

2022 - 2024

UNIVERSITY  
CATALOG



# COLUMBIA SOUTHERN UNIVERSITY

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# Addendum

Columbia Southern University made the following amendments to policy, institutional, and/or programmatic information. Students are encouraged to contact their academic advisor with questions.

## 22-24.4.1-2 Addendum – January 17, 2023

### 22-24.4.1 | New Programs | Effective January 17, 2024

The following new programs are available for enrollment, effective January 17, 2024. These programs and/or concentrations are not yet eligible for Veterans Benefits.

BS, Accounting

BS, Communication

Doctor of Emergency Management

### 22-24.4.2 | New Concentrations | Effective January 17, 2024

The following new concentrations are available for enrollment and are eligible for Veterans Benefits, effective January 17, 2024.

BS, Business Administration – Data Analytics Concentration

BS, Business Administration – Logistics Concentration

BS, Information Technology – Data Analytics Concentration

BS, Military Studies – Logistics Concentration

## 22-24.3.1-5 Addendum – August 16, 2023

### 22-24.3.1 | Academic Calendar | Effective July 20, 2023

The academic calendar has been updated to reflect the extended registration dates for each term.

### 22-24.3.2 | Course Add Policy | Effective July 20, 2023

The Course Add Policy has been updated to reflect the removal of the late enrollment fee.

### 22-24.3.3 | Late Enrollment Fee | Discontinued | Effective July 20, 2023

The Late Enrollment fee is discontinued, effective immediately.

### 22-24.3.4 | New Programs | Effective September 27, 2023

The following new programs are available for enrollment, effective September 27, 2023. These programs and/or concentrations are not yet eligible for Veterans Benefits.

BS, Emergency Medical Services Administration, Mobile Integrated Health Concentration

BS, Environmental Management, Energy and Land Use Management Concentration

BS, Military Studies, Information Technology Concentration

BS, Military Studies, International Management Concentration

BS, Military Studies, Leadership Concentration

BS, Military Studies, Supply Chain Management Concentration

BS, Occupational Safety and Health, Energy and Land Use Management Concentration

MS, Health Care Administration

Instructional Design and Technology, Graduate Certificate – Direct and Embedded Enrollment

### 22-24.3.5 | New Program Eligibility for Veterans Benefits | Effective Immediately

The following programs are now eligible for Veterans Benefits.

AS, Health Information Science, Health Care Administration Track

BS, Business Administration, Supply Chain Management concentration

BS, Emergency Management, Environmental Science concentration  
 BS, Emergency Management, Fire Science concentration  
 BS, Emergency Management, Homeland Security concentration  
 BS, Emergency Management, Occupational Safety and Health concentration  
 BS, Emergency Medical Services Administration, Emergency Medical Services Education concentration  
 BS, Environmental Management, Sustainability concentration  
 BS, Military Studies, Cyber Security concentration  
 BS, Military Studies, Homeland Security concentration  
 BS, Military Studies, Intelligence concentration  
 BS, Occupational Safety and Health, Sustainability concentration  
 BS, Psychology, Criminal Justice concentration  
 BS, Psychology, Diversity, and Inclusion concentration  
 BS, Psychology, Forensics concentration  
 BS, Psychology, Industrial-Organizational concentration  
 BS, Psychology, Mental Health concentration  
 MS, Information Technology  
 MS, Instructional Design and Technology  
 Doctor of Occupational Safety and Health

### 22-24.2.1-11 Addendum – April 26, 2023

#### [22-24.2.1 | Effective Dates and Terms | Effective Immediately](#)

Columbia Southern University's Catalog has transitioned to two academic calendar years. As a result, the current catalog effective period is extended to June 30, 2024, which encompasses all Terms therein, 1A23 through 6B24.

#### [22-24.2.2 | Academic Calendar | Effective Immediately](#)

The academic calendar has been updated to reflect the extended catalog effective period. This section now includes Terms 1A23 through 6B24.

#### [22-24.2.3 | Late Enrollment | Effective April 26, 2023](#)

Late Enrollment information has been updated as follows: "A late fee of \$50.00 is due for enrollments received after the Registration end date in cases where the student was not already enrolled in a course during the same term. Students currently enrolled in a term may add additional courses (not to exceed the Academic Course Load Policy) during the add/drop period without being charged a fee. The current Academic Calendar may also be viewed on the website."

#### [22-24.2.4 | Learning Options | Effective April 26, 2023](#)

Columbia Southern University has transitioned to one academic learning model, herein New LifePace Learning®. Applicants are encouraged to discuss any questions with their Admissions counselor. Students are encouraged to review the transition resources located in the myCSU Student Portal or contact their Academic Advisor.

#### [22-24.2.5 | Tuition Rates and Technology Fees | Effective July 1, 2023, Terms 1A24 and 1B24](#)

Tuition Rates and Technology Fees will increase to the following amounts, effective July 1, 2023 for Terms 1A24 and 1B24

Education Level	Cost Per Credit Hour
Undergraduate	\$270.00
Masters†	\$349.00
Doctoral	\$485.00

Technology Fee	Amount
Undergraduate ( <i>per course</i> )	\$35
Graduate ( <i>per course</i> )	\$45
Doctoral ( <i>per 3 credit hour course</i> )	\$60

**22-24.2.6 | Commencement Fees | Effective Immediately**

Commencement Fees will increase as follows, effective immediately and applicable to October 2023 commencement.

Fee	Amount
Commencement Ceremony <i>Includes four (4) guests</i>	\$165
Additional Guests – Fee Per Person	\$30

**22-24.2.7 | Policy Updates | Effective Immediately**

The following policies and related guidelines have been updated and are effective immediately.

[Academic Course Load Policy](#)

[Academic Credit Policy](#)

[Academic Integrity Policy](#)

[Academic Program Improvement Policy](#)

[Admission Requirements](#)

[Admission Documentation Guidelines](#)

[Admission Doctoral Pre-Requisites](#)

[Assignment Makeup Policy](#)

[Academic Complaint and Grievance Policy](#)

[Course Access Policy](#)

[Course Completion Policy](#)

[Course Retake Policy](#)

[Doctoral Academic Course Load Policy](#)

[Doctoral Candidacy Status Policy](#)

[Doctoral Graduation Requirements Policy](#)

[Doctoral Institutional Academic Progress Policy](#)

[Doctoral Leave of Absence Policy](#)

[Doctoral Time Limits Policy](#)

[Drug and Alcohol Prevention Program](#)

[Grading Policies](#)

[Graduation Requirements Policy](#)

[Inactive Status Policy](#)

[Incomplete Grading Policy](#)

[Institutional Academic Progress Policy](#)

[Leave of Absence Policy](#)

[Non-Academic Complaint and Grievance Policy](#)

[Official Course Drop/Withdrawal Policy](#)

[Student Code of Conduct Policy](#)

[Student Identity Verification Policy](#)

[Technology Policies](#)

[Textbook and Course Material Policy](#)

[Transfer Credit Policy](#)

[Tuition Refund Policy](#)

**22-24.2.8 | Discontinued Policies | Effective Immediately**

The following policies are discontinued, effective immediately.

[Attendance Policy](#)

[Course Extension Policy](#)

[DBA Admission Requirements](#)

[Proctor Policy](#)

[Unofficial Withdrawal Policy](#)

**22-24.2.9 | New Policies | Effective Immediately**

The following policies are new, effective immediately.

[Course Add Policy](#)

[Participation Policy](#)

**22-24.2.10 | New Program Eligibility for Veterans Benefits | Effective Immediately**

The following programs, launched in January 2023, are now eligible for Veterans Benefits

[AS, Cybersecurity](#)

[AS, Information Technology](#)

[BS, Forensic Investigation](#)

[MS, Human Resources](#)

**22-24.2.11 | New Programs | Effective Immediately**

The following new programs are available for enrollment, effective Term 5B23, April 26, 2023. These programs and/or concentrations are not yet eligible for Veterans Benefits.

Medical Billing and Coding Certificate – Direct Enrollment and Embedded

Occupational Safety and Health Postgraduate Certificate – Direct Enrollment and Embedded

AS, Health Information Science, Health Care Administration Track

BS, Business Administration, Supply Chain Management concentration

BS, Emergency Management, Environmental Science concentration

BS, Emergency Management, Fire Science concentration

BS, Emergency Management, Homeland Security concentration

BS, Emergency Management, Occupational Safety and Health concentration

BS, Emergency Medical Services Administration, Emergency Medical Services Education concentration

BS, Environmental Management, Sustainability concentration

BS, Military Studies, Cyber Security concentration

BS, Military Studies, Homeland Security concentration

BS, Military Studies, Intelligence concentration

BS, Occupational Safety and Health, Sustainability concentration

BS, Psychology, Criminal Justice concentration

BS, Psychology, Diversity and Inclusion concentration

BS, Psychology, Forensics concentration

BS, Psychology, Industrial-Organizational concentration

BS, Psychology, Mental Health concentration

MS, Information Technology

MS, Instructional Design and Technology

Doctor of Occupational Safety and Health

**22-23.1.1-8 Addendum – January 20, 2023****22-23.1.1 | Accreditation | Effective December 6, 2022**

Columbia Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC).

**22-23.1.2 | Registering a Complaint with External Agencies | Effective December 6, 2022**

Information provided on registering a complaint with Columbia Southern University's accreditor, SACSCOC.

**22-23.1.3 | Inactive Status Policy | Effective Immediately**

This policy has been updated to reflect current practice.

**22-23.1.4 | Associate of Science, Cybersecurity**

New Degree – Open to Enrollment January 16, 2023

*Note: This degree is not yet eligible for Veterans benefits.*

**22-23.1.5 | Associate of Science, Information Technology**

New Degree – Open to Enrollment January 16, 2023

*Note: This degree is not yet eligible for Veterans benefits.*

**22-23.1.6 | Bachelor of Science, Forensic Investigation**

New Degree – Open to Enrollment January 16, 2023

*Note: This degree is not yet eligible for Veterans benefits.*

### 22-23.1.7 | Master of Science, Human Resources

New Degree – Open to Enrollment January 16, 2023

*Note: This degree is not yet eligible for Veterans benefits.*

### 22-23.1.8 | General Education Curriculum | Effectively Immediately

List updated to reflect current course offerings.

#### **University Catalog | Effective July 1, 2022 through June 30, 2024**

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#### **Policy Disclaimer**

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

#### **Catalog Disclaimer**

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

## Catalog Effective Dates

July 1, 2022 through June 30, 2024

### Terms

1A23 through 6B24

## Academic Calendar

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

### 2022-2023 Academic Calendar

#### Track A

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1A23	04/06/22-06/21/22	07/06/22	07/12/22	08/30/22
Fall	2A23	06/22/22-08/23/22	09/07/22	09/13/22	11/01/22
Winter	3A23	08/24/22-10/25/22	11/09/22	11/15/22	01/17/23
Christmas Break – During Term 3A (12/21/22-01/03/23)					
Winter	4A23	10/26/22-01/10/23	01/25/23	01/31/23	03/21/23
Spring	5A23	01/11/23-03/14/23	03/29/23	04/04/23	05/23/23
Spring	6A23	03/15/23-05/16/23	05/31/23	06/06/23	07/25/23

#### Track B

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1B23	05/18/22-07/19/22	08/03/22	08/09/22	09/27/22
Fall	2B23	07/20/22-09/20/22	10/05/22	10/11/22	11/29/22
Fall	3B23	09/21/22-11/22/22	12/07/22	12/13/22	02/14/23
Christmas Break – During Term 3B (12/21/22-01/03/23)					
Winter	4B23	11/23/22-02/07/23	02/22/23	02/28/23	04/18/23
Spring	5B23	02/08/23-04/11/23	04/26/23	05/02/23	06/20/23

## 2023-2024 Academic Calendar

### Track A

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1A24	05/17/23 - 07/31/23	08/02/23	08/08/23	09/26/23
Fall	2A24	07/19/23 - 10/02/23	10/04/23	10/10/23	11/28/23
Winter	3A24	09/20/23 - 12/04/23	12/06/23	12/12/23	02/13/24
Christmas Break – During Term 3A (12/20/23-01/02/24)					
Winter	4A24	11/22/23 - 02/19/24	02/21/24	02/27/24	04/16/24
Spring	5A24	02/07/24 - 04/22/24	04/24/24	04/30/24	06/18/24

### Track B

Semester	Term	Registration*	Start Date	Drop Date	End Date
Summer	1B24	04/12/23 - 07/03/23	07/05/23	07/11/23	08/29/23
Fall	2B24	06/21/23 - 09/04/23	09/06/23	09/12/23	10/31/23
Fall	3B24	08/23/23 - 11/06/23	11/08/23	11/14/23	01/16/24
Christmas Break – During Term 3B (12/20/23-01/02/24)					
Winter	4B24	10/25/23 - 01/22/24	01/24/24	01/30/24	03/19/24
Spring	5B24	01/10/24 - 03/25/24	03/27/24	04/02/24	05/21/24
Spring	6B24	03/13/24 - 05/27/24	05/29/24	06/04/24	07/23/24

Note: The current [Academic Calendar](#) may also be viewed on the website.



## MESSAGE FROM THE PRESIDENT

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Dear Future Knight,

I am honored that you are considering Columbia Southern University to be your educational partner.

CSU is different from other institutions for many reasons, but one of the things that really sets us apart is the emphasis that we place on building relationships with our students. We consider our students and alumni as members of the CSU family and we cannot wait to welcome you into that group.

We strive to be sincere, compassionate, and helpful in everything we do. If there is something you need, please do not hesitate to ask.

We know pursuing a higher degree in education is a big decision, and it may even be overwhelming at times. You will have support and encouragement every step of the way to accomplish this goal. Just ask any of our 54,000 CSU graduates. Just imagine how great you will feel when you finally hold that diploma in your hands.

You can succeed and you will. We believe in you.



Dr. Ken Styron  
President



Ken Styron, D.B.A.  
President, Columbia Southern University

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## ABOUT COLUMBIA SOUTHERN UNIVERSITY

### Mission Statement

Columbia Southern University is a private institution that provides diverse learning experiences and affordable, flexible distance education programs at the certificate, undergraduate, and graduate levels to a global student body, delivered by qualified, student-centered faculty committed to teaching and student learning. The University is dedicated to providing exceptional academic and student support services.

### Core Values

As we change lives for the better, we live by these values:

#### Organizational Health

We foster a family culture that provides a stable and enjoyable work environment of care and respect with open and clear communication.

#### Humility

We model a leadership style that is modest, humble, operationally oriented, and hands-on. No job is beneath us, and we work as a close team to accomplish our mission.

#### Exceptional Service

We focus on providing exceptional service through student-centered support services that are personal, responsive, and geared toward assisting students in achieving their educational goals.

#### Flexibility

We embrace change, work hard, and relentlessly strive to continuously improve.

#### Excellence

We are a first-class organization that places a high value on quality, accreditation, and doing what is right.

#### Relationships

We focus on building long-term relationships with industries, governmental agencies, students, alumni, and members of the community.

#### Vision

The Vision of Columbia Southern University is to change and improve lives through higher education by enabling students to maximize their professional and personal potential.

### Institutional Commitments

#### Our Students: Cultivating a meaningful and individualized student experience

Cultivate a meaningful and individualized student experience by developing and promoting greater student-engagement, enhancing the course experience through technology, and enhancing the student pathway from application through employment and alumni status.

#### Our Programs: Developing innovative, in-demand, career-centered programs

Develop innovative, in-demand, career-centered programs by evaluating and launching educational offerings that meet the evolving needs of current and future students, alumni, and employers; evaluating current programs to ensure they consistently support student and employer needs and goals; and integrating diversity, equity, and inclusion throughout our curriculum.

#### Our Community: Advancing our networks and partnerships to support our students, community, and employees

Advance our networks and partnerships by developing and strengthening strategic pathways and partnerships with corporate, academic, and military entities and strengthening local partnerships, relationships, and brand recognition.

#### Our image: Expanding awareness of CSU's affordable, accessible, quality online education

Expand awareness of CSU's affordable, accessibility, and quality for fully online, accredited universities and growing CSU brand awareness with the under-30 market.

#### Our People: Engaging, cultivating, and empowering outstanding talent to carry-out our mission and commitments

Engage, cultivate, and empower outstanding talent to carry-out our mission and commitments by expanding employee engagement and professional development for staff at all levels and creating an institutional culture of diversity, equity, and inclusion.

## History

Robert Mayes, Sr, founder of Columbia Southern University, established a student-first philosophy with his vision to provide educational opportunities to nontraditional students through distance learning. His dedication to others built the foundation for a family-oriented culture of caring and respect among staff and faculty, which continues today.

Years of experience in small business training program development and presentations in environmental compliance and occupational safety fostered his vision of making education accessible and flexible. In 1993, the journey to reach a global audience of learners began when the Mayes family established CSU.

CSU first offered two bachelor's degree programs in occupational safety and health and environmental management. By 1996, online programs expanded to include business administration, computer science, criminal justice administration, and health administration.

CSU was granted institutional accreditation by the Distance Education and Training Council on January 15, 2001. Growth continued with the 2002 approvals of Defense Activity for Non-Traditional Education Support (DANTES) and Veterans Affairs, along with several affiliation agreements with state schools.

In 2003, CSU became one of the first U.S. universities to offer a degree program in Vietnam. Resident students were provided the opportunity to earn a CSU Master of Business Administration (MBA) degree with the support of independent, in-country student support centers in Hanoi and Ho Chi Minh City.

University degree offerings expanded to include associate degrees and six new bachelor's degrees by 2004. The Learning Partnership program launched to provide businesses, municipalities, organizations, and corporations the opportunity to partner with CSU. Partnership allowed their respective employees/members and their spouses and children to receive benefits such as tuition discounts, application fee waivers, and scholarship opportunities.

The University's growth and continued success of its vision was overshadowed by the loss of Robert Mayes, Sr., who passed away after a lengthy illness on September 26, 2005. He was succeeded as president by his son, Robert Mayes, Jr.

