachelor Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>120</b>

### MASTER OF SCIENCE

MBA 500	Strategic Mgt. & Policy	4
MBA 520	Applied Psychology/ Personnel Mgt	4
MBA 530	Computer Technology	4
MBA 600	Business Marketing Management	4
MBA 620	Labor & Industrial Management	4
MBA 650	Research Methods	4
MBA 690	Thesis	12
<b>Total Hours for Graduation</b>		<b>156</b>

### DOCTORATE OF PHILOSOPHY

DBA 700	Strategic Management	4
DBA 720	Organizational Behavior	4
DBA 730	International Business	4
DBA 740	Money, Banking & Financial Markets	4
DBA 760	Supervision	4
DBA 800	Managing Strategic Process	4
DBA 810	International Economics	4
DBA 820	Organizational Theory Research & Design	4
DBA 830	Marketing Research	4
DBA 900	Managerial Accounting	4
DBA 910	Dissertation	16
<b>Total Hours for Graduation</b>		<b>210</b>

## HUMAN RESOURCE MANAGEMENT

Attracting the most qualified employees available and matching them to the jobs for which they are best suited is important for the success of any organization. Human Resource Managers, Personnel Managers, Training Manager, and Labor Relations Specialists all play an important role in the recruiting and hiring process. In conjunction with top management they assist in the development of policies and programs that will improve morale and productivity and limit job turnover.



### BACHELOR OF SCIENCE

BHR 400	Human Resource Development	4
BHR 401	Human Relations: A Job Oriented Approach	4
BHR 405	Organizational Design	4
BHR 406	Applied Psychology in Personnel Management	4
BHR 407	Organizational Behavior & Leadership	4
BHR 410	Human Resource Management	4
BHR 412	Wage & Salary Administration	4
BHR 420	Collective Bargaining	4
BHR 430	International Human Resource Mgt	4
BHR 440	Advanced Resource Management	4
BHR 450	Legal Aspects of Safety & Health	4
BHR 460	Personnel Human Resource Management	4
BHR 470	Final Paper/Project	12
Total Hours for Graduation		120

### MASTER OF SCIENCE

HRM 500	Human Resources Management	4
HRM 510	Organization Behavior	4
HRM 520	Selection Methods and Techniques	4
HRM 530	Compensation Management	4
HRM 540	Advanced Management Concepts & Practices	4
HRM 550	Employment Law I	4
HRM 560	Employment Law II	4
HRM 570	Survey of Human Resource Management	4
HRM 580	Training and Development of Human Resources	4
HRM 590	Thesis	12
Total Hours for Graduation		172



## COMPUTER SCIENCE

The rapid spread of computers and computer-based technology over the past two decades has generated a need for skilled, highly trained workers, proficient in the design and development of hardware and software systems who know how best to incorporate these advances into new or existing systems. Employers seek out those individuals who possess a working knowledge of programming languages, and those who demonstrate the willingness and ability to stay abreast in an industry that is characterized by rapid technological advances.

### BACHELOR OF SCIENCE

#### Core Curriculum

CS 300	Introduction to Computer Programming	4
CS 310	Programming Principles	4
CS 320	Mathematics for Computers	4
CS 330	Operating Systems	4
CS 340	Software Engineering I	4
CS 350	Computers and Society	4

#### Major - Information Systems

CIS 400	Information Systems	4
CIS 410	Programming Languages	4
CIS 420	Software Engineering II	4
CIS 430	Database Systems	4
CIS 470	CIS Software Programming	4
CIS 480	Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>116</b>

#### Major - Computer Technology

CT 400	Computer Technology	4
CT 410	Multimedia Systems	4
CT 420	Communication and the Network	4
CT 430	Internet and the Web	4
CT 470	CT Software Development	4
CT 480	Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>116</b>

### MASTER OF SCIENCE

#### Core Curriculum

CS 500	Management Information Systems	4
CS 510	Decision Science	4
CS 520	Advanced Programming Principles I	4
CS 530	Software Requirements/ Specifications	4
CS 540	Software Project Management	4

#### Major - Information Systems

CIS 600	Software Design	4
CIS 610	Software Reliability	4
CIS 620	Advanced Database Systems	4
CIS 630	Software Economics	4
CIS 680	Thesis	12
<b>Total Hours for Graduation</b>		<b>164</b>

#### Major - Computer Technology

CT 600	Computer Architecture	4
CT 610	Computer Graphics	4
CT 620	Advanced Multimedia I	4
CT 630	Advanced Internet	4
CT 680	Thesis	12
<b>Total Hours for Graduation</b>		<b>164</b>



*Each year approximately three million students pursue their education without leaving their homes. Correspondence study makes it possible for these individuals to accomplish educational goals they might otherwise never be able to accomplish.*

**The Macmillan Guide to  
Correspondence Study, Fifth Edition**

**DOCTOR OF PHILOSOPHY**

**Core Curriculum**

CS 700	CS Research Methods	4
CS 710	Operations Research	4
CS 720	Simulation and Modeling	4
CS 730	Advanced Programming Principles II	4
CS 740	Artificial Intelligence	4

**Major - Information Systems**

CIS 800	Reading in CIS	4
CIS 810	Theory of Computation	4
CIS 820	Verification and Validation	4
CIS 900	Dissertation Proposal	4
CIS 910	Dissertation	16

**Total Hours for Graduation 216**

**Major - Computer Technology**

CT 800	Readings in CT	4
CT 810	Advanced Multimedia II	4
CT 820	Computer Vision	4
CT 900	Dissertation Proposal	4
CT 910	Dissertation	16

**Total Hours for Graduation 216**

You may be eligible for a course exemption through credit granted for prior college level learning, or educational or work experiences. See Financial Information on page 10 for more information about tuition and fees and Tuition Credits.



## COLLEGE OF ENVIRONMENTAL ENGINEERING

The Environmental Engineering program is designed to provide individuals 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 effective management of solid waste and hazardous waste measures for minimizing air and water pollution. Also covered will be modern methods for maintaining and remediating freshwater, marine, and terrestrial ecosystems. Environmental Engineering graduates will be prepared for administrative and engineering positions with governmental agencies, midsize to large industries, insurance, legal and private consulting agencies.



### BACHELOR OF SCIENCE

ENE 300	Introduction to Environmental Engineering	4
ENE 301	Hazardous Materials Emergency Response	4
ENE 302	Environmental Strategies	4
ENE 303	Air Pollution Fundamentals	4
ENE 304	SARA Title III	4
ENE 305	Solid Waste Management	4
ENE 306	Hazardous Waste Management	4
ENE 307	Toxicology	4
ENE 308	Environmental Law	4
ENE 309	Energy Conservation & Utilization in Industry	4
ENE 310	Environmental Safety	4
ENE 311	Environmental Assessment	4
ENE 412	Bachelor Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>120</b>

### MASTER OF SCIENCE

ENE 500	Industrial and Hazardous Waste Treatment	4
ENE 520	Soils and Greenhouse Effect	4
ENE 550	Groundwater Treatment Technology	4
ENE 560	ISO 14000	4
ENE 570	Advanced Pollution Prevention	4
ENE 580	Industrial Hygiene	4
ENE 590	Thesis	12
<b>Total Hours for Graduation</b>		<b>156</b>

### DOCTOR OF PHILOSOPHY

ENE 810	Acquatic Kinetics	4
ENE 820	Advanced Water Quality Control	4
ENE 840	Petroleum Engineering and the Environment	4
ENE 850	Environmental Economics	4
ENE 860	Recycling	4
ENE 880	Environmental Remediation Contracting	4
ENE 890	Environmental Decision Making for Engineers	4
ENE 900	Catalytic Air Pollution Control	4
ENE 910	Dissertation	16
<b>Total Hours for Graduation</b>		<b>204</b>

## OCCUPATIONAL SAFETY AND HEALTH

The Occupational Safety and Health Engineering program is designed to provide an extensive educational background of modern day occupational safety and health management applications in industry and government. The curriculum focuses on general safety, OSHA regulatory compliance, industrial hygiene, fire prevention and safety, accident prevention, ergonomics, and safety program design and management. Graduates of our Occupational Safety and Health programs will be prepared to assume greater responsibilities within their place of employment and enhance career opportunities.