Robert Mayes, Jr.'s experience and innovative approach to technology and business, strengthened the University's foundation for distance education. In 2006, CSU was selected among the first group of colleges and universities to be accepted into the Air Force Academic Institution Portal and the U.S. Army's Centralized Tuition Assistance Management

(CTAM) program, ArmyIgnitED (formerly GoArmyEd). Program expansion continued as the student body reached 6,700 active students. By 2008, the University was approved by the U.S. Department of Education to offer Federal Student Aid. In the same year, CSU broke ground on a new 67,000-square-foot building, which opened in 2009.

CSU's active student body rose above 25,000 by the end of 2010. In 2011, CSU's MBA became the first distance learning program accredited by the Vietnam Ministry of Education and Training. One year later, the Mayes family established Columbia Southern Education Group to expand its educational vision.

In May 2018, Robert Mayes, Jr., retired as President of CSU. Chief of Staff, Ken Styron, was appointed as his successor, the University's third President in its then twenty-five-year history.

On December 6, 2022, the University was granted institutional accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). CSU withdrew from its accreditation from the Distance Education Accrediting Commission in February 2023.

Today, CSU continues its unyielding commitment to the University's mission, which is continually inspired by the Mayes family and upheld by its dedicated faculty and staff members.

## Accreditation

Columbia Southern University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate, baccalaureate, master's and doctorate degrees, and certificates. Questions about the accreditation of Columbia Southern University may be directed in writing to the **Southern Association of Colleges and Schools Commission on Colleges** at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information available on SACSCOC's website ([www.sacscoc.org](http://www.sacscoc.org)).

## Higher Education Related Membership

CSU is an institutional member of the [American Council on Education \(ACE\)](http://www.ace.edu), a major higher education coordinating body that influences public policy through advocacy, research, and program initiatives. ACE membership is open to accredited, degree-granting colleges and universities, and higher education associations within the United States.

## State Authorization and Licensure

CSU is licensed by the Alabama Community College System - Private School Licensing Division pursuant to the Alabama Private School License Law, Code of Alabama, Title 16-46-1

through 10. For additional information, please visit the [State Authorization](#) section of the website.

## NC-SARA

CSU is approved by the Alabama Commission on Higher Education to participate in the National Council for State Authorization Reciprocity Agreements (NC-SARA). NC-SARA is a voluntary, regional approach to state oversight of postsecondary distance education. As a member of NC-SARA, CSU only needs home state authorization to offer distance education to students residing in any other SARA member state. To view a list of NC-SARA states and institutions, please visit [NC-SARA](#).

## Registering a Complaint with CSU

CSU is committed to providing high-quality educational and related services for students. From time to time, students may have questions concerning administrative policies or operations. CSU encourages students to notify the institution when there is cause for concern in academic and non-academic matters. For more information on registering a complaint with CSU, please visit the [Student Resolution](#) section of the website.

## Registering a Complaint with External Agencies

Students are encouraged to proceed through the institution's complaint process before filing an external complaint. Students who wish to file a complaint with an external agency may review submission instructions by visiting the [Registering A Complaint](#) section of the CSU website.

## Registering a Complaint with the Accrediting Agency

Students may file a complaint with the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](#) by completing and sending two print copies of the Commission's Complaint Form to the President, Southern Association of Colleges and Schools Commission on Colleges, 1866 Southern Lane, Decatur, GA 30033-4097. [www.sacscoc.org](http://www.sacscoc.org)

To access the Commission's complaint policy, procedures, and the Complaint Form, please see [Complaint Procedures Against the Commission or Its Accredited Institutions](#). Please review the Commission's procedures for guidance about filing a complaint.

## Complaint Contact Information for State Agencies

Students may file a complaint with the Private School Licensure Division (PSL) of the Alabama Community College

System by submitting the [Online School Complaint](#). Students may view the [Procedures for Submitting Complaints](#) with PSL.

Students who reside in a [SARA member-state](#) may appeal their complaint to the [Alabama Commission on Higher Education \(ACHE\)](#), which oversees SARA institutions in Alabama for review after exhausting CSU's internal grievance process. ACHE's contact information for complaints is as follows:

### Alabama Commission on Higher Education (ACHE)

NC-SARA State Portal Agency  
P.O. Box 3020000  
Montgomery, AL 36130-2000  
[ACHE Student Complaint PDF](#)

For additional information regarding filing a complaint with a state agency, please visit the [External Complaint Process](#) section of the CSU website.

## Registering a Complaint with the U.S. Department of Veterans Affairs

Students may file a complaint by following the VA Complaint Policy, which states, "Any complaint against the school should be routed through the VA GI Bill® Feedback System by going to: <http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily."

*GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government website at <https://www.benefits.va.gov/gibill>.*

## Student Records

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

## University Catalog and Student Handbook

The University Catalog is the official document on policies and academic information.

The Student Handbook is the official, comprehensive guide on student information, procedures, and a quick reference to official policies included within the University Catalog. Additionally, the handbook outlines available support services for student success, academic guidance, and the responsibilities, expectations, and rights of students.

The [Student Handbook](#) may be viewed online.

## Board of Trustees

Columbia Southern University (CSU) is governed by a nine to fifteen-member Board of Trustees (herein, Board), which establishes the mission and determines the general policies and affairs of the university. The Articles of Incorporation and the By-laws of CSU clearly define the powers, duties, and responsibilities of the Board.

The Board is responsible for appointing the president; establishing broad institutional goals and plans; approving earned degrees; approving all governmental and private financial aid programs; reviewing and approving the annual operational and capital expenditures budget, including all major contractual relationships and other major obligations executed in the name of the university; and such other responsibilities as law, governmental directives, or customs require the Board to act upon. The Board fulfills its responsibilities through three standing committees – The Executive Committee, the Academic and Student Affairs Committee, and the Finance Committee – and through established procedures to ensure that it is adequately informed about the programs and general condition of the university. The Board meets a minimum of four times per year. Two meetings are held via teleconference.

Questions concerning the Board of Trustees should be directed to the Office of the President at CSU.

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Columbia Southern Education Group

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Office of the President

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Assistant Provost, International and Consortium Partnerships

#### **Misti Kill, Ph.D.**

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**Justin Boykin, M.A.**

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**John Hope, Ph.D.**

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**Rachel Iverson, M.A.**

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**Ben Jamieson**

Director, Performance Marketing

**Jennifer Murray, J.D.**

Director, Human Resources

**Andrew Roman, M.S.S.**

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Director, Military Outreach

**Cherea Schellhase, M.S.**

Director, Institutional Research

**Todd Simmons**

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**Blain Snyder**

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**Sherri Twitty**

Director, Corporate Outreach

**Lisa Wingate, M.S.**

Director, Curriculum Planning  
and Development

# ADMISSIONS

## Admission Requirements Policy

The Columbia Southern University (CSU) admissions policy and practices do not discriminate against individuals based on age, ethnicity, faith, gender, sexuality, or disability. The University administers educational policies, scholarship programs, and other programs while providing reasonable accommodations for applicants and students with disabilities to the extent required by applicable laws. Applicants under the age of 18 are required to provide parental consent when entering into signed agreements with the University.

Please refer to the CSU website for additional details regarding [Title IX](#).

### Undergraduate Programs

Applicants for admission must possess a high school diploma or its equivalent at the time of admission. To be considered for **unconditional** admission to an undergraduate program, applicants must submit the following:

- A complete [application](#), which includes, but not limited to, a valid phone number, email, physical address, and Social Security number (SSN), if applicable.
- Meet all [Admission Documentation Guidelines](#).

Applicants who self-certify graduation from an approved high school program and/or those who must submit additional documents to meet programmatic requirements may be admitted into a program on a **conditional** status. Individuals may complete up to 12 credit hours pending the receipt of the required document(s), upon which time the document(s) must be recorded in the student file to remain enrolled.

Homeschooled students must demonstrate successful completion of homeschooling at the secondary level as defined by state law in which the high school credential is earned. A detailed guide for meeting the CSU admission requirements is available in the [CSU Homeschooled Admission Guidelines](#).

International students must self-certify as to successful completion of the equivalent of grade 12 in a U.S. secondary school and provide evidence of successful completion of a program considered to be equivalent to an accredited high school diploma or GED certificate. In addition, applicants whose native language is not English must demonstrate English language proficiency. A detailed guide for meeting the CSU admission requirements is available in the [CSU International Admission Guidelines](#).

### Master's Programs

Applicants for admission must:

- Complete an application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable
- Possess a conferred bachelor's degree issued by an accredited post-secondary institution recognized by the U.S. Department of Education or equivalent, and
- Meet all [Admission Documentation Guidelines](#)

**Conditional** admission allows applicants who have a conferred bachelor's degree from a recognized post-secondary institution or the equivalent to enroll in a graduate program for six credit hours pending the receipt of required official transcripts.

### Doctoral Programs

Applicants for admission must:

- Complete an application, which includes, but not limited to, a valid phone number, email, physical address, and Social Security Number (SSN), if applicable;
- Possess a conferred bachelor's and master's degree relevant to the doctoral program and issued by an accredited post-secondary institution recognized by the U.S. Department of Education or equivalent;
- Meet all [Admission Documentation Requirements](#)

**Conditional** admission allows applicants who have a conferred bachelor's and master's degree from a recognized post-secondary institution or the equivalent to enroll in a doctoral program for seven credit hours pending the receipt of required official transcripts.

### Other General Requirements

#### Student Identity Verification

CSU must establish the identity of the student who registers in distance education programs. Applicants are required during the admissions process to submit a color image of a valid government-issued photo ID, such as a state driver's license, state identification card, or U.S. passport. CSU reserves the right to require additional sources of identity verification, such as the following:

- SSN card
- Utility bill less than 90 days old

- W-2 tax form
- Voter registration card
- Current lease or rental agreement
- Vehicle registration
- Current Homeowner’s insurance policy with name and address

International applicants are required to submit a color image of a valid international government –issued driver’s license, national/state/province identity card (including European ID card), or a valid international travel passport. Additional identity verification sources may be required; such as, but not limited to the following:

- Permanent Resident card
- Immigration and Naturalization Service Employment Authorization Card (I-766) (for those working in the U.S.)
- Border Crossing card

#### Denial/Conditional Probation Admission Decision and Appeal

CSU reserves the right to deny admission to applicants who do not meet admission requirements. Applicants may be admitted conditionally, in a probationary status and the enrollment may be limited in order to demonstrate their ability to successfully complete college-level course work. Factors considered in admission decisions may include, but are not limited to, high school GPA, past academic performance at other post-secondary institutions, excessive course withdrawals, and other indicators of success.

Applicants who wish to appeal the admission decision have the right to do so by providing additional information to support the earned high school diploma or equivalency or supporting documentation which demonstrates extenuating circumstances during the period of substandard performance to [registrar@columbiasouthern.edu](mailto:registrar@columbiasouthern.edu).

[Admission Decision Appeal Form](#)

## Admission Documentation Guidelines

- **Applicants** must self-certify on the Columbia Southern University (CSU) application for admission successful high school completion or equivalent and provide the school’s name, city, state, and year of graduation.
- **Applicants** must meet and provide evidence as required by programmatic accreditation.
- **First-time freshman** must submit the official high school transcript (or equivalent). In some cases, the admission decision may take into consideration high school GPA and other academic performance indicators to determine appropriate action that will

lead to student success while enrolled in a CSU program.

- **Transfer students** must submit transcripts from all previously attended post-secondary institutions. Those with less than twelve (12) credit hours completed successfully at a post-secondary institution must also submit the official high school transcript (or equivalent).
- There may be additional documentation required for certain programs. Please refer to the CSU Catalog for programmatic requirements.
- **Homeschooled applicants** must demonstrate successful completion of the homeschooling at the secondary level as defined by state law in which the high school credential is earned. A detailed guide for meeting the CSU admission requirements is available in the [CSU Homeschooled Admission Guidelines](#).
- **Master’s applicants** must submit an official transcript issued by an accredited post-secondary institution recognized by the U.S. Department of Education indicating a conferred bachelor’s degree. In some cases, undergraduate prerequisites may be required to ensure the success of the student and will be added to the degree plan.
- **Doctoral applicants** must submit the following documents:
  - Official transcripts issued by an accredited post-secondary institution recognized by the U.S. Department of Education indicating a conferred bachelor’s and master’s degree
  - Statement of Purpose describing steps the student will take to ensure successful completion in the doctoral program, a summary of academic and business experience, and insight into the proposed area of research (minimum three paragraphs)
  - Specific Doctoral Pre-requisites may be required as determined by the appropriate College Dean.
- **International applicants** must provide an appropriately authenticated official transcript issued by a governmental authority that attests to the successful completion of the requisite program for admission, equivalent to U.S. Department of Education. Transcripts not in English must be evaluated by an appropriate third party and translated into English. A detailed guide for meeting the CSU admission English proficiency requirements is available in the CSU International Admission Guidelines.
- **To be eligible to receive Federal Student Aid (FSA) to attend CSU**, applicants must meet all FSA eligibility requirements described at

<http://www.columbiasouthern.edu/tuition-financing/federal-student-aid/eligibility>.

- **Students who are utilizing Veteran’s Affairs (VA) benefits**, must submit all official transcripts from previously attended post-secondary institutions and military transcripts.

### Verification

All documents submitted for review to determine admission status are subject to verification. Applicants selected for verification must provide evidence of high school completion, which may include an official transcript or GED transcript, certificate of high school equivalency, documentation of completion of a state approved home school program, DD-214, or any other documents requested by the university to complete verification, such as sources of identification documentation and post-secondary transcripts from previously attended institutions. Verification may also be required if the U.S. Department of Education selects a student for verification and requests validation of high school graduation. Those selected for verification are not authorized to use the Transcript Request Service and are fully responsible for providing requested documents. Failure to comply with verification procedure or submission of fraudulent documents at any time may result in denied admission or immediate dismissal from the university and forfeiture of credits.

### Copies/Official Documents

CSU must receive official transcripts from post-secondary institutions previously attended where transfer credit is considered. Students may send copies of transcripts or documents during the initial admission period and enroll as a student on conditional status. The student must provide official transcripts prior to completing 12 undergraduate or 6 graduate credit hours. Official transfer credit will not be awarded until official transcripts are received by the Office of the Registrar. If a student is not able to provide official transcripts for courses that have received conditional transfer credit, the student will be required to complete those courses to satisfy program requirements. Transcripts from universities or programs not accredited by a U.S. Department of Education approved accrediting agency may not satisfy transfer credit criteria.

### Exceptional Cases

In the event that an applicant is not able to provide official transcripts/documents due to extenuating circumstances, such as a natural disaster, the registrar will review an admission petition to determine admission eligibility. In these cases, the student may be admitted conditionally as a non-degree seeking student and must successfully complete 12 credit hours approved by the academic advisor before officially admitted into a degree program. Please submit supporting documentation to [registrarappeals@columbiasouthern.edu](mailto:registrarappeals@columbiasouthern.edu).

### Petition for Exceptional Case Form (pdf)

The Dean of the College, Vice Provost of Academic Affairs, or Provost must approve exceptions to the Admission Documentation Guidelines.

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

### Homeschooled Admission Guidelines

CSU will require First-time freshman and transfer homeschooled students with less than 12 credit hours completed successfully at a post-secondary institution to show proof that they successfully completed their state’s requirements for high school graduation. Homeschooled students are responsible for compliance with all requirements for their state. An official transcript is required to demonstrate that high school graduation requirements are met. The following are examples of the required transcript:

- GED, if required by state in which high school was completed
- Accredited official transcript provided by authorized third-party
- Authorized official transcript provided by a family source that includes detailed course descriptions with curriculum, grades, and records of attendance. The person in charge of the home school program will be responsible for verifying the transcript as official. Students who submit documents provided by a family source and have successfully completed the ACT with a minimum composite score of 18, or SAT with minimum score of 440 Math and 440 English will be admitted. If the ACT or SAT is not provided with family source transcripts, the student will be enrolled conditionally as described below.

### Conditional Status

All undergraduate applicants are reviewed by qualified evaluators in the Office of the Registrar. Those who do not meet the specific requirements above or who only have documents provided by a family source may be eligible to enroll conditionally as a non-degree seeking student (not FSA eligible). While on conditional status, students will be required to successfully complete all of the following courses with a minimum grade of “C” in each, or the student will be subject to academic dismissal:

- LSS 1300 Learning Strategies for Success
- EH 1010 English Composition I
- Math
- Science or History

### International Admission English Proficiency Guidelines

Applicants whose native language is not English and who have not earned a degree from an appropriately accredited institution where English is the principal language of instruction must demonstrate college-level proficiency in English through one of the following for admission:

- **Undergraduate**
  - A minimum score of 500 on the paper-based Test of English as a Foreign Language (TOEFL PBT), or
  - 61 on the Internet Based Test (iBT), a 6.0 on the International English Language Test (IELTS), or
  - 44 on the Pearson Test of English (PTE) Academic Score Report
- **Master's Degree**
  - A minimum score of 530 on the TOEFL PBT, or
  - 71 on the iBT, 6.5 on the IELTS, or
  - 50 on the PTE Academic Score Report
- **Doctoral Degree**
  - A minimum score of 550 on the TOEFL PBT, or
  - 80 on the iBT, a 6.5 on the IELTS, or
  - 58 on the PTE Academic Score Report
- A minimum grade of Level 3 on the ACT COMPASS English as a Second Language Placement Test
- A minimum score on the College Board Accuplacer ESL Exam Series as follows:
  - ESL Language Use: Score of 85
  - ESL Listening: Score of 80
  - ESL Reading: Score of 85
  - ESL Sentence Meaning: Score of 90
  - ESL Writeplacer: Score of 4
  - Comprehensive Score for all exams of 350 and ESL Writeplacer 4 or better
- A minimum grade of Pre-1 on the Eiken English Proficiency Exam
- A minimum B-2 English proficiency level identified within the Common European Framework of Reference (CEFR) standards and assessed through various ESOL examinations, including the University of Cambridge
- A transcript indicating completion of at least 30 credit hours with an average grade of "C" or higher at an institution accredited by an agency recognized by the United States Department of Education and/or the Council for Higher Education Accreditation (CHEA), or accepted foreign equivalent that is listed in the International Handbook of Universities where the language of instruction was English. A "B" or higher is required for master's degree or doctoral degree

- A transcript indicating a grade of "C" or higher in a 3-credit hour English Composition course from an appropriately accredited/recognized college of university (as verified by the International Handbook of Universities (21st ed.).