### BACHELOR OF SCIENCE

SE 300	Safety Management	4
SE 310	System Safety Engineer	4
SE 320	Air Quality Control	4
SE 340	Ergonomics & The Workplace	4
SE 400	Fire Prevention & Safety	4
SE 420	Transport Safety	4
SE 430	Construction Safety	4
SE 440	OSHA Standards	4
SE 450	Statistical Safety	4
SE 460	Accident Investigation	4
SE 470	Safety Program Management	4
SE 480	Process Safety Management	4
SE 490	Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>120</b>

### MASTER OF SCIENCE

SE 500	Safety & Accident Prevention I	4
SE 520	Safety Engineering	4
SE 600	Research Methods	4
SE 610	Fire Protection Technology	4
SE 620	Industrial-Hygiene	4
SE 630	Legal Aspects of Safety & Health	4
SE 680	Electrical Hazards & Accidents	4
SE 690	Thesis	12
<b>Total Hours for Graduation</b>		<b>160</b>

### DOCTOR OF PHILOSOPHY

SE 710	Safety & Accident Prevention II	4
SE 720	Loss Control Risk Management	4
SE 730	Industrial Air Quality	4
SE 770	Fire Engineering Technology	4
SE 790	Advanced Ergonomics	4
SE 810	Superfund Training	4
SE 820	Lead	4
SE 880	Human Error Reduction & Safety Management	4
SE 890	Dissertation	16
<b>Total Hours for Graduation</b>		<b>208</b>

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.



## HEALTH ADMINISTRATION

**H**ealth Services is a business, albeit a special one. Like other business, it needs good management to operate effectively. The term, Health Administrator encompasses individuals in many different positions who plan, organize, coordinate, and supervise the delivery of Health Care. Health Administrators set the overall direction of a medical facility. They are concerned with community outreach, planning, policy making, and complying with government agencies and regulations.

### BACHELOR OF SCIENCE

HA 300	Introduction to Health Administration	4
HA 310	Health Service within a Community	4
HA 320	Health and Nutrition	4
HA 330	Drug Abuse	4
HA 340	Epidemiology	4
HA 350	Computer Usage in Health Care	4
HA 360	Health Care Accounting	4
HA 370	Health Care Marketing	4
HA 380	Healthcare and the Law	4
HA 390	Human Resource Management <i>BAH2410</i>	4
HA 400	Hospital Staff Privileges <i>(Ord. none)</i>	4
<del>HA 410</del>	<del>Accounting Does Not Exist</del>	<del>4</del>
HA 420	Final Paper/Project	12
<b>Total Hours for Graduation</b>		<b>120</b>

### MASTER OF SCIENCE

HA 500	Financial Management in Health Care Systems	4
HA 520	Administration in U.S. Hospitals	4
HA 540	Information Needs of The Health System	4
HA 550	International Health Care	4
HA 600	Principles & Procedures Research	4
HA 620	The Law and Public Health	4
HA 660	Thesis	12
<b>Total Hours for Graduation</b>		<b>156</b>

### DOCTOR OF PHILOSOPHY

HA 700	HMO's in the U.S.	4
HA 710	Workplace, Job and Health	4
HA 720	Preventive Medicine, Its Use Today	4
HA 800	Bloodborne Pathogens and Blood Security	4
HA 820	The Ethics of the Biomedical Profession	4
HA 840	Epidemiology, an Advanced Course	4
HA 900	Health Policy Making in the U.S.	4
HA 910	Dissertation	16
<b>Total Hours for Graduation</b>		<b>200</b>



## COLLEGE OF CRIMINAL JUSTICE

The safety of our cities, towns and highways greatly depends on the work of police officers, detectives, and special agents. An increasing number of police departments are encouraging applicants to pursue post-high school training in Law Enforcement/Criminal Justice. Police, detectives, and special agents must write detailed reports and maintain accurate records. Often, these arresting officers are called into Court to support their actions. Officers who command police operations have administrative and supervisory duties.



### BACHELOR OF SCIENCE

BSC 300	Justice Administration Introduction	4
BSC 310	Managing a Criminal Investigation	4
BSC 320	Principles and Procedures of the American Criminal Justice System	4
BSC 330	Legal Phases of Evidence	4
BSC 340	Relationships with the Community	4
BSC 350	Fundamentals of the Investigation	4
BSC 360	Concepts of Criminal Law	4
BSC 370	Criminology Today	4
BSC 380	Administration of Criminal Justice Systems in America	4
BSC 400	Probation and Parole in Today's Environment	4
BSC 410	The Social Conflict of Race Relations	4
BSC 420	Criminal Court Process	4
BSC Final Paper/Project		12
<b>Total Hours for Graduation</b>		<b>120</b>

### MASTER OF SCIENCE

MSC 500	Forensic Science	4
MSC 520	Problems and Solutions of Criminal Justice	4
MSC 530	Research Methodology	4
MSC 540	Administration at the Municipal Level	4
MSC 550	Identification of Street Drugs	4
MSC 560	Infrastructures of Public Administration	4
MSC 570	Juvenile Justice	4
MSC 600	Thesis	12
<b>Total Hours for Graduation</b>		<b>160</b>



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 prospect for advancement but potentially place their careers in jeopardy.