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

### Student Visas

CSU is an online university and does not issue I-20 Forms (U.S. Department of Homeland Security Certificates of Eligibility for student visas) and, therefore, cannot fulfill requests for student visas.

### Doctoral Pre-Requisites

Doctoral programs may require specific pre-requisites to prepare students for successful completion of their program. Students must complete all pre-requisites with a grade of "B" or better for entry into their program. In cases where applicants have not completed the required courses, a documented summary indicating mastery of the competencies for each course may serve as evidence that the applicant is prepared to learn and benefit from a rigorous program of study. See below for specific pre-requisites by program.

### Doctoral Pre-Requisites

**Doctor of Business Administration** applicants must have successfully completed an MBA or business-related master's program, which includes the following four graduate-level business courses:

- Marketing Management
- Managerial Economics
- Managerial Finance
- Strategic Management

**Doctor of Occupational Safety and Health** applicants must have successfully completed a master's in occupational safety and health, or a closely related discipline\*, which includes the following four graduate-level occupational safety and health courses:

- Industrial Safety
- Industrial Hygiene
- Any 2 additional courses within, or closely related to, the Occupational Safety and Health discipline

Note: The Academic Program Director or College Dean may consider advanced practice in OSH, as demonstrated by a

relevant and accredited professional certification, as an exception to the course-level requirement(s).

\*Closely related disciplines include health physics, public health, ergonomics and human factors, environmental science, industrial hygiene, emergency management, fire science/technology, epidemiology, or occupational health nursing. Applicants with credentials in similar programs may submit an appeal to the College Dean.

The College Dean, Vice Provost for Academic Affairs, or Provost may approve exceptions to pre-requisites.

## Admission Status

Students may enroll at CSU under one of the following circumstances:

**Temporary:** Application has been submitted but has not been approved and evaluated for transfer credit. Not eligible for students utilizing Federal Student Aid or Veteran's Benefits. A CSU transcript cannot be issued to students under Temporary status.

**Conditional:** 12 credit-hours Undergraduate or 6 credit-hours Graduate have not yet been successfully completed. All official documents have not yet been received. A CSU transcript may be issued to students under Conditional status but will not list transfer credit. The student is required to meet qualitative / quantitative measures during this conditional period approved by the academic advisor.

*Note that any one or more of the above places the student at "Conditional" Admission Status until all requirements are met.*

**Unconditional:** Application is approved, transfer credit is evaluated, all required official transcripts are on file and academic requirements of Conditional status have been fulfilled. A CSU transcript listing all institutional credit may be issued for students on Unconditional status.

## Temporary Status Enrollment

A Temporary admission status is used when students enroll in courses immediately after their application is submitted. While Temporary, students may complete up to 12 undergraduate credit-hours or 6 graduate credit-hours.

While under Temporary status, students are responsible for selecting courses that will not be awarded as transfer credit and that will fulfill degree program requirements. Information on CSU program course requirements can be found on the CSU website. For assistance on course selection, students may contact the CSU Admissions Department at 800-977-8449 or [admissions@columbiasouthern.edu](mailto:admissions@columbiasouthern.edu).

To be considered for unconditional admission, students must meet admission requirements as defined in the Admission Requirements Policy:

**Undergraduate programs:** Official high school transcript, GED or equivalent

**Graduate programs:** Official transcript issued by an accredited post-secondary institution recognized by the U.S. Department of Education indicating a conferred bachelor's degree

## Admission Process

Students who wish to use Federal Student Aid should follow the admission process as listed on the [Office of Financial Aid](#) section of the CSU website.

### Step 1: Application

Students submit online applications through the myCSU Applicant Portal. Copies of all academic and military transcripts, professional licenses, certificates and training programs may be uploaded and submitted with the application. Students should indicate on the application if they intend to utilize tuition assistance through Military TA or VA. For assistance with ordering official transcripts, students may take advantage of the Transcript Request Service.

### Step 2: Evaluation

Students receive a comprehensive evaluation outlining the courses needed to complete the program, transfer credit awarded, and instructions on enrolling in the selected program. Evaluations may take 5 business days for processing. Students may request a priority evaluation for a fee to guarantee that the evaluation is completed within 2 business days. Two complimentary evaluations are provided. Any documents submitted for evaluation after the complimentary evaluations but prior to enrolling are subject to an additional evaluation fee.

### Step 3: Enrollment

CSU's Admissions Department assists students with enrolling in their first course. Students may enroll under one of the following statuses: Temporary, Conditional, or Unconditional. For more information about admission statuses, refer to the Admission Status information above.

### Step 4: Academic Advising

Students participate in an initial advising session with their academic advisor, who serves as the main point of contact throughout their degree program. During this initial advising session, academic advisors learn about the students and their individual situation and goals, and they help to develop educational pathways that will enable students to attain their goals. Students and advisors work together to develop a course of action for degree completion. Academic advisors

also provide students with important tips for success throughout their journey at CSU.

## Understanding Degree Requirements

### Degree Program Requirements

Once the evaluation is complete, the student can view the Comprehensive Degree Report (CDR) in the myCSU Applicant Portal. This document lists the degree requirements as outlined in the CSU Catalog for the current enrollment year. The CDR is reflective of degree requirements at the time of evaluation of transfer credit and lists remaining degree requirements. After becoming a student, the CDR also shows completed CSU courses, and courses in progress. It is a live document and is available at all times in the myCSU Student Portal.

Curricula listed in the current catalog and on the University website reflect current program requirements. Students already evaluated and/or enrolled in a degree program should refer to their CDR to determine specific degree requirements as established at the time of evaluation. The catalog and website may continue to be referenced for the purposes of finding available courses, course descriptions, and other pertinent academic and policy information. (The Student Handbook should also be referenced for additional policy information.)

### Change in Degree Program Requirements

In the event that degree program requirements change, students are given the opportunity to either complete their degree as outlined in their Comprehensive Degree Report or request a reevaluation for the newly revised program requirements. If a student has not attended CSU for a period of one year, the student will be required to satisfy the current degree program requirements as outlined in the effective catalog.

Students who elect to change their degree program will be required to satisfy the current degree program requirements as outlined in the effective catalog.

Students are encouraged to contact their academic advisors with questions regarding degree requirements or their CDR.

### CSU LifePace Learning

CSU courses have defined start and end dates consisting of 9 weeks (56 days) of instruction in eight units of study. The instructional week begins on Wednesday and ends on Tuesday. The CSU LifePace Learning model is designed for distance education students to interact with their instructor weekly. Students enrolled at CSU follow submission dates for all academic work. CSU courses provide a structured framework that facilitates on-time course completion while allowing students flexibility throughout the week for

assignment completion. Students also interact with course faculty and other class members through faculty-led Blackboard Collaborate lectures, discussion boards, and journals.

## Technical Requirements

Curricula at CSU is delivered completely online using the Blackboard learning management system. CSU students must have access to the internet and an appropriate individual (non-shared) e-mail account to complete a program of study at CSU. If personal internet service is unavailable, students are encouraged to contact local libraries, schools, or public businesses to locate access to the internet. The course syllabus, study guides, and examinations are all provided within the online course.

### Computer Requirements

#### Operating System (OS)

Windows 7 or later; Mac OSX10.6 or later. For more information on OS/browser compatibility, visit [help.blackboard.com](http://help.blackboard.com).

#### Internet Connection

Minimum download speeds of 300Kbps,  
Minimum upload speed of 300Kbps

#### Software

Students must have software capable of creating, editing, and saving Microsoft Office document files (.doc, .docx), Microsoft Excel spreadsheet files (.xls, .xlsx), and Microsoft PowerPoint presentation files (.ppt, .pptx). Students may access a 30-day trial version and/or purchase the required Microsoft software at <https://products.office.com/en-us/try>

#### Plug-ins

Java, Acrobat Reader, and Quick Time

#### Internet Browser

A list of certified and compatible browsers can be found at the following site: [Browser Support | Blackboard Help](#)

## Transfer Credit Policy

CSU evaluates transfer credit upon student submission of the following:

- official post-secondary transcripts
- military and employer courses reviewed by the American Council on Education (ACE)
- credit by examination score sheets
- professional training certificates

Accepted courses are relevant to the program of study and equivalent in both content and degree level. The Office of the Registrar conducts all transfer credit evaluations.

Exceptions to the Transfer Credit Policy, and all items encompassed within, must be approved by the Academic Program Director, College Dean, Vice Provost of Academic Affairs, or Provost.

## Sources of Transfer Credit

### Academic Credit

CSU accepts academic credit from accredited institutions whose agencies are recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA).

### Transferrable Courses

Courses with a grade of “D” or above may apply to undergraduate degree requirements unless a minimum grade of “C” is required to satisfy specific program requirements. A grade of “D” is not accepted as transfer credit for English composition or any mathematics requirement for any degree program.

Courses with a grade of “B” or above may apply to master’s degree program requirements; in some cases, a grade of “C” may be considered.

Transcripts submitted in languages other than English must be evaluated by an approved third-party and translated into English. Acceptable third-party agencies are those recognized by the National Association of Credential Evaluation Service (NACES). Transcripts may also be evaluated by a transcript evaluator fluent in the language of origin and English, and possess expertise in the educational practices of the country of origin. All translated materials must be official and translated to English.

### Credit by Examination

CSU uses ACE guidelines to determine if examinations warrant awarding academic credit. Examinations must meet minimum passing scores. CSU accepts credit by examination from testing centers, to include but not limited to, the following examples:

- [The College Level Examination Program \(CLEP\)](#)
- [DSST](#)

Professional Licenses, Certificates, and Training Programs  
CSU uses ACE guidelines to determine if training programs, certificates, professional licenses, and/or military training warrant awarding academic credit. The following ACE publications are used:

### [The National Guide to College Credit for Workforce Training](#)

### [Military Guide: Guide to the Evaluation of Educational Experiences in the Armed Services](#)

Professional training certificates without an ACE recommendation may be considered. Approval is determined upon the Academic Program Director’s review and acceptance of industry curriculum standards associated with the certificate.

### Experiential or Equivalent Learning

CSU takes into consideration that adult learners gain knowledge outside of a traditional academic environment and will consider experiential learning credit through a Prior Learning Assessment (PLA) review. An experienced subject matter expert conducts a PLA review to determine if the prior learning experience meets the standards to award academic credit.

Students should contact their Academic Advisor for more information.

### Technical Credit

The Academic Program Director reviews submitted technical credit by assessing the course content and learning outcomes to determine transferability.

### Maximum Allowable Transfer Limits Undergraduate Degrees

A minimum of 25% of an associate or bachelor’s degree must be completed at CSU. Transfer credit for experiential learning may not exceed 25% of the degree program.

### Master’s Degrees

A minimum of 33% of a master’s degree program must be completed at CSU. Transfer credit for experiential learning may not exceed 25% of the degree program.

### Doctoral Degrees

A minimum of 33% of a doctoral program must be completed at CSU. Transfer credit for experiential learning only applies to didactic courses and may not exceed 25% of the degree program.

### Additional Transfer Credit Limitations

CSU does not accept developmental and remedial coursework for transfer credit. Transfer credit decisions, determined by previous colleges or universities, that involve auditing or waiving of program requirements are not applicable at CSU. Transfer credit may be limited to satisfy specific and relevant degree program requirements. Some courses may not be transferrable due to age of credit. In these cases, the Academic Program Director will review the course information to determine transferability.



CSU does not typically accept transfer credit from non-accredited institutions; however, transfer credit decisions are not based solely on accreditation. In some cases, CSU qualified faculty conduct a review to determine that courses meet the requirements for the degree the institution awards and that applicable accreditation standards are met.

#### **Transfer Credit Decision Appeal**

Students may appeal transfer credit decisions. The completed Transfer Credit Decision Appeal form must be submitted to [Registrarappeals@columbiasouthern.edu](mailto:Registrarappeals@columbiasouthern.edu). The Office of the Registrar will escalate the appeal to the appropriate Academic Program Director or College Dean for consideration.

#### **Transfer of CSU Credit**

CSU credit transferred to other institutions is evaluated at the sole discretion of said institutions. It is the students' responsibility to seek prior approval of CSU credits for purposes related to transferability of credit, credentialing, tuition reimbursement, or other academic and professional reasons. Students with questions regarding the transfer of CSU credit may send inquiries to [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu).

# TUITION & FEES

## Tuition Rates

Education Level	Cost Per Credit Hour
Undergraduate	\$270.00
Masters†	\$349.00
Doctoral	\$485.00

Rates are per credit hour. Most courses are 3 credit hours. Tuition and fees are payable in U.S. funds. For a complete list of payments options, visit the [Payment Options](#) section of the website. Tuition rates are subject to change. For the most current tuition information, visit the [Tuition and Financing](#) section of the website.

CSU Learning Partners receive a tuition discount that is applied to the full tuition rate. For current Learning Partner tuition rates, please visit the Tuition and Financing section of the website.

†The tuition rate for master's courses per credit hour is \$250 for all active-duty military members using Military Tuition Assistance; this is not applicable for CSU Learning Partners. The lower rate is offered to keep the tuition rate at the U.S. Department of Defense cap of \$250. The technology fee will not apply to active-duty U.S. service members.

## Student Fees

Fees are charged when services are rendered.

Fee	Amount
Application - Domestic	\$0
Application - International	\$0
Petition to Graduate	\$100
Technology Fee <sup>1</sup>	
– Undergraduate ( <i>per course</i> )	\$35
– Graduate ( <i>per course</i> )	\$45
– Doctoral ( <i>per 1 credit hour course</i> )	\$20
– Doctoral ( <i>per 3 credit hour course</i> )	\$60

## Additional Fees

Fee	Amount
Bachelor to Associate Degree Request	\$100
Change of Concentration	\$25
Change of Program	\$35
CSU Official Transcript	\$15
Degree to Certificate Request	\$50
Incomplete Fee – 30 Days	\$50
Incomplete Fee – 60 Days	\$100
In-Program Re-Evaluation	\$25

Fee	Amount
Priority Evaluation	\$25
Registration Fee <sup>2</sup> ( <i>One-Time Fee</i> )	20%
Replacement Diploma/Certificate	\$25
Return Check	\$25
Subsequent Evaluations	\$35
Commencement Ceremony <i>Includes four (4) guests</i>	\$165
Additional Guests – Fee Per Person	\$30

<sup>1</sup> Technology Fee will be applied to each course that a student enrolls into. This fee is non-refundable after the drop period and is waived for all active-duty U.S. service members.

<sup>2</sup> All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time registration fee (maximum of \$200 per degree program.)

## Rush/Ancillary Fees

Additional fees apply for rush services and are sometimes subject to carrier rates.

## Shipping and Handling Fees

Fees and shipping and handling charges are nonrefundable and are subject to change.

## Tuition Refund Policy

Students who wish to drop/withdraw (see [Official Course Drop/Withdrawal Policy](#)) from a course or withdraw from their program are encouraged to complete the [Official Course Drop/Withdrawal Form](#) located in the myCSU Student Portal; however, students may withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 calendar days. All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time 20% registration fee (maximum of \$200 per degree program). The remaining tuition will be refunded based on the course start date and the tuition percentage amounts listed below.

Note: Refunds may be reduced by the cost of the textbook (see [Textbook and Course Material Policy](#)).

**Table 1** displays the percentage of tuition returned to the student minus the application and/or registration fee after the listed time frames.

## Table 1 – Percent Return

\*Percent return is effective after the timeframe.

Time Frame*	Percentage Returned to Student
1st week	80%
2nd week	60%
3rd week	40%
4th week	20%
5th week	0%

**Sample Refund Calculation:** The following tables pertain to the sample refund calculation. **Table 2** denotes the institutional charges. **Table 3** is a sample refund calculation.

### Table 2 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-Credit Undergraduate Course)	\$810
One-Time Registration Fee – 20%	\$162

### Table 3 – Sample Refund Calculation

\*Student requests to drop course after the first week (i.e., in Week 2) and after the 7-day cancellation period from the time of enrollment:

CSU Institutional Charge	Eligible Refund
Tuition (3-Credit Undergraduate Course)	\$810
One-Time Registration Fee – 20%	(\$162)
Net Remaining Tuition	\$648
Refund Percentage	80%
Eligible Refund	\$648 * 80% = \$518.40

Note: Refunds may be reduced by the cost of the textbook (see [Textbook and Course Material Policy](#)).

## State of California, Student Tuition Recovery Fund

If you are a California resident, please review the following disclosure. The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state-imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident, or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program. It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or

any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to:

### Bureau for Private Postsecondary Education

1747 North Market Blvd., Suite 225, Sacramento, CA 95834  
(916) 574-8900 or (888) 370-7589

To be eligible for STRF, you must be a California resident or be enrolled in a residency program, have prepaid tuition, have paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or you were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court based on a violation of this chapter by an institution or representative of an institution but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within 4 years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of non-collection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been

more than 4 years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original 4-year period, unless the period has been extended by another act of law. However, no claim can be paid to any student without a social security number or a taxpayer identification number.

## Automatic Credit Card Payment Plan

CSU offers an automatic credit card payment plan for students paying out-of-pocket. This plan allows students to spread tuition payments over time by having them automatically charged to a credit card on a pre-set schedule. Whether students would like to pay weekly, bi-weekly, monthly, or in full, CSU offers this special payment plan that gives students the power of choice. Using a scheduled automatic credit card payment option can help students fit education into their budget. It is important to note that regardless of the automatic payment schedule selected, the first payment will be charged the day that the enrollment is processed.