Those who aren't convinced of this fact may very well be left behind. Experts suggest that the totality of knowledge is currently doubling every three to four years. By the end of this decade up to seventy-five percent of the work force will need to be retained.

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.

### START TODAY ON YOUR PATH TO A BETTER FUTURE

Simply, forward your completed application portfolio to the University for evaluation and include:

- \* A detailed resume
- \* Transcripts (copies will suffice for evaluative purposes)
- \* Copies of Licenses Held
- \* Copies of Professional Certificates
- \* Certificates of attendance for seminars, workshops, etc
- \* Copies of Awards

Columbia Southern University will conduct a comprehensive no cost/no obligation evaluation of your qualifications and appraise you of those courses that have been determined should comprise your individually tailored degree program. Please allow fifteen (15) working days for the results of your evaluation. If you would prefer to receive the results of your evaluation more quickly, please enclose \$25 to participate in our Priority Evaluation Service, which gaurantees that your resume will be evaluated within 24 hours of receipt.

### At CSU, You Are In A Classroom Of One.

*Columbia Southern University  
sets your objectives.*



*You set your study time.*

**By Choosing Columbia Southern University,  
You are Choosing a Fully Licensed and Accredited University.**

## APPLICATION FOR ADMISSION



**Columbia Southern University**  
 24847 Commercial Ave.  
 P.O. Box 3110  
 Orange Beach, AL 36561  
 (334) 981-3771 Fax (334) 981-3815

Name _____	Date ____ / ____ / ____
Address _____	S.S. Number _____
City _____ State _____ Zip _____	Place of Birth _____
Date of Birth ____ / ____ / ____ Sex M F Marital Status _____	
Telephone (____) _____ Business (____) _____ Home	Best Contact Time _____ a.m. p.m.
Present Employer _____	Position _____
City _____	State _____ Zip _____
Degree program for which you are making application? Degree _____ Major _____	

### FORMAL EDUCATION (Information must be complete with exact dates given on each entry)

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

High School \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Graduation Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

College/University Name	Attendance From	To	Major	Degrees or No. of Credits	Other Awards	No. of Months Attended

### OTHER EDUCATION AND TRAINING

On-The-Job Training, Seminars, etc.	Month	Year	Total Hrs.	Purpose of the Program	Certificate

**Columbia Southern University provides equal educational opportunity to all qualified students without regard to race, creed, national origin, sex, or disability.**



Describe any languages you speak, read, or write (other than English) and to what extent?
Professional Licenses or Certificates Held:
Military Service:

### EMPLOYMENT HISTORY

Please forward a documented portfolio of experience if possible for evaluation. If life experience doesn't warrant a portfolio, please complete this section. See Student Catalogue for admission process. Start with first job and progress in order to present. Attach separate sheet if necessary. Describe duties, responsibilities, number of employees you have supervised, etc. Credit for Life Experience Evaluation requires in-depth detail of knowledge and experience gained and the skills you have shown in the performance of your occupation. Any 5 - 7 year period for which credit is requested should be elaborated on in detail on a separate sheet.

From	Employer Name	Job Title
To	Function and Responsibility	
From	Employer Name	Job Title
To	Function and Responsibility	
From	Employer Name	Job Title
To	Function and Responsibility	
From	Employer Name	Job Title
To	Function and Responsibility	
From	Employer Name	Job Title
To	Function and Responsibility	

I certify 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 admitted, I agree to abide by the rules and regulations of the school including, but not limited to, those contained in the current student catalogue. I acknowledge that all official transcripts which I submit to the school become the property of the University and will not be forwarded to another institution or returned to me.

\_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Applicant's Signature Date

**COLUMBIA SOUTHERN UNIVERSITY**

**27250 Perdido Beach Boulevard**

**PO Box 3110**

**Orange Beach, AL 36561**

**(800) 977-8449 Fax (334) 981-3815**