To be eligible for this plan, the student must:

- have declared an undergraduate or graduate degree as their academic goal,
- use a credit card as payment, and
- have an acceptable credit history with CSU (new students automatically qualify if the first tuition payment is approved).

## Corporate Billing

Tuition is billed to the corporation responsible for funding an employee's tuition. Approved company or government vouchers or purchase orders must accompany Enrollment Agreements.

## Military Educational Benefits

CSU is approved to offer Veterans Affairs (VA) benefits through Defense Activity for Non-Traditional Education Support (DANTES). In most cases, these benefits cover the entire cost of a program. Students approved for these educational benefits are to pursue tuition payment through required official documents.

The following links are for informational purposes as students pursue these benefits.

- [Military Tuition Assistance](#)
- [Veterans Affairs Benefits](#)
- [DANTES Tuition Assistance](#)
- [VA Flex Payment Plan](#)

VA students may place a \$99 down-payment for the first and/or second enrollment. Tuition must be paid in full prior to the third enrollment. This VA Flex Payment Plan is not available for Federal Student Aid, Tuition Assistance, Chapter

31, Chapter 33, or if receiving any other form of financial assistance.

## Enrollment Status Requirements

Students must be enrolled at least half-time in order to be eligible to receive FSA. If a student's enrollment status changes during the first week of classes, or a student does not begin attendance in all courses, the amount of FSA awarded is recalculated. Please refer to the chart below for enrollment status classifications.

	Credit Hours		
	Associate & Bachelor	MS & MBA	Doctoral
Full-Time	6 +	3 +	2 +*
Half-Time	3	N/A	1

\*Doctoral students may take up to 6 credit hours of didactic courses simultaneously.

## FINANCIAL ASSISTANCE

### Types of Federal Student Aid Available

To be eligible for Federal Student Aid (FSA), students must be admitted to the university and meet the eligibility requirements as outlined by the U.S. Department of Education. FSA offers federal grant and loan programs administered by the U.S. Department of Education. CSU participates in the following grant and loan programs:

#### Federal Grant Programs

- Pell Grant

#### Federal Direct Loan Program

- Direct Subsidized Loans
- Direct Unsubsidized Loan
- Direct PLUS Loans

For detailed information regarding FSA including eligibility, procedures for applying, awarding FSA, and loan counseling, students should access the [Office of Financial Aid](#) section of the website.

### Satisfactory Academic Progress Policy for Title IV Students

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

CSU students who wish to be considered for financial aid must:

- be in good standing at the university
- maintain satisfactory academic progress in their program of study, as outlined in this policy.

SAP is a financial aid eligibility requirement and is administered by the university in addition to the academic standards of performance required under the CSU Academic Progress Policy.

Students are evaluated for SAP at the end of every payment period. All students are evaluated on three standards: grade point average (qualitative measure), pace of completion (quantitative measure), and maximum time frame. Students must meet all three standards to maintain eligibility for Title IV funds.

### Undergraduate Students

#### Standard 1: Grade Point Average (Qualitative Measure)

Undergraduate students must maintain a minimum qualitative measure of progress defined as a 2.0 cumulative GPA.

#### Standard 2: Pace of Completion (Quantitative Measure)

Undergraduate students (either full-time or part-time) must achieve a passing rate of at least 66.67% of all credit hours attempted. Credit hours attempted include completed courses, repeated courses, withdrawals, and incompletes. Transfer credit, if applicable, is also calculated in the pace of completion as attempted and completed credit hours.

#### Standard 3: Maximum Time Frame

Undergraduate students must complete their degree program within 150% of the credit hour requirements for the degree as published in the catalog. Students must complete an associate degree within 90 credit hours and a bachelor's degree within 180 credit hours. Transfer credit, if applicable, is also calculated in the maximum time frame calculation.

### Graduate Students

#### Standard 1: Grade Point Average (Qualitative Measure)

Graduate students must maintain a minimum qualitative measure of progress defined as a 3.0 cumulative GPA for their degree program.

#### Standard 2: Pace of Completion (Quantitative Measure)

Graduate students must achieve a passing rate of a minimum of 50% of 0 to 9 attempted credit hours, a minimum of 60% of 10 to 18 attempted credit hours, and a minimum of 66.67% of 19 or more attempted credit hours towards the degree program. Attempted hours include completed courses, repeated courses, withdrawals, and incompletes. Transfer credit, if applicable, is also calculated in the pace of completion as attempted and completed credit hours.

#### Standard 3: Maximum Time Frame

Graduate students must complete their degree program within 150% of the credit hour requirements for the degree as published in the catalog. Students must complete a master's degree within 54 credit hours and a doctorate degree within 90 credit hours. Transfer credit, if applicable, is also calculated in the maximum time frame calculation.

### SAP Policy Notification

Students are notified of the SAP policy in the university catalog, website, and during the initial financial aid application process. All periods of enrollment at CSU are calculated in

SAP, including periods of enrollment during which a student did not receive financial aid.

### Course Drop

Students are allowed to drop a course without any negative impact on SAP through the term drop date as listed on the academic calendar. A course designated as a “DP” does not count as attempted hours or in the GPA when determining SAP.

### Official Course Withdrawal

A student who withdraws from one or more courses after the drop date will be issued a grade of “W.” Course withdrawals will count as attempted credit hours when measuring the maximum time frame and quantitative progress of SAP but will not be included in the GPA. A student who withdraws from all attempted credit hours during the student’s first period of enrollment with CSU will also obtain an undefined GPA. An undefined GPA is equivalent to a 0.00 GPA.

### Unofficial Course Withdrawal

A student who unofficially withdraws from one or more courses will be issued a grade of “W/F” or “W/U.” “W/F” grades will count as credit hours attempted when measuring the maximum time frame and quantitative SAP. A grade of “W/F” counts as a grade of “F” when measuring qualitative SAP progress. Grades of “W/U” will count as attempted credit hours when measuring the maximum time frame and quantitative progress of SAP but will not be included in the GPA.

### Transfer Credits

Transfer credits accepted toward the student’s degree program will be included as credit hours attempted and earned when calculating the SAP maximum time frame and quantitative progress.

### Repeated Courses

Students receiving Title IV Aid may repeat a course, as allowed under CSU academic policy. Repeated courses will be issued a grade of “R” and count as attempted credit hours toward the quantitative and maximum timeframe SAP standards. A grade of “R” does not count in qualitative determination of SAP. The grade earned upon retake will be used in the cumulative GPA.

### Incomplete Grades

Students receiving federal student aid may receive incomplete grades, as allowed under CSU academic policy. A grade of incomplete will count as credit hours attempted in determining SAP. Students issued a grade of incomplete while on SAP Financial Aid Warning will not be eligible to use federal student aid for subsequent payment periods, pending the resolution of the incomplete grade.

### Satisfactory/Unsatisfactory Grades

Satisfactory/Unsatisfactory grades will count toward total hours attempted for the Pace of Completion and Maximum Time Frame (calculation of both attempted hours and, if passed, completed credit hours) but will not count in the GPA calculation.

### Change of Program

All periods of enrollment count when assessing satisfactory academic progress for undergraduate students. All attempted credit hours will be included in making satisfactory academic progress determinations when a student changes degree programs (majors) at the same degree level (e.g., bachelor to bachelor). For graduate students, only the credit hours associated with the courses that apply to each specific graduate degree program will be used in the satisfactory academic progress evaluation.

### SAP Evaluation and Warning

SAP is evaluated after every payment period. Students who fail to meet the cumulative grade point average (CGPA) and/or Pace of Completion requirements of SAP will be notified and will be placed on SAP Financial Aid Warning for one term. Students are encouraged to work with their academic advisor to discuss enrollment options. A student placed on SAP Financial Aid Warning will be eligible to receive Federal Student Aid for one period of enrollment.

A student who exceeds the maximum time frame requirement of SAP will be ineligible to continue to receive Federal Student Aid unless an appeal is granted, as described below.

A student who fails to meet one or more of the SAP standards at the end of the Financial Aid Warning period will be ineligible to receive Federal Student Aid unless an appeal is granted.

### Financial Aid Suspension Appeal

Students not meeting SAP at the end of the Financial Aid Warning period may appeal that determination and loss of Federal Student Aid eligibility if they have extenuating circumstances, such as injury or illness, the death of a relative, or other special circumstances. The appeal must contain the Financial Aid Suspension appeal form completed by the student and must explain and document why the student was not able to make satisfactory academic progress during the period of substandard academic performance, what has changed that will allow the student to meet satisfactory academic progress requirements at the next evaluation, and a proposed Academic Plan leading to successful program completion prepared by the student’s academic advisor.

### Maximum Time Frame Appeal

Students who reach or exceed the maximum time frame allowed while completing their first degree are no longer eligible to receive Federal Student Aid. Students may appeal

this decision. The appeal must contain the Maximum Time Frame Appeal form completed by the student and the student's academic advisor, a detailed explanation and supporting documentation of any unusual circumstances such as injury, illness, death of a relative, or other special circumstances that prevented the student from obtaining a degree within the 150% credit hour requirement.

The appeal must also include a proposed academic plan leading to successful program completion prepared by the student's academic advisor to include expected graduation date and credit hours remaining in the degree program. If the appeal is approved, aid will be awarded only for the remaining credit hours required for the completion of the degree.

### Submission of Appeal

Students will be sent an email notification from the Office of Financial Aid to include the appeal form once a student becomes ineligible to receive federal student aid due to an adverse SAP determination. Appeals should be submitted in writing to:

#### Mail

Columbia Southern University  
SAP Appeals Committee, Office of Financial Aid  
21982 University Lane  
Orange Beach, AL 36561

#### Email

[SapAppeals@columbiasouthern.edu](mailto:SapAppeals@columbiasouthern.edu)

Attention: SAP Appeals Committee

Appeals without supporting documentation will not be considered. The committee will make every effort to consider each appeal carefully and provide a decision within 7 to 10 business days.

### SAP Financial Aid Probation

Appeals that are approved will result in a student being placed on SAP Financial Aid Probation. While on SAP Financial Aid Probation, students will be evaluated at the end of each payment period to ensure the student is meeting SAP and/or the conditions of the academic plan. Students on SAP Financial Aid Probation are eligible to receive Federal Student Aid.

### Reinstatement of Financial Aid

If a student's appeal is denied or a student does not wish to appeal, a student may regain eligibility for Federal Student Aid by enrolling in and successfully completing courses in his or her degree program without the use of Federal Student Aid. A student may request financial aid reinstatement once he or she successfully completes enough credit hours to meet the minimum SAP standards. A student should contact the [Office of Financial Aid](#) in writing if the student feels he or she has regained financial aid eligibility and wishes to be reinstated.

## Tuition Assistance/DANTES

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

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

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

## VA Benefits

Tuition for students using VA benefits is due at the time of registration unless benefits are paid directly to CSU. In order for CSU to process a registration for students utilizing VA/GI Bill® benefits, all required forms must be submitted to VA and CSU. This helps ensure that benefits are paid in a timely manner. For information on the forms required to be submitted to VA, visit the Veterans Online Application website at <https://benefits.va.gov/gibill/apply.asp>.

### Most Commonly Required Forms

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

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

**Disclosure For Students Utilizing VA Benefits:** In accordance with Title 38 US Code 3679 subsection (e), CSU adopts the following additional provisions for any students using the U.S.

Department of Veteran Affairs (VA) Post 9/11 G.I. Bill (Chapter 33), or Vocational Rehabilitation and Employment (Chapter 31) benefits, while payment to the institution is pending from the VA.

**CSU will not:**

- prevent the student’s enrollment;
- assess a late penalty fee to;
- require student secure alternative or additional funding;
- deny their access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition and fee bills to the institution.

However, to qualify for this provision, such students may be required to provide Chapter 33 Certificate of Eligibility (or its equivalent) or for Chapter 31, VA VR&E’s contract with the school on VA Form 28-1905 by the first day of class.

## Air University Associate-to-Baccalaureate Cooperative

CSU is proud to participate in the Air University Associate-to-Baccalaureate Cooperative (AU-ABC). This initiative allows an Airman with a specific Community College of the Air Force (CCAF) Associate in Applied Science (AAS) degree to transfer a minimum of 60 credit hours into an approved bachelor’s degree program. Offered in a completely online format, this program guarantees that the CCAF graduate would require no more than 60 credit hours to complete the bachelor’s degree with CSU. Please visit the CSU website for [additional information](#).

## Financial Assistance

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

## Scholarships

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

Several scholarships are available, such as the:

- Robert G. Mayes Memorial Scholarship
- Hero Behind the Hero Scholarship
- Learning Partner Scholarship

Students should complete the online application for the scholarship they wish to be considered for. Applying does not

guarantee that a scholarship will be awarded. Scholarships have varying deadlines and application requirements. Actual award criteria are established annually based on the availability of scholarship funds. For detailed information, please visit the [CSU Scholarships](#) section of the website.

## CSU Partner Scholarships

For detailed information, please visit [the CSU Partner Scholarships](#) section of the website.

We also encourage students to submit a Free Application for Financial Student Aid to determine additional resources that may be available to help fund their education.



## ACADEMIC INFORMATION

### Academic Year

The federal student academic year is defined as at least 30 weeks of instructional time. Within the weeks of the academic year, a full-time student is expected to complete at least 24 credit hours. The CSU academic year, for Federal Student Aid purposes, is 36 weeks, during which a full-time student completes 24 credit hours. CSU uses the following determination to calculate grade level for loan purposes:

Freshman	0 to 24 credit hours
Sophomore	25 to 48 credit hours
Junior	49 to 72 credit hours
Senior	73 or more credit hours

### Academic Integrity

Ethical conduct is foundational to a successful academic career at CSU. Students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation of these standards is a breach of the ethics that ensure the quality of CSU's academic programs, and thus, is a violation of CSU's Academic Integrity Policy.

### Degree Programs and Certificates

Completion of a degree program at Columbia Southern University does not guarantee that a graduate will meet all requirements and/or qualifications for employment at the international, national, state, or local level. Employment qualifications may also require that an applicant earn his or her degree from a university with specific programmatic or institutional accreditation. We encourage all students to research licensing and job requirements to ensure that he or she will be prepared for their desired career path.

### Concentrations

Concentrations are available in most degree programs as outlined below. A concentration is a defined program of study that enables students to specialize in a related area in addition to a major area of study. A concentration requires a minimum of 12 credit hours, is recorded on the student's transcript, and is listed on the graduation diploma.

### Certificate Options

A certificate is an educational program of study in a specific discipline created for those interested in expanding skills and knowledge for personal and/or professional development. Certificates are credit-based and taught by qualified faculty

members. Certificates align with existing curricula and are offered at the undergraduate, graduate, and post-graduate levels.

CSU offers **direct enrollment** and **embedded certificates**. A student earns a direct enrollment certificate by enrolling in the certificate program only and completing the requirements of the certificate. A student earns an embedded certificate by completing courses that meet the requirements of the embedded certificate within the degree program of record. Certificates require a minimum of 12 credit hours and are recorded on the student's transcript.

Note: Direct enrollment certificates are not eligible for Federal Student Aid, Veteran's Benefits, or Tuition Assistance.

### Accelerated Path Option

Some programs at CSU are offered in an Accelerated Path to students who are eligible. The Accelerated Path allows students to complete the degree program in an accelerated timeframe by enrolling in a rigorous schedule and sequence outlined by the university.

Anyone with the required number of credits completed can be considered for an Accelerated Path option, when offered. All credits must be reviewed by the Office of the Registrar to determine final eligibility for the Accelerated Path. Individuals will be notified of their eligibility.

#### Eligibility for Accelerated Path Option

The student must:

- have a minimum of credits completed toward a bachelor's degree to satisfy primarily free electives and general education courses. Other credits will be considered.
- maintain a 3.0 cumulative GPA.
- maintain the enrollment schedule as established with his or her academic advisor.
- have the time to devote to an increased and rigorous course load with each term (typically two to three courses each term).
- maintain regular and effective communication with academic advisor. Due to the small number of courses remaining in the program and prerequisites, it is necessary for students to work with their academic advisors to ensure courses are completed as required.

Individuals who do not meet eligibility requirements or those who enroll and are unsuccessful in the Accelerated Path may enroll in the standard path for the degree program by working with their admissions representative or academic advisor.

Degrees with available Accelerated Path options are designated in the degree offerings list in this section and in the degree information pages with any specific requirements for each degree.

## EasyEnroll

Columbia Southern University (CSU) provides an EasyEnroll service to students upon admission to the University. EasyEnroll ensures that the next enrollment, as advised and approved for the degree program in which the student is enrolled, can be submitted and processed in a timely manner. The service is provided as a means of convenience, allowing students to progress through their degree program smoothly toward graduation.

EasyEnroll is automatically provided to non-active military Term students upon enrollment and is offered for all other students in any learning option to select, if they choose. All students are also provided the option to discontinue the use of EasyEnroll at any time. An initial advising session is recommended for all incoming students upon admission to discuss an individualized degree completion plan and learn the benefits of using the EasyEnroll service effectively.

## Courses

### Course Enrollment

The Admissions Department assists the student through the process of enrolling in the first course(s) or term. Each time the student enrolls in a course, he or she is notified by email that the registration has been processed. An additional email follows with online account information and instructions for accessing online courses. Within each online course, the student finds a detailed course syllabus that provides everything needed to begin course work.

### Course Structure

CSU courses are developed by faculty and delivered to students through the Blackboard online learning management system. Students initiate access to their courses by entering assigned individual usernames and passwords. Entrance to the course automatically brings the student to the announcement page that contains important information from the professor. Courses contain a variety of educational components that support the learning outcomes and successful completion of the course material. In addition to the syllabus, typical instruction, and assignments, students are provided with resources and materials pertaining to course and exam expectations.

A navigation panel, which is in a fixed location on the left side of the course, provides direct structured access to all course components, instructional materials, exams, engagement tools, learning resources, and other related resources.

## Course Sequence

Although students are not required to complete general education courses before beginning major requirements, it is strongly recommended that core courses be completed in the sequence as they appear on the Comprehensive Degree Report that is provided to all students or on the Degree Action Plan (DAP) provided by your academic advisor. Program faculty developed the recommended sequence with student success in mind. Students are required to complete all prerequisite courses. For assistance and questions related to sequencing and prerequisites, students should contact their academic advisors.

## Faculty

CSU's qualified and experienced faculty members deliver diverse and dynamic online instruction to students throughout each course. Faculty members are dedicated to their professions and incorporate real-world experiences to teach course concepts and theories. In addition, faculty members are a trusted source for academic achievement and integrity during a student's program.

Students are assigned an instructor for each course and will benefit from individual assessment feedback and class discussions. CSU faculty create an environment for learning and a positive student experience.

Faculty are available to answer questions and provide a timely response within 48 hours of student communication.

The student should direct all course and grade related questions to the course professor. Students can access their professors' names and contact information in the Professor Profile document located in the Start Here tab. The preferred contact method for all CSU faculty is email.

For a current list of faculty, please visit the [Faculty Directory](#) online.

## Colleges

CSU degree programs and certificates are listed by college below. Program curriculum is located in the respective college sections of this catalog and on the website.

## College of Arts and Sciences

### DEGREES

#### AA, General Studies

*This degree is not eligible for Federal Student Aid (FSA) or Tuition Assistance (TA)*

#### BS, Communication\*

#### BS, Psychology

Concentrations in  
 Criminal Justice                      Industrial-Organizational  
 Diversity and Inclusion                Mental Health  
 Forensics

### CERTIFICATES

Undergraduate	Direct†	Embedded
Psychology		✓

## College of Business and Technology

### DEGREES

#### AS, Business

#### AS, Cybersecurity

#### AS, Health Information Science

Tracks in  
 Medical Coding                      Health Care Administration

#### AS, Information Technology

#### BS, Accounting\*

#### BS, Business Administration

Concentrations in  
 General                                  Logistics  
 Data Analytics                        Management  
 Finance                                    Marketing  
 Hospitality and Tourism              Project Management  
 Human Resource Management      Sport Management  
 Information Technology                Supply Chain Management  
 International Management

#### BS, Health Care Administration

Concentration in  
 Emergency Medical Services

#### BS, Human Resource Management

#### BS, Information Systems and Cyber Security

Concentrations in  
 General (Accelerated Path Option Available)  
 Homeland Security

#### BS, Information Technology

Concentrations in  
 Data Analytics

#### MS, Information Technology

#### BS, Organizational Leadership

#### Master of Business Administration

Concentrations in  
 General                                  Management  
 Entrepreneurship                      Marketing  
 Finance                                    Project Management  
 Health Care Management              Public Administration  
 Human Resource

#### MS, Health Care Administration

#### MS, Human Resources

#### MS, Organizational Leadership

#### Master of Public Administration

Concentrations in  
 General  
 Criminal Justice Administration  
 Emergency Services Management

#### Master of Public Health

Concentrations in  
 General                                  Community Health Education

#### Doctor of Business Administration

### CERTIFICATES

Undergraduate	Direct†	Embedded
Cybersecurity		✓
Finance	✓	✓
Hospitality and Tourism	✓	✓
Human Resource Management	✓	✓
Information Technology	✓	✓
International Management	✓	✓
Management	✓	✓
Marketing	✓	✓
Medical Billing and Coding	✓	✓
Project Management	✓	✓
Sport Management	✓	✓

**Graduate**

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

Environmental Science	Homeland Security
Fire Science	Occupational Safety and Health

**College of Military Studies and Leadership**

**DEGREES**

**AS, Military Studies**

**BS, Military Studies**

Concentrations in	
Cybersecurity	International Management
Homeland Security	Leadership
Information Technology	Logistics
Intelligence	Supply Chain Management

**CERTIFICATES**

Undergraduate	Direct†	Embedded
Military Operations		✓

**College of Safety & Emergency Services**

**DEGREES**

**AS, Criminal Justice**

**AS, Emergency Medical Services**

Note: Individuals who wish to apply for the AS, Emergency Medical Services degree must possess a current paramedic certification.

**AS, Fire Science**

**AS, Occupational Safety and Health**

**BS, Criminal Justice Administration**

Concentrations in	
Arson Investigation	Forensics

**BS, Emergency Medical Services Administration**

Concentration in	
Emergency Medical Services Education	Mobile Integrated Health

**BS, Emergency Management**

Concentrations in

**BS, Environmental Management**

Concentration in	
Sustainability	Energy & Land Use Management

**BS, Fire Administration**

Concentration in	
Fire Investigation	

**BS, Forensic Investigation**

**BS, Homeland Security**

**BS, Occupational Safety and Health**

Concentrations in		
Construction Safety	Energy and Land Use Management	Fire Science Oil and Gas Sustainability

**MS, Criminal Justice Administration**

**MS, Emergency Services Management**

**MS, Fire Executive Leadership**

Concentrations in		
Emergency Services Management	Human Resource Management	Public Administration
Occupational Safety and Health		

**MS, Homeland Security**

Concentrations in		
Criminal Justice	Emergency Services Management	Management

**MS, Instructional Design and Technology**

**MS, Occupational Safety and Health**

Concentrations in	
General	Environmental Management

**Doctor of Emergency Management\***

**Doctor of Occupational Safety and Health**

**CERTIFICATES**

Undergraduate	Direct†	Embedded
Emergency Management		✓
Environmental Management	✓	✓

Fire Science	✓	✓
Occupational Safety and Health	✓	✓

### Graduate

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Environmental Management	✓	✓
Instructional Design & Technology	✓	✓
Occupational Safety and Health	✓	✓

### Postgraduate

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Occupational Safety and Health	✓	✓
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\* This program and/or its concentrations are not yet eligible for Veterans Benefits.

† Direct enrollment certificates are not eligible for Federal Student Aid, Veterans Benefits, or Tuition Assistance

## COLLEGE OF ARTS AND SCIENCES

### GENERAL EDUCATION

The General Education curriculum ensures that all students acquire the intellectual skills and knowledge that not only enables them to succeed in their academic endeavors, but also prepares them for the challenges and opportunities in a knowledge, information-based global society.

#### General Education Competencies

##### Communication

###### Description

Uses oral and written communication skills effectively, resulting in the use of standard English to present original thought; utilizes verbal and nonverbal responses; organizes and presents material to specific audiences; and persuades in one-to-one and one-to-many idea exchanges.

###### Discriminator

Students competent in communication skills demonstrate the ability to respond in a clear and concise manner; use a variety of communication methods to inform and persuade different audiences; and exhibit proficient and effective use of the English language.

##### Critical Thinking

###### Description

Applies higher order analytic and creative cognitive processes to arrive at reasoned and supportable conclusions; synthesizes and applies knowledge within and across courses and disciplines; and develops creative solutions.

###### Discriminator

Students competent in critical thinking demonstrate the ability to process ideas and thoughts; develop evidence-based arguments; and explore problems through specific and aligned procedures in order to reach sound conclusions expressed in a concise and organized format.

##### Information Literacy and Technology

###### Description

Recognizes an information need that prompts the identification, organization, evaluation, and synthesis of data for the purpose of decision-making and problem-solving in

academic, professional, and personal settings; understands ethical considerations and legal issues related to the use of information; and incorporates relevant technologies to address the need and usage of information.

###### Discriminator

Students competent in information literacy and technology demonstrate the ability to collect and analyze data; interpret results to create solutions for problems; evaluate the reliability of information and make sound decisions through the use of technology.

##### Quantitative Reasoning

###### Description

Applies mathematical methods to problem-solving; analyzes quantitative information to support conclusions; identifies differences among scientific ideas related to the history and nature of science; and identifies relationships between science and technology.

###### Discriminator

Students competent in quantitative reasoning demonstrate the application of mathematical and scientific process skills in the context of various disciplines; the ability to interpret and apply mathematical and scientific theory and equations to appropriate problems; and the ability to utilize graphs, charts, and data to make evidence-based decisions.

##### Social and Cultural Awareness

###### Description

Discerns social and cultural responsibility as represented by ethical engagement within academic, local, regional, state, and international communities.

###### Discriminator

Students competent in social and cultural awareness exhibit ethical awareness in various disciplines; demonstrate appreciation for diverse cultures and competing perspectives; and evaluate differences and commonalities among social and cultural practices.

## GENERAL EDUCATION CURRICULUM

General Education courses may be taken simultaneously with program courses. Required General Education courses can be completed either through the university or via the College Level Examination Program (CLEP) if available.

For the most current list of available courses, visit the [General Education](#) section of the website.

### Humanities and Fine Arts

Students must choose at least one course from Group A (3 credit hours). The remainder of the Humanities and Fine Arts requirement for the chosen degree can be satisfied from Group A or Group B

#### Group A

Course	Title	Credit Hours
ART 1301	Art Appreciation I	3
ART 1302	Art Appreciation II	3
HUM 2301	Historic Tour of Italy	3
LIT 2301	War in Literature	3
PHI 2301	Philosophies of World Religions	3
PHI 2302	Contemporary Ethics	3

#### Group B

COM 1301	Introduction to Communication	3
COM 1302	Fundamentals of Speech Communication	3
COM 2301	Professional Communication	3
COM 2302	Organizational Communication	3
ENG 3301	Technical Writing	3
PHI 1301	Critical Thinking	3

### Social and Behavioral Sciences

ECO 2301	Principles of Microeconomics	3
ECO 2302	Principles of Macroeconomics	3
POL 1301	Introduction to Political Science	3
POL 2301	United States Government	3
POL 2302	American State and Local Politics	3
POL 2303	Politics and Terrorism	3
PSY 1301	General Psychology	3
PSY 2301	Abnormal Psychology	3
SOC 1301	Introduction to Sociology	3
SOC 1302	Diversity and Society	3
SOC 2301	Cultural Geography	3

### Natural Sciences

BIO 1301	Non-Majors Biology	3
BIO 1302	Ecology and the Environment	3
BIO 1303	General Biology I	3
BIO 1304	General Biology II	3
CHM 1301	General Chemistry I	3
CHM 1302	General Chemistry II	3
CHM 1303	Chemistry and Society	3
PHY 1301	Physics I	3
PHY 1302	Physics II	3

### Mathematics

MAT 1301	Liberal Arts Math	3
MAT 1302	College Algebra	3
MAT 1304	Finite Math	3
MAT 2301	Elementary Statistics	3
MAT 2302	Pre-Calculus	3
MAT 2303	Calculus	3

### History

HIS 1301	American History I	3
HIS 1302	American History II	3
HIS 1303	United States Military History I	3
HIS 1304	United States Military History II	3
HIS 1305	Western Civilization I	3
HIS 1306	Western Civilization II	3
HIS 2301	Medieval History	3

### English Composition

ENG 1301	English Composition I	3
ENG 1302	English Composition II	3

## AA, GENERAL STUDIES

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>36</b>
Humanities and Fine Arts – Group A	3
Humanities and Fine Arts – Group A or B	6
Social and Behavioral Sciences	6
Natural Sciences	6
Mathematics	3
History	6
English Composition	6
<b>Open Electives</b>	<b>24</b>

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

The Associate of Arts in General Studies degree program provides students with a foundation in the arts and sciences. Students explore various subjects and acquire general knowledge with application to the professions or baccalaureate study. Upon completion of the program, students should be able to do the following:

1. Apply a variety of methods to analyze problems and interpret information.
2. Analyze the individual’s role in different communities, including local, national, and global communities.
3. Communicate in genre appropriate to purpose and audience.
4. Evaluate evidence to construct creative and well-reasoned arguments or problem-solving strategies.

### General Education Requirements ..... 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Open Electives ..... 24

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, COMMUNICATION

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
Humanities and Fine Arts – Group A	3
Humanities and Fine Arts – Group B	3

<i>PHI 1301 is required</i>	
Social and Behavioral Sciences	6
Natural Sciences	6
Mathematics	3
History	3
English Composition	6
<b>Major Requirements</b>	<b>42</b>
<b>Open Electives</b>	<b>48</b>

The Bachelor of Science in Communication prepares graduates with effective oral and written communication skills needed for a variety of ever changing and diverse professions. The curriculum emphasizes theory and application of interpersonal, group, organizational, professional, and intercultural communication. In addition, graduates will also develop leadership strategies and professional writing skills applicable to today’s workforce. Upon completion of the program, students should be able to do the following:

1. Apply communication theories and concepts in a wide variety of settings.
2. Create messages appropriate to the audience, purpose, and context.
3. Utilize ethical decision making to communicate effectively with diverse groups.
4. Analyze the role of communication in society and modern organizations.

### General Education Requirements ..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements ..... 42

Course	Title	Credit Hours
COM 1301	Introduction to Communications	3
COM 1302	Fundamentals of Speech Communication	3
COM 2301	Professional Communication	3
COM 2302	Organizational Communication	3
ENG 3301	Technical Writing	3
RCH 3301	Research Methods	3
COM 3302	Intercultural Communication	3
COM 3303	Editing for Journalists	3
COM 3304	Visual Culture and Communication	3
HRM 3301	Human Relations and Development	3
COM 4301	Media Literacy	3
LDR 4302	Communication Skills for Leaders	3
LDR 4304	Negotiation / Conflict Resolution	3
COM 4320	Capstone in Communication	3

### Open Electives ..... 48

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements.



Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, PSYCHOLOGY

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>36</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>BIO 1303 is required</i>	
<i>Mathematics</i>	6
<i>MAT 1302 and MAT 2301 are required</i>	
<i>History</i>	6
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>24-36</b>
<b>Concentration (optional)</b>	<b>12</b>

The Bachelor of Science in Psychology degree program provides theoretical coverage in the science of psychology, while introducing critical skills necessary to function proficiently in applied service provision settings. The degree program provides a general survey of psychology and builds upon an integrated foundation of general and applied science, research methods, human relations, learning, emotions, behaviors, and development. Upon completion of the program, students should be able to do the following:

1. Integrate individual perspective with psychological concepts and theories in written work.
2. Apply psychological concepts, theories, and appropriate tests and measures to real-world cases and situations.
3. Critique scholarly articles from peer-reviewed Psychology journals with regard to strengths and weaknesses of research design, content, and generalizability.
4. Analyze aspects of ethics and multicultural diversity as they relate to practice in the psychological profession.

### General Education Requirements ..... 36

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements ..... 36

Course	Title	Credit Hours
PSY 2301	Abnormal Psychology	3
PSY 2302	Psychology of Learning	3

PSY 2303	Psychology of Adjustment	3
PSY 3301	History and Systems of Psychology	3
PSY 3302	Social Psychology	3
PSY 3303	Developmental Psychology	3
PSY 3304	Theories of Personality	3
PSY 3305	Research Methods in Psychology	3
PSY 4301	Physiological Psychology	3
PSY 4305	Psychological Assessment	3
PSY 4306	Industrial Organizational Psychology	3
PSY 4320	Psychology Capstone	3

### PROGRAM ELECTIVES .....12

To fulfill program electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements.

Select 4 courses from the following.

Course	Title	Credit Hours
PSY 3307	Forensic Psychology	3
PSY 4303	Cognitive Psychology	3
PSY 4309	Diversity and Cultural Inclusion	3
PSY 4310	Psychology of Crisis Intervention Strategies	3
CMJ 2301	Introduction to Criminal Justice	3
CMJ 2302	Theory and Practices of Law Enforcement	3
CMJ 3308	Mental Illness and Crime	3
CMJ 4306	Race and Ethnic Relations	3
COM 2302	Organizational Communication	3
ENG 3301	Technical Writing	3
FRN 2301	Introduction to Forensic Investigation	3
LDR 3301	Leadership	3
PSY 3308	Close Relationships	3
PSY 3309	Psychology of Gender	3
PSY 4304	Health Psychology	3
PSY 4308	Psychology of Prejudice and Discrimination	3

### Open Electives .....24-36

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 24 credit hours of open electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

### Concentration ..... 12

The following concentrations are available for this degree.

#### Criminal Justice Concentration .....12

Enables students to develop an understanding of how psychological concepts and theories apply to the criminal justice and related fields. Emphasis is placed on the practices of the criminal justice system, central theories and approaches to Criminology and Victimology, and also how mental illness

impacts crime and the criminal justice fields overall. Upon completion of the concentration, students should be able to do the following:

1. Explain how psychology and criminal justice are related.
2. Assess the impact of crime on victims.

Course	Title	Credit Hours
CMJ 2301	Introduction to Criminal Justice	3
CMJ 2305	Criminology	3
CMJ 3307	Victimology	3
CMJ 3308	Mental Illness and Crime	3

### Diversity and Inclusion Concentration ..... 12

Provides students the ability to examine a deep understanding of human psychology that relates to the lived experiences among diverse groups of people, including diversity across race, ethnicity, culture, sexual orientation, gender-identification and socioeconomic status. Graduates of this program will have the knowledge and skills necessary to enact change within various environments in an effort to support diversity and advance inclusion.

Upon completion of the concentration, students should be able to do the following:

1. Evaluate how implementing changes within various environments can enhance quality and prevent marginalization.
2. Assess the impact of discrimination in various work environments.

Course	Title	Credit Hours
PSY 3309	Psychology of Gender	3
PSY 4308	Psychology of Prejudice and Discrimination	3
PSY 4309	Diversity and Cultural Inclusion	3
PSY 4310	Psychology of Crisis Intervention Strategies	3

### Forensics ..... 12

Focuses on how psychology interacts with the forensic field of criminal justice. Students will apply foundational knowledge of psychology as well as analyze and apply other forensic content, such as investigation, pathology, and justice-involved professions and settings. Upon completion of the concentration, students should be able to do the following:

1. Assess the role of forensics in psychology.
2. Explain forensic techniques of investigation.

Course	Title	Credit Hours
CMJ 2301	Introduction to Criminal Justice	3
FRN 2301	Introduction to Forensic Investigation	3
PSY 3307	Forensic Psychology	3
FRN 4303	Pathology of Death	3

### Industrial-Organizational .....12

Provides students with specialized curriculum focused on industrial organizational theories and principles for individuals who are interested in how psychology can impact organizations. Students will examine psychology theories that relate to organizational behavior and how to utilize principles in the work environment to improve relationships with people and improve organizational processes. Upon completion of the concentration, students should be able to do the following:

1. Analyze how human relations impacts development within organization.
2. Assess the impact of people and processes within organizational settings.

Select 4 courses from the following.

Course	Title	Credit Hours
HRM 3301	Human Relations and Development	3
LDR 3301	Leadership	3
LDR 4301	Managing Diversity in Organizations	3
LDR 4303	Team Building and Leadership	3
LDR 4304	Negotiation/Conflict Resolution	3

### Mental Health Concentration .....12

Focuses on the applied aspect of psychology relating to the mental health paradigm. Students apply foundational knowledge of psychology through the lens of current theories and practices in the mental health field. Upon completion of the concentration, students should be able to do the following:

1. Explore current psychological practices that directly relate to mental health.
2. Assess psychological concepts across a wide range of professional applications.

Course	Title	Credit Hours
PSY 3308	Close Relationships	3
PSY 4303	Cognitive Psychology	3
PSY 4308	Psychology of Prejudice and Discrimination	3
PSY 4304	Health Psychology	3

### Students Seeking Entrance into a Future Master's Program

Many students enroll in an undergraduate degree in psychology with the intent of pursuing a career as a licensed counselor or social worker. Licensure is required for these careers, and an advanced degree is usually necessary to become licensure-eligible. In these cases, the undergraduate degree in psychology serves as a preparatory step toward earning an advanced degree in a psychology-related field of study. CSU does not offer an advanced degree in psychology.

Therefore, students considering this educational path must continue their studies at another institution upon completion of the undergraduate degree at CSU.

To ensure that the CSU degree program will qualify for entrance into the desired graduate program, CSU recommends consultation with any institution to which a student may desire transfer as well as a review of its state requirements. To determine the best option, each student is encouraged to speak with his or her academic advisor. Students interested in continuing into a master's program in psychology are encouraged to take the following recommended elective:

Course	Title	Credit Hours
MAT 2302	Pre-Calculus	3

## CERTIFICATES

Undergraduate Certificates	Direct Enrollment	Embedded Certificate
<i>Psychology</i>		✓

Note: Direct enrollment certificates are not eligible for Federal Student Aid, Veterans Benefits, or Tuition Assistance.

### Psychology Certificate..... 12

Provides theoretical coverage in the science of psychology, while introducing the critical thinking skills necessary to function proficiently in a variety of career and personal settings. Upon completion of the certificate, students should be able to do the following:

1. Apply psychological theories to various interpersonal settings.
2. Develop training initiatives that implement best practices involved in working with groups during social or organizational events.

Course	Title	Credit Hours
PSY 3302	Social Psychology	3
PSY 3304	Theories of Personality	3
PSY 3307	Forensic Psychology	3
PSY 4306	Industrial Organizational Psychology	3

# COLLEGE OF BUSINESS AND TECHNOLOGY

The College of Business provides students with business, management, and leadership acumen directly applicable to real-world, industry-relevant business experiences, delivered by qualified, experienced faculty who are committed to teaching and student learning. College leadership, faculty and program outcomes focus on preparing students who are effective communicators, ethically sound, and critical thinkers who can make data-driven decisions in future career opportunities.

## AS, BUSINESS

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences/History</i>	3
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	3
<b>Major Requirements</b>	<b>21</b>
<b>Open Electives</b>	<b>18</b>

The Associate of Science in Business degree program provides students the general education, business, and workplace skills necessary for success. This program prepares graduates for entry-level business management positions and promotes expansion of the skills and knowledge of individuals currently employed. Students learn and apply foundational managerial concepts and theories in a practical fashion, which prepare graduates for advanced business studies. Upon completion of the program, students should be able to do the following:

1. Demonstrate interpersonal skills through effective written communications such as business reports and virtual connections.
2. Evaluate different leadership styles.
3. Analyze ethical issues in business practices.
4. Prepare financial cost analysis of business processes.

### General Education Requirements ..... 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements..... 21

Course	Title	Credit Hours
BUS 2301	Introduction to Business	3
COM 2302	Organizational Communication	3
ACC 2301	Principles of Accounting I	3
ACC 2302	Principles of Accounting II	3
ECO 2301	Principles of Microeconomics	3
ECO 2302	Principles of Macroeconomics	3
BUS 2303	Professionalism in the Workplace	3

### Open Electives..... 18

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## AS, CYBERSECURITY

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences / History</i>	3
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	3
<b>Major Requirements</b>	<b>18</b>
<b>Program Electives</b>	<b>9</b>
<b>Open Electives</b>	<b>12</b>

The Associate of Science in Cybersecurity degree provides students with foundational knowledge of the cybersecurity field. The focused curriculum surrounding cybersecurity fundamentals will provide the student with the skillsets needed for an entry-level cybersecurity position within a wide variety of organizations. The AS in Cybersecurity can also be used as a steppingstone to the CSU BS in Information Systems and Cyber Security program. Upon completion of the program, students should be able to do the following:

1. Apply security principles and practices to the hardware, software, and human components of a system.
2. Identify potential cybersecurity threats that could affect an organization.

3. Evaluate a computer-based solution to meet a given set of computing requirements in the context of the cybersecurity field.
4. Outline a security issue and provide the security requirements appropriate for the solution.

**General Education Requirements ..... 21**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements 18**

Course	Title	Credit Hours
ITC 1301	Computer Essentials	3
ITC 2301	Personal Computer Fundamentals	3
ITC 4305	Internet and Network Security	3
ITC 4313	IT Ethics and Professionalism	3
SEC 3301	Security Application Development	3
SEC 3302	Advanced IS Security	3

**Program Electives 9**

Select 3 courses from the following.

Course	Title	Credit Hours
BUS 2301	Introduction to Business	3
CYB 4301	Cyber Security and Crime	3
CYB 4302	Cyber Warfare and Application	3
HLS 2302	Introduction to Physical Security	3
ITC 3301	Maintaining Microcomputer Systems 1	3
ITC 3306	Operating Systems	3
LDR 3301	Leadership	3
MGT 3301	Principles of Management	3
MGT 3302	Introduction to Project Management	3
SEC 4301	IS Disaster Recovery	3
SEC 4302	Planning and Audits	3

**Open Electives 12**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**AS, HEALTH INFORMATION SCIENCE**

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>18</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences/History</i>	3
<i>Natural Sciences</i>	3
<i>Mathematics</i>	3
<i>English Composition</i>	3

<b>Major Requirements</b>	<b>27</b>
<b>Track I or Track II</b>	<b>15</b>

The Associate of Science in Health Information Science degree program is an entry-level program designed to provide students foundational knowledge in the field of health information science. The program offers a medical coding track that prepares students to become proficient medical billers and coders by providing the latest information related to medical coding, medical chart auditing, and insurance reimbursement. The program also offers a general curriculum track that prepares students to become skilled health care paraprofessionals who work with sensitive health care information in an increasingly complex digital environment.

**General Education Requirements ..... 18**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 27**

Course	Title	Credit Hours
HCA 1301	Basic Medical Terminology	3
HTH 1301	Medical Law & Ethics	3
ITC 1301	Computer Essentials	3
HTH 1304	Health Information Technology and Systems	3
HTH 2305	Health Information Documentation Management	3
HTH 1306	Introduction to Health Care Statistics	3
HTH 2306	Human Anatomy	3
HTH 2304	Introduction to Health Information Management	3
HTH 2309	Reimbursement Methodologies	3

**Track ..... 15**

Students must select one of the following tracks.

**Medical Coding**

Prepares students to become proficient medical billers and coders by providing the latest information related to medical coding, medical chart auditing, and insurance reimbursement. Upon completion of the program in Track I, students should be able to do the following:

1. Perform insurance reimbursement tasks.
2. Code diagnoses and medical procedures using coding standards and guidelines.
3. Manage health information and medical claims.
4. Apply ethical standards used to safeguard protected health information.

**Requirements**

Course	Title	Credit Hours
HTH 1305	Pharmacology	3
HTH 2303	Pathophysiology	3

HTH 2310	Introduction to Current Procedural Terminology	3
HTH 2307	ICD-10-CM	3
HTH 2308	Introduction to ICD-10-PCS	3

**Health Care Administration**

Provides the necessary skills and knowledge to pursue entry-level administrative management positions within the health care industry. Prepares students for the complexity of the health care field through course work focused on handling situations in hospital, outpatient, long, or short-term care facilities. Upon completion of the program in Track II, students should be able to do the following:

1. Analyze the ethics of professional standards in health care organizations.
2. Apply business principles to the health care environment.

**Requirements**

Course	Title	Credit Hours
HCA 3301	Health Care Management	3
HCA 3302	Critical Issues in Health Care	3
HCA 3308	Health Information Principles and Practice	3
HCA 3310	Health Care Marketing	3
HRM 3302	Human Resource Management	3

The University makes no representation, promise, or guarantee that completion of this program assures passage of any certification examination, acceptance by any state board, or that this program is designed to prepare graduates for employment in any state. Prospective and current students, as well as graduates, are responsible for researching and understanding all examination, registration, or licensure requirements in any state in which they seek to become registered, licensed, or employed.

**AS, INFORMATION TECHNOLOGY**

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences / History</i>	3
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	3
<b>Major Requirements</b>	<b>18</b>
<b>Program Electives</b>	<b>9</b>
<b>Open Electives</b>	<b>12</b>

The Associate of Science Degree in Information Technology (IT) blends general education coursework with basic fundamental knowledge and skill in information technology,

maintenance, and systems management. Students graduating can use this degree as a foundation for more advanced education and specialized IT positions as network or computer systems administrators or computer and information research scientists. Upon completion of the program, students should be able to do the following:

1. Apply principles of information technology to solve organizational challenges.
2. Examine computing requirements needed to stay ahead of organizational competitors.
3. Analyze user technology needs within an organization.
4. Identify solutions to technical problems that may impact an organization.

**General Education Requirements ..... 21**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements 18**

Course	Title	Credit Hours
ITC 1301	Computer Essentials	3
ITC 2301	Personal Computer Fundamentals	3
ITC 2302	Introduction to Data Communication	3
ITC 3301	Maintaining Microcomputer Systems I	3
ITC 3304	Introduction to E-Commerce	3
ITC 3303	Information Systems Management	3

**Program Electives 9**

Select 3 courses from the following.

Course	Title	Credit Hours
BUS 2301	Introduction to Business	3
ITC 3306	Operating Systems	3
ITC 3308	Cloud Computing	3
ITC 3309	Introduction to Mobile Technology	3
ITC 4313	IT Ethics and Professionalism	3
LDR 3301	Leadership	3
MGT 3301	Principles of Management	3
MGT 3302	Introduction to Project Management	3

**Open Electives 12**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, ACCOUNTING

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>MAT 1302 is required</i>	
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>51</b>
<b>Open Electives</b>	<b>39</b>

The Bachelor of Science in Accounting program provides a foundation for entry-level accounting positions and enhances the knowledge base of those seeking to advance their accounting careers. This program of study offers a rigorous curriculum, featuring general business and specialized accounting courses, for students to develop in-depth competencies in the field of accounting.

Upon completion of the program, students should be able to do the following:

1. Employ accounting principles in financial reporting.
2. Recommend accounting solutions that are based on financial data analysis.
3. Communicate effectively with both finance and nonfinance audiences.
4. Demonstrate ethical accounting business practices.

### General Education Requirements ..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements ..... 51

Course	Title	Credit Hours
BUS 2301	Introduction to Business	3
ACC 2301	Principles of Accounting I	3
ACC 2302	Principles of Accounting II	3
BUS 3301	Business Law	3
ACC 3301	Managerial Accounting	3
FIN 3301	Financial Management	3
ITC 1301	Computer Essentials	3
FIN 4301	Financial Institutions	3
ACC 3302	Intermediate Accounting I	3
ACC 3303	Intermediate Accounting II	3
ACC 4301	Auditing	3
ACC 3304	Financial Accounting	3

ACC 3305	Fraud Examination	3
ACC 4302	Corporate Taxation	3
ACC 4303	Individual Estate Planning	3
PHI 4301	Business Ethics	3
ACC 4305	Accounting Information Systems	3

### Open Electives ..... 39

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, BUSINESS ADMINISTRATION

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>51</b>
<b>Open Electives</b>	<b>27-39</b>
<b>Concentration</b>	<b>12</b>

The Bachelor of Science in Business Administration (BSBA) degree equips graduates with a knowledge of business theories, policies, and procedures that prepares them to assume a responsible position within the world of business. In addition to fundamental business and management procedures, graduates also acquire skills in decision-making, problem solving, and leadership. Upon completion of the program, students should be able to do the following:

1. Apply managerial decision-making through utilizing best practices in business.
2. Interpret business concepts, principles, and financial strategies.
3. Examine the effects of globalization on their work environment.
4. Analyze financial statements.

### General Education Requirements ..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 51**

Course	Title	Credit Hours
BUS 2301	Introduction to Business	3
COM 2302	Organizational Communication	3
ACC 2301	Principles of Accounting I	3
ACC 2302	Principles of Accounting II	3
ECO 2301	Principles of Microeconomics	3
ECO 2302	Principles of Macroeconomics	3
BUS 2303	Professionalism in the Workplace	3
MKT 3301	Principles of Marketing	3
MGT 3301	Principles of Management	3
LDR 3301	Leadership	3
HRM 3302	Human Resource Management	3
ITC 3303	Information Systems Management	3
BUS 3301	Business Law	3
ACC 3301	Managerial Accounting	3
FIN 3301	Financial Management	3
PHI 4301	Business Ethics	3
BUS 4302	Business Policy and Strategy	3

**Open Electives ..... 27-39**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 27 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

The following concentrations are available for this degree.

**General Concentration..... 12**

Designed for students to meet their specific educational goals and enhance their career opportunities. To satisfy the General concentration requirements, students may select any four undergraduate courses not used to meet other program requirements.

**Data Analytics Concentration ..... 12**

Equips students with the investigative skills required to drive actionable insights and influence decisions that move an organization forward. Students apply management skills to perform predictive analytics and effective visualization practices. Students also enhance soft skills to support critical reasoning and ethical decision-making in an organization.

Upon completion of the concentration, students should be able to do the following:

1. Utilize information system analytic methods that enhance decision making in business processes.

Course	Title	Credit Hours
ITC 3310	Fundamentals of Data Analytics	3
ITC 3311	Enterprise Data Management	3
ITC 4314	Emerging Technologies and Big Data	3
ITC 4312	Data Analytics	3

**Finance Concentration.....12**

Prepares students to make managerial decisions to assist organizations in obtaining, administering, and managing funds. Upon completion of the concentration, students should be able to do the following:

1. Analyze financial information essential to sound business decision-making.

Select 4 courses from the following.

Course	Title	Credit Hours
FIN 4301	Financial Institutions	3
ECO 4301	International Economics	3
BUS 4304	International Legal Operations	3
BUS 4303	International Trade	3
FIN 4302	International Finance	3

**Hospitality and Tourism Concentration.....12**

Prepares students for professions within the wide array of hospitality and tourism, including lodging, food service, tourism, and recreation related industries. This concentration is designed for both individuals seeking entry into the hospitality and tourism industry and professionals currently in the hospitality and tourism industry who are seeking to enhance their skills and ability to advance into supervisory or management positions. Upon completion of the concentration, students should be able to do the following:

1. Examine best practices to hospitality management functions.
2. Examine best practices to tourism management functions.

Course	Title	Credit Hours
HPT 3301	Introduction to Hospitality	3
HPT 3302	Introduction to Tourism	3
HPT 4301	Facilities Management and Design in Hospitality and Tourism	3
HPT 4302	Legal Aspects of Hospitality & Tourism	3

**Human Resource Management Concentration.....12**

Equips students with the skills, knowledge, and competencies required to perform sound human resource management practices effectively. Upon completion of the concentration, students should be able to do the following:

1. Utilize human resource management best practices to develop solutions within an organization.



Select 4 courses from the following.

Course	Title	Credit Hours
HRM 3301	Human Relations and Development	3
HRM 3303	Compensation and Benefits	3
HRM 3304	Employment Law	3
HRM 4301	Training and Development	3
HRM 4302	Staffing Organizations	3
HRM 4303	International Human Resource Management	3
HRM 4304	Collective Bargaining	3

**Information Technology Concentration..... 12**

Focuses on the acquisition of theory and technical competencies associated with the information technology profession and provides fundamental knowledge and

application in information technology. Upon completion of the concentration, students should be able to do the following:

1. Apply basic functions of software applications.

Select 4 courses from the following.

Course	Title	Credit Hours
ITC 2301	Personal Computer Fundamentals	3
ITC 2302	Introduction to Data Communications	3
ITC 4301	System Analysis and Design	3
ITC 4302	Database Design and Implementation	3
ITC 4303	Programming Concepts and Problem Solving I	3
ITC 4304	Web Design and Development	3
ITC 4306	IT Infrastructure Management	3

**International Management Concentration..... 12**

Provides students with the knowledge and skills necessary to address global management issues. Upon completion of the concentration, students should be able to do the following:

1. Analyze global management-related issues in the context of PEST (Political, Ethical/Economics, Social, and Technological) responsibility.

Select 4 courses from the following.

Course	Title	Credit Hours
BUS 4303	International Trade	3
BUS 4304	International Legal Operations	3
ECO 4301	International Economics	3
FIN 4302	International Finance	3
HRM 4303	International Human Resource Management	3
MGT 4302	International Management	3

**Logistics Concentration..... 12**

Provides students with the practical skills and knowledge to engage in operational and analytical evaluation of logistics in different markets and environments.

Upon completion of the concentration, students should be able to do the following:

1. Apply logistics principles to support integration, operations, purchasing, and distribution.

Course	Title	Credit Hours
LOG 3301	Principles of Logistics	3
LOG 4301	Transportation Logistics	3
LOG 4302	Global Logistics	3
MGT 4305	Procurement and Contract Management	3

**Management Concentration.....12**

Provides students with the knowledge and skills necessary to function effectively in management positions. Emphasizes the development of leadership, decision-making skills, and key aspects of management. Students are exposed to a broad foundation of business communications in the field of management studies. Upon completion of the concentration, students should be able to do the following:

1. Apply foundational management principles to decision-making.

Select 4 courses from the following.

Course	Title	Credit Hours
MGT 3303	Managerial Decision Making	3
MGT 4301	Project Planning	3
MGT 4302	International Management	3
MGT 4303	Production Management	3
MGT 4304	Risk Management	3

**Marketing Concentration.....12**

Develops the knowledge, analytical/research abilities, and strategic marketing skill set to excel in the marketing industry. Upon completion of the concentration, students should be able to do the following:

1. Develop marketing campaigns based upon organizational needs.

Course	Title	Credit Hours
MKT 3302	Internet Marketing Principles	3
MKT 3303	Consumer Behavior	3
MKT 3304	Marketing Research	3
MKT 3305	Advertising	3

**Project Management Concentration.....12**

Designed for professionals who seek to enhance their ability to motivate people, lead complex projects, and achieve cost-effective results. Upon completion of the concentration, students should be able to do the following:

1. Apply appropriate project management methods to the project environment.

Select 4 courses from the following.

Course	Title	Credit Hours
MGT 3302	Introduction to Project Management	3
MGT 3303	Managerial Decision Making	3
MGT 3304	Project Management Overview	3
MGT 4301	Project Planning	3
MGT 4304	Risk Management	3
MGT 4305	Procurement and Contract Management	3

**Sport Management Concentration..... 12**

Provides students with the skills and knowledge necessary to succeed in sport management. Career opportunities include sport facilities managers, sport information directors, sport front office administrators, and sport communication relations directors. Upon completion of the concentration, students should be able to do the following:

1. Evaluate sport management theory and best practices related to the sport industry.

Course	Title	Credit Hours
SPM 3301	Sport Marketing	3
SPM 4301	Sport Facilities	3
SPM 4302	Sport Administration	3
SOC 3301	Sociology of Sport	3

**Supply Chain Management ..... 12**

Provides students with the practical skills and knowledge to engage in operational and analytical evaluation of supply chain strategies in different markets and environments. Upon completion of the concentration, students should be able to do the following:

1. Apply the appropriate supply chain management strategies for a given market.

Course	Title	Credit Hours
MGT 3305	Principles of Supply Chain Management	3
MGT 4306	Manufacturing Planning and Control	3
MGT 4304	Risk Management	3
MGT 4305	Procurement and Contract Management	3

**BS, HEALTH CARE ADMINISTRATION**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6

<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6

<b>Major Requirements</b>	<b>48</b>
<b>Open Electives</b>	<b>24 – 42</b>
<b>Concentration (Optional)</b>	<b>18</b>

The Bachelor of Science in Health Care Administration degree program prepares students for entry-level leadership roles in health care. Emphasis is placed on building strong communication skills and organizational competence in managing and developing professional standards, procedures, and policies for various institutional health care activities. The degree program offers a broad administrative, educational foundation for individuals who are just entering the field as well as those who are currently working in the field.

This program of study offers an Emergency Medical Services (EMS) Management concentration.

Upon completion of the program, students should be able to do the following:

1. Analyze the ethics of professional standards in health care organizations.
2. Evaluate the management of a health care organization’s strategic goals.
3. Assess the impact of leadership styles within the health care system.
4. Apply business principles to the health care environment.

**General Education Requirements..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements..... 48**

Course	Title	Credit Hours
LDR 3301	Leadership	3
HCA 3301	Health Care Management	3
HCA 3302	Critical Issues in Health Care	3
HCA 3303	Standards for Health Care Staff	3
HRM 3302	Human Resource Management	3
HCA 3310	Health Care Marketing	3
HCA 3305	Health Unit Coordination	3
HCA 3306	Community Health	3
HCA 4301	Budgeting in Health Care	3
HCA 4320	Development and Strategic Planning in Health Care	3
HCA 4302	Financial Management in Health Care Organizations	3
HCA 4309	Health Care Law	3
HCA 4307	Health Care Quality Management	3
HCA 4303	Comparative Health Systems	3

HCA 3308	Health Information Principles and Practice	3
HCA 4308	Research Methods	3

**Open Electives ..... 24-42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 24 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 18**

The following concentration is available for this degree.

**Emergency Medical Services Concentration ..... 18**

Prepares students for the growing field of emergency medical services through academics, research, and leadership. Designed for EMTs, firefighters, first responders, or any other emergency personnel who wish to expand their knowledge and skills related to the field of emergency medical services (EMS).

Students who complete this concentration will be able to pursue leadership roles in professions aligned to health care. The curricula and coursework are clearly defined and challenging, focusing on principles of management, emergency response operations, and the planning and preparedness of emergency situations. Courses in this program encompass emergency management and preparedness, public health, public safety, injury prevention, legal, political and regulatory issues, and public health emergencies. Upon completion of the concentration, students should be able to do the following:

1. Examine current issues impacting EMS systems within communities.
2. Evaluate legal issues relative to EMS providers and organizations.

Course	Title	Credit Hours
EMS 2301	Anatomy and Physiology for EMS I	3
EMS 2302	Anatomy and Physiology II	3
EMS 3301	EMS Management	3
EMS 3302	EMS Planning and Development	3
EMS 3306	Emergency Medical Communications	3
EMS 4303	Legal, Political, and Regulatory Environment in EMS	3

**BS, HUMAN RESOURCE MANAGEMENT**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>45</b>
<b>Open Electives</b>	<b>45</b>

The Bachelor of Science in Human Resource Management degree program prepares graduates to become influential business leaders, equipped with the ability to identify, analyze, and solve complex human resource and management issues. This program of study includes instruction on the development and implementation of organizational policies and guidelines that create a transformational work environment.

CSU undergraduate degrees in Human Resource Management align with the Society for Human Resource Management’s (SHRM) HR Curriculum Guidebook and Templates.

Upon completion of the program, students should be able to do the following:

1. Demonstrate best practices in human resources disciplines and functions.
2. Evaluate leadership and organizational performance.
3. Evaluate workplace behavior according to human resources industry standards.
4. Demonstrate the ability to apply governmental and organizational policies in the human resources role.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 45**

Course	Title	Credit Hours
MGT 3301	Principles of Management	3
LDR 3301	Leadership	3
HRM 3302	Human Resource Management	3
HRM 3301	Human Relations and Development	3
BUS 2303	Professionalism in the Workplace	3
ITC 3303	Information Systems Management	3
HRM 3303	Compensation and Benefits	3

HRM 3304	Employment Law	3
HRM 4301	Training and Development	3
LDR 4302	Communication Skills for Leaders	3
LDR 4301	Managing Diversity in Organizations	3
HRM 4302	Staffing Organizations	3
LDR 4304	Negotiation/Conflict Resolution	3
HRM 4303	International Human Resource Management	3
HRM 4304	Collective Bargaining	3

**Open Electives ..... 45**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**BS, INFORMATION SYSTEMS AND CYBER SECURITY**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>48</b>
<b>Open Electives</b>	<b>30 – 42</b>
<b>Concentration (optional)</b>	<b>12</b>

The Bachelor of Science in Information Systems and Cyber Security degree program is designed for individuals to gain experience in systems analysis, programming, web development, networking, databases, and IT infrastructures. This online degree plan prepares individuals to develop applications, implement databases, maintain networks, and create websites with security as the focal point.

The security core focuses on application security, intrusion detection, systems, IS auditing, and IS disaster recovery. The program also offers a concentration in homeland security.

Upon completion of the program, students should be able to do the following:

1. Classify potential threats, risks, and weaknesses in the information technology infrastructure.
2. Interpret business and management theory and practices that help mitigate information systems security problems.
3. Recognize the application of security practices.

4. Analyze current legal requirements for information systems security.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements 48**

Course	Title	Credit Hours
ITC 1301	Computer Essentials	3
ITC 2301	Personal Computer Fundamentals	3
ITC 4305	Internet and Network Security	3
ITC 4313	IT Ethics and Professionalism	3
SEC 3301	Security Application Development	3
SEC 3302	Advanced IS Security	3
CYB 4301	Cybersecurity and Crime	3
CYB 4302	Cyber Warfare and Application	3
CYB 4303	Critical Infrastructure Protection in Cybersecurity	3
FRN 4301	Principles of Digital Forensics	3
FRN 4302	Digital Forensics Application	3
SEC 4301	IS Disaster Recovery	3
CYB 4304	Cybersecurity Law and Policy	3
SEC 4302	Planning and Audits	3
SEC 4303	IS Security Policy Analysis	3
SEC 4320	IS Security Capstone	3

**Open Electives 30-42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 30 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration 12**

The following concentrations are available for this degree.

**General Concentration 12**

Designed for students to meet their specific educational goals and enhance their career opportunities.

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

**General Concentration, Accelerated Path ..... 12**

The BS, Information Systems and Cyber Security – General Concentration is available with the Accelerated Path option. After meeting eligibility requirements, students who enroll in the Accelerated Path have the opportunity to complete the BS, ISCS in one year, following a rigorous enrollment schedule

established by the University. Accelerated Path details and eligibility requirements are located in the Academic Information section of this catalog.

**Homeland Security Concentration ..... 12**

Focuses on the application of technical competencies associated with the homeland security role within the information systems security field. Students acquire knowledge and experience from expert field practitioners by focusing on topics related to terrorism, tactical response operations, weapons of mass destruction, and American homeland security. Upon completion of the concentration, students should be able to do the following:

1. Analyze the historical impact of terrorism on current and future terrorism incidents.
2. Evaluate best practices that minimize potential vulnerabilities to critical infrastructure.

Course	Title	Credit Hours
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3
HLS 3306	Homeland Security Technology	3

**BS, INFORMATION TECHNOLOGY**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>48</b>
<b>Open Electives</b>	<b>42</b>

The Bachelor of Science in Information Technology degree program is designed for individuals who wish to integrate the discipline of information technology within a business applications context. The program of study analyzes the development, maintenance, and management of computer-based information technology systems in organizations.

This online degree program includes extensive training in the application of recordable information and knowledge along with the services and technologies to facilitate their management and use. Courses cover the key concepts of information technology, information systems management, and interpersonal and organizational communications. Graduates of this program will be able to create, maintain, and

provide information technology and business-related solutions in banking, government, academia, legal and judicial systems, the military, or any entry-level management position. Upon completion of the program, students should be able to do the following:

1. Identify components of computer-based information technology systems.
2. Explain the implementation process of design and development of information technology.
3. Apply decision-making skills concerning information technology issues using theory and practice.
4. Deliver information technology solutions to potential information technology-related problems.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements 48**

Course	Title	Credit Hours
ITC 1301	Computer Essentials	3
ITC 2301	Personal Computer Fundamentals	3
ITC 3304	Introduction to E-Commerce	3
ITC 3306	Operating Systems	3
ITC 4311	Information Technology Cost Analysis	3
ITC 3303	Information Systems Management	3
ITC 2302	Introduction to Data Communication	3
ITC 3301	Maintaining Microcomputer Systems I	3
ITC 4301	System Analysis and Design	3
ITC 4302	Database Design and Implementation	3
ITC 4303	Programming Concepts and Problem Solving	3
ITC 4304	Web Design and Development	3
ITC 4305	Internet and Network Security	3
ITC 4313	IT Ethics and Professionalism	3
ITC 4307	Information Technology Evaluation and Implementation I	3
ITC 4708	Information Technology Evaluation and Implementation II	3

**Open Electives 42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

The following concentration is available for this degree.

**Data Analytics Concentration ..... 12**

Equips students with the investigative skills required to drive actionable insights and influence decisions that move an organization forward. Students apply management skills to perform predictive analytics and effective visualization practices. Students also enhance soft skills to support critical reasoning and ethical decision-making in an organization.

Upon completion of the concentration, students should be able to do the following:

1. Utilize information system analytic methods that enhance decision making in business processes.

Course	Title	Credit Hours
ITC 3310	Fundamentals of Data Analytics	3
ITC 3311	Enterprise Data Management	3
ITC 4314	Emerging Technologies and Big Data	3
ITC 4312	Data Analytics	3

**BS, ORGANIZATIONAL LEADERSHIP**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts – Group A</i>	3
<i>Humanities and Fine Arts – Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>48</b>
<b>Open Electives</b>	<b>42</b>

The Bachelor of Science in Organizational Leadership degree program provides students the methods and skills necessary to maximize human capital in organizations, to develop individual and interpersonal skills for achieving successful organizational goals, to enhance positive organizational change, and to foster lifelong learning and continuous growth.

The program of study includes organizational behavior, business ethics, team building, creative thinking, organizational psychology, negotiation/conflict resolution, and business policy and strategy. Students completing this program will acquire the fundamental leadership concepts applicable in both profit and not-for-profit organizations. Upon completion of the program, students should be able to do the following:

1. Explain the significance of workforce training and programs relating to job assessment and evaluation.
2. Analyze organizational relationships to improve performance.
3. Evaluate the application of organizational culture to the different theories of employee motivation within the workforce.
4. Analyze the role of leadership in effective practices for leading people and business processes.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 48**

Course	Title	Credit Hours
BUS 2303	Professionalism in the Workplace	3
MGT 3303	Managerial Decision Making	3
HRM 3301	Human Relations and Development	3
PSY 3302	Social Psychology	3
LDR 3301	Leadership	3
LDR 3302	Organizational Theory and Behavior	3
LDR 3303	Leadership Across Generations	3
LDR 4301	Managing Diversity in Organizations	3
LDR 4302	Communication Skills for Leaders	3
LDR 4303	Team Building and Leadership	3
LDR 4304	Negotiation/Conflict Resolution	3
LDR 4305	Innovative Business Decisions	3
PSY 4306	Industrial Organizational Psychology	3
HRM 4301	Training and Development	3
BUS 4302	Business Policy and Strategy	3
LDR 4320	Current Issues in Leadership	3

**Open Electives ..... 42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**MASTER OF BUSINESS ADMINISTRATION (MBA)**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	24
<i>Concentration</i>	12

The Master of Business Administration (MBA) degree program focuses on skills necessary to effectively lead departments, divisions, or entire companies within the context of today’s global business environment.

The MBA program at Columbia Southern University is designed to develop applicable business skills by providing core and concentration courses in topics such as finance, strategic marketing, accounting, human resources, project management, and data analytics. Through this program, students also develop the ability to think strategically and make data-driven business decisions. Upon completion of the program, students should be able to do the following:

1. Incorporate global and international considerations into business strategy.
2. Apply financial principles of leading an organization.
3. Develop processes that influence the control and management of organizations.
4. Apply data-driven decision-making within an organization.

**Major Requirements ..... 24**

Course	Title	Credit Hours
ECO 6301	Economics for Managers	3
MKT 5301	Advanced Marketing	3
RCH 5301	Research Methods	3
ACC 5301	Management Applications of Accounting	3
FIN 6301	Corporate Finance	3
HRM 6301	Human Resource Management Methods	3
ITC 5301	Management Information Systems	3
BUS 6320	Global Strategic Management	3

**Concentration ..... 12**

The following concentrations are available for this degree.

**General Concentration..... 12**

Designed for students to meet their specific educational goals and enhance their career opportunities.

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

**Entrepreneurship Concentration..... 12**

Enables students to develop an entrepreneurial / intrapreneurial mindset with a focus on innovative practices within corporate business environments or in starting a new business venture. Upon completion of the concentration, students should be able to do the following:

1. Develop innovative opportunities for integration within an existing organization.
2. Apply entrepreneurial business ideas towards the development of a new business.

Course	Title	Credit Hours
BUS 5301	Strategic Entrepreneurship and Innovation	3
MKT 5306	Entrepreneurial Marketing	3

FIN 5301	Financial Management for Innovations and Business Development	3
BUS 6304	Entrepreneurial Small Business Ventures	3

**Finance Concentration.....12**

Designed to help students gain fundamental knowledge of finance theories and applications critical for solving business challenges. Upon completion of the concentration, students should be able to do the following:

1. Evaluate the financial performance of a business.

Course	Title	Credit Hours
ECO 6302	International Economics	3
FIN 6302	Advanced Financial Management	3
FIN 6303	International Finance	3
PUA 5305	Public Financing and Budgeting	3

**Health Care Management Concentration.....12**

Designed to prepare students for varying levels of responsibility in the field of health care. Emphasis is placed on strengthening leadership and managerial skills in the daily health care operations. Upon completion of the concentration, students should be able to do the following:

1. Evaluate the operational components of health care delivery.

Course	Title	Credit Hours
HCA 5301	Health Care Financial Management	3
HCA 5302	Legal Foundations of Health Care	3
HCA 5303	Health Resources and Policy Analysis	3
HCA 5304	Advanced Health Care Management	3

**Human Resource Management Concentration.....12**

Equips students with the skills, knowledge and competencies required to manage and perform sound human resource management practices effectively. Upon completion of the concentration, students should be able to do the following:

1. Analyze trends in human resource training and development.

Course	Title	Credit Hours
HRM 6302	Employment Law	3
HRM 6303	Training and Development	3
HRM 6304	Labor Relations and Collective Bargaining	3
HRM 6305	Compensation Management	3

**Marketing Concentration.....12**

Prepares students for management-level positions in the field of marketing where practitioners anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit. Upon completion

of the concentration, students should be able to do the following:

1. Develop marketing strategies that align with organizational goals.

Course	Title	Credit Hours
MKT 5302	Strategic Digital Marketing	3
MKT 5303	Marketing Research and Data Analytics	3
MKT 5304	Strategic Brand Management and New Product Marketing	3
MKT 5305	Business-to-Business Marketing	3

**Project Management Concentration ..... 12**

Equips students with the tools needed to develop strategies to manage complex projects and achieve cost-effective results. Upon completion of the concentration, students should be able to do the following:

1. Model effective leadership using project management tools and techniques.

Course	Title	Credit Hours
MGT 6302	Project Management Strategy and Tactics	3
MGT 6303	Project Stakeholders	3
MGT 6305	Project Management	3
MGT 6304	Managing Complex Projects	3

**Public Administration Concentration ..... 12**

Prepares students with the leadership, policy, research, marketing, finance, and budgeting knowledge they need to succeed in today’s competitive business environment. Upon

completion of the concentration, students should be able to do the following:

1. Apply public theory to solving public issues.

Course	Title	Credit Hours
PUA 5301	Administration of Public Institutions	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 5307	Strategic Planning	3

**MS, HEALTH CARE ADMINISTRATION**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>36</i>

*Note: This program is not yet eligible for Veterans Benefits.*

The Master of Science in Health Care Administration degree provides students with knowledge and skills to manage health

care organizations. Graduates of this program are prepared to make a difference in the health care field by implementing best practices to ethically lead and manage health care operations of an organization. Upon completion of the program, students should be able to do the following:

1. Evaluate strategic objectives to enhance health care organizational effectiveness.
2. Interpret health care financial data for decision-making.
3. Develop interpersonal and professional collaboration for effective health care leadership.
4. Interpret practical knowledge within the functional areas of a health care business.

**Major Requirements..... 36**

Course	Title	Credit Hours
HCA 5302	Legal Foundations of Health Care	3
HCA 5301	Health Care Financial Management	3
HCA 5303	Health Resources and Policy Analysis	3
HCA 5304	Advanced Health Care Management	3
HCA 5305	Health Care Strategic Planning and Marketing	3
HCA 6303	Advanced Quality Management for Health Care Administrators	3
HCA 5306	Health Field Human Resources Management	3
PHI 6301	Business Ethics	3
HRM 6309	Diversity and Inclusion in Organizational Culture	3
HCA 6302	Health Care Professionalism	3
RCH 5301	Research Methods	3
HCA 6320	Health Care Administration Capstone	3

**MS, HUMAN RESOURCES**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>36</i>

The Master of Science, Human Resources (MSHR) degree program focuses on relevant business concepts, application of business research skills, and job-related behaviors critical for success in today’s competitive human resources management environment. The MSHR program provides the training and expertise needed to gain an edge in an ever-evolving business climate. Courses in the MSHR program integrate human resources strategies and theories aligned with organizational operations and business structures. Upon completion of the program, students should be able to do the following:

1. Analyze trends in human resource training and development.
2. Develop human capital management processes.
3. Implement best practices in compensation management.
4. Interpret employment laws.



**Major Requirements ..... 36**

Course	Title	Credit Hours
HRM 6301	Human Resource Management Methods	3
HRM 6302	Employment Law	3
HRM 6303	Training and Development	3
HRM 6304	Labor Relations and Collective Bargaining	3
HRM 6305	Compensation Management	3
HRM 6306	Leadership Development and Coaching	3
HRM 6307	Organization and Development	3
HRM 6308	Measuring Human Resource Management and Change Impact	3
HRM 6309	Diversity and Inclusion in Organizational Culture	3
PHI 6301	Business Ethics	3
RCH 5301	Research Methods	3
LDR 5302	Crisis Communication Management	3

**MS, INFORMATION TECHNOLOGY**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	36

The Master of Science in Information Technology degree provides students with the ability to conceptualize, organize, and realize information technology projects for stakeholders and users. The curriculum is designed for students who wish to pursue careers related to the analysis, design, creation, and management of information technology systems through the application of contemporary technologies. The program of study emphasizes practical skills based on fundamental core technologies along with their technical and ethical foundations that provide students with the foundational skills to secure information technology from security breaches. Students also analyze business needs to determine information systems requirements for those needs by applying an iterative, case-driven process. Upon completion of the program, students should be able to do the following:

1. Develop innovative and agile solutions to business problems through a systems analysis approach.
2. Design an appropriate information technology solution for secure information use across an enterprise.
3. Incorporate leadership strategies to effectively collaborate across a variety of environments and stakeholders.
4. Construct ethically sound, technology-informed procedures to ensure legal compliance and maintain security within enterprise information technology environments.

**Major Requirements ..... 36**

Course	Title	Credit Hours
ITC 5301	Management Information Systems	3

SEC 5301	Information Security Concepts	3
BUS 5302	Strategic Management and Business Policy	3
ITC 5302	Analytics and Business Intelligence	3
ITC 6301	IT Infrastructure Design and Management	3
ECO 6301	Economics for Managers	3
FIN 6301	Corporate Finance	3
PHI 6301	Business Ethics	3
LDR 6302	Current Issues in Leadership	3
MGT 6305	Project Management	3
ITC 6302	IT Innovations and Emerging Technologies	3
ITC 6320	Case Studies in Information Technology Capstone	3

**MS, ORGANIZATIONAL LEADERSHIP**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	30
<i>Open Electives</i>	6

The Master of Science in Organizational Leadership degree program focuses on current and emerging leadership theories, best practices, skills, knowledge of global events and diverse cultures, and tools used to enable organizational innovation, creativity, and change in complex work environments. The program of study includes an exploration of critical issues and emerging theories, employee motivation and morale, organizational change, communication strategies, training and development, strategic decision-making, business ethics, project teams, and business policy and operations. Upon completion of the program, students should be able to do the following:

1. Analyze the impact of critical issues and emerging theories in leadership on the role of leadership in organizational performance.
2. Examine methods that foster employee motivation and morale in an environment affected by organizational change.
3. Analyze processes utilized to control and manage organizations.
4. Evaluate legal aspects and communication strategies associated with leading a diverse workplace.

**Major Requirements ..... 30**

Course	Title	Credit Hours
RCH 5302	Foundations of Research	3
PHI 6301	Business Ethics	3
MGT 6306	Intercultural Management	3
MGT 6303	Project Stakeholders	3
HRM 6303	Training and Development	3
LDR 5301	Methods of Analysis for Business Operations	3
BUS 5302	Strategic Management and Business Policy	3
LDR 5302	Crisis Communication Management	3

LDR 6301	Psychological Foundations of Leadership	3
LDR 6302	Current Issues in Leadership	3

**Open Electives ..... 6**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**MASTER OF PUBLIC ADMINISTRATION**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>24</i>
<i>Concentration</i>	<i>12</i>

The Master of Public Administration (MPA) degree program is designed to provide students with the knowledge and skills needed to resolve societal problems. The MPA program prepares graduates for careers in public, non-profit, and private organizations in which they can develop, implement, and manage public programs and public policies. Upon completion of the program, students should be able to do the following:

1. Analyze problem-solving strategies for implementation in public/non-profit agencies.
2. Apply ethical principles related to multiculturalism and gender equity to resolve ethical dilemmas in the workplace.
3. Evaluate public sector budgets.
4. Manage the public policy process to improve organizations.

**Major Requirements ..... 24**

Course	Title	Credit Hours
PUA 5301	Administration of Public Institutions	3
PUA 5302	Public Administration Ethics	3
PUA 5303	Organizational Theory	3
PUA 5304	Quantitative Research Methods	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 5307	Strategic Planning	3
PUA 5308	MPA Seminar	3

**Concentration ..... 12**

The following concentrations are available for this degree.

**General Concentration..... 12**

Designed for students to meet their specific educational goals and enhance their career opportunities.

Course	Title	Credit Hours
HRM 6301	Human Resource Management Methods	3
MGT 6303	Project Stakeholders	3
MGT 6305	Project Management	3
LDR 6302	Current Issues in Leadership	3

**Criminal Justice Administration Concentration ....12**

Created for public managers interested in working in law enforcement and seeking to improve analytical and problem-solving skills through advanced theory-to-practice training in the field. Prepares public managers for career advancements in agencies such as Homeland Security, Federal Bureau of Investigation, Marshals, and state and local law enforcement agencies. Upon completion of the concentration, students should be able to do the following:

1. Explain how criminal justice theories and technologies impact the commission and solution of crime.
2. Evaluate criminal justice strategies, policies, and procedures to determine best practices.

Course	Title	Credit Hours
CMJ 5301	Theory of Crime and Criminology	3
CMJ 5305	Critical Analysis of Criminal Justice Administration	3
CMJ 6301	Constitutional Law for Criminal Justice	3
CMJ 5302	Adult and Juvenile Correctional Systems	3

**Emergency Services Management Concentration 12**

Created for public managers interested in working as emergency disaster planners or emergency public managers. Students gain skills for effective and ethical management-level decision-making. Prepares managers to respond to problems inherent in public organizations in order to address and minimize risk to both responders and the public. Upon completion of the concentration, students should be able to do the following:

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.

Course	Title	Credit Hours
EMG 6305	Emergency Management, Leadership and Decision Making	3
ESM 5303	Interagency Disaster Management	3
EMG 6302	Risk Management	3
EMG 5301	Legal Aspects of Emergency Management	3

## MASTER OF PUBLIC HEALTH

<b>Total Program Requirements</b>	<b>36</b>
Major Requirements	24
Concentration	12

The Master of Public Health (MPH) degree program provides a comprehensive foundation of the core competencies of public health, enabling students to apply the principles in both research and practical contexts. The acquired skills equip students for positions in public, private, and international settings.

Upon completion of the program, students should be able to do the following:

1. Analyze the etiology of major health problems in populations that affect the development and implementation public health programs.
2. Analyze factors that influence lifestyle choices and impact public health.
3. Interpret the statistical significance of epidemiological reports in public health studies.
4. Evaluate the impact of external affairs on health policy.

### Major Requirements ..... 24

Course	Title	Credit Hours
PUH 5301	Public Health Concepts	3
PUH 5302	Applied Biostatistics	3
PUH 5303	Concepts of Epidemiology	3
PUH 5304	Health Behavior	3
PUH 5305	Concepts of Environmental Health	3
PUH 6301	Public Health Research	3
PUH 6302	Law and Ethics in Public Health	3
PUH 6320	Public Health Capstone	3

### Concentration ..... 12

The following concentrations are available for this degree.

#### General Concentration..... 12

The following courses are recommended for the general concentration.

Course	Title	Credit Hours
CHE 6303	Strategies of Health Promotion	3
PUH 6304	Public Health Policy and Management	3
PUH 6305	Problem Solving in Public Health	3
PUH 5307	Grant Writing in Public Health	3

#### Community Health Education Concentration ..... 12

Designed to equip students to practice effectively as community health educators in a wide range of public health settings. Upon completion of the concentration, students should be able to do the following:

1. Apply community health frameworks and policies to educate communities on behavioral changes that support health and wellness.
2. Create community health interventions that improve community health and reduce health disparities.

Course	Title	Credit Hours
CHE 6301	Foundations and Methods in Community Health	3
CHE 6303	Strategies of Health Promotion	3
CHE 6304	Health Program Planning, Implementation and Assessment	3
CHE 6305	Issues and Trends in Community Health	3

## DOCTOR OF BUSINESS ADMINISTRATION

The Doctor of Business Administration (DBA) advances decision-making and leadership skills, provides an in-depth application of theory and research, and facilitates methods to solve industry problems. Program components offer opportunities for students to explore investigative skills and perform data analysis. Graduates are prepared to contribute new knowledge to a specific segment of industry. Upon completion of the program, students should be able to do the following:

1. Apply theoretical frameworks to contemporary issues in leadership and business.
2. Analyze research results to support business decision-making processes.
3. Design ethical and original research that contributes to the professional body of knowledge.
4. Construct recommendations to resolve business problems.

Graduates will successfully complete a minimum of 61 credit hours and dissertation research courses as outlined below.

### Major Requirements.....46

Course	Title	Credit Hours
ORI 7100	Doctoral Student Orientation	1
RCH 7302	Doctoral Writing and Inquiry into Research	3
BUS 7301	Business, Government, and Society	3
MGT 7301	Organizational Behavior and Comparative Management	3
ACC 8301	Strategic Financial and Accounting Management	3
BUS 7302	Business Ethics and Corporate Responsibility	3
RCH 8301	Quantitative Research Methods	3
HRM 7301	Human Resource Management	3
RCH 8303	Quantitative Data Analysis	3
BUS 8303	Entrepreneurship and Innovative Business Development	3

MKT 8301	Strategic Marketing Management	3
BUS 8304	The Doctoral Research Study Journey	3
MGT 8301	Technology and Innovation Management	3
BUS 8302	Strategic Management and Planning	3
BUS 8301	International Business and Global Strategy	3
BUS 9303	Small Business Management	3

**Doctoral Dissertation**

Doctoral students are required to complete a dissertation and defend their research before a committee and University representatives, which may take place at a distance through audio/visual means. No degree shall be awarded without majority of committee approval. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

**Option 1: Theoretical-Based Study.....15**

To satisfy the requirements of the DBA program, students must successfully complete a minimum of 15 semester hours of dissertation research courses. Each course is 1 Semester Hour. Students must communicate regularly with the dissertation chair regarding the completion of these semester hours.

**Option 2: Research Project-Based Study.....15**

To satisfy the requirements of the DBA program, students must successfully complete a minimum of 15 semester hours of dissertation research courses. Each course is 1 Semester Hour. Students must communicate regularly with the dissertation chair regarding the completion of these semester hours.

**COLLEGE OF BUSINESS CERTIFICATES**

Direct enrollment certificates are not eligible for Federal Student Aid, Veterans Benefits, or Tuition Assistance.

**Undergraduate Certificate Options**

<b>Undergraduate Certificates</b>	<b>Direct Enrollment</b>	<b>Embedded Certificate</b>
<i>Finance</i>	✓	✓
<i>Cybersecurity</i>		✓
<i>Hospitality and Tourism</i>	✓	✓
<i>Human Resource Management</i>	✓	✓
<i>Information Technology</i>	✓	✓
<i>International Management</i>	✓	✓
<i>Management</i>	✓	✓
<i>Marketing</i>	✓	✓
<i>Medical Billing and Coding</i>	✓	✓
<i>Project Management</i>	✓	✓
<i>Sport Management</i>	✓	✓

**Cybersecurity Certificate .....12**

Provides students the opportunity to explore the intricacies of cybersecurity through identification of security vulnerabilities, policy development, forensics, and cybercrime. The study of cybersecurity provides the foundational skills to identify and develop security documentation, and plan for security disaster recovery management. Upon completion of the certificate, students should be able to do the following:

1. Explain the common types of security threats that plague an organization.
2. Develop security documentation and processes as a proactive measure against a cyberattack.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
FRN 4301	Principles of Digital Forensics Applications	3
SEC 3301	Security Application Development	3
CYB 4301	Cybersecurity and Crime	3
SEC 4301	IS Disaster Recovery	3

**Finance Certificate.....12**

Prepares students to make managerial decisions to assist organizations in obtaining, administering, and managing funds. Upon completion of the certificate, students should be able to do the following:

1. Analyze financial information essential to sound business decision-making.

Select 4 courses from the following.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
FIN 4301	Financial Institutions	3
ECO 4301	International Economics	3
BUS 4304	International Legal Operations	3
BUS 4303	International Trade	3
FIN 4302	International Finance	3

**Hospitality and Tourism Certificate .....12**

Prepares students for professions within the wide array of hospitality and tourism, including lodging, food service, tourism, and recreation related industries. This certificate is designed for both individuals seeking entry into the hospitality and tourism industry and professionals currently in the hospitality and tourism industry who are seeking to enhance their skills and ability to advance into supervisory or management positions. Upon completion of the certificate, students should be able to do the following:

1. Examine best practices for hospitality management functions
2. Examine best practices for tourism management functions.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
HPT 3302	Introduction to Tourism	3

HPT 3301	Introduction to Hospitality	3
HPT 4301	Facilities Management and Design in Hospitality and Tourism	3
HPT 4302	Legal Aspects of Hospitality and Tourism	3

**Human Resource Management Certificate..... 12**

Equips students with the skills, knowledge and competencies required to manage and perform sound human resource management practices effectively. Upon completion of the certificate, students should be able to do the following:

1. Utilize human resource best practices to develop solutions within an organization.

Select 4 courses from the following.

Course	Title	Credit Hours
HRM 3301	Human Relations and Development	3
HRM 3302	Human Resource Management	3
HRM 3303	Compensation and Benefits	3
HRM 3304	Employment Law	3
HRM 4301	Training and Development	3
HRM 4302	Staffing Organizations	3
HRM 4303	International Human Resource Management	3
HRM 4304	Collective Bargaining	3

**Information Technology Certificate..... 12**

Focuses on the acquisition of theory and technical competencies associated with the information technology profession and provides fundamental knowledge and application in information technology. Upon completion of the certificate, students should be able to do the following:

1. Apply basic functions of software applications.

Select 4 courses from the following.

Course	Title	Credit Hours
ITC 2301	Personal Computer Fundamentals	3
ITC 2302	Introduction to Data Communications	3
ITC 4301	System Analysis and Design	3
ITC 4302	Database Design and Implementation	3
ITC 4303	Programming Concepts and Problem Solving I	3
ITC 4304	Web Design and Development	3
ITC 4306	IT Infrastructure Management	3

**International Management Certificate..... 12**

Provides students with the knowledge and skills necessary to address global management issues. Upon completion of the certificate, students should be able to do the following:

1. Analyze global management-related issues in the context of PEST (Political, Ethical/Economics, Social, and Technological) responsibility.

Select 4 courses from the following.

Course	Title	Credit Hours
BUS 4304	International Legal Operations	3
BUS 4303	International Trade	3
ECO 4301	International Economics	3
FIN 4302	International Finance	3
HRM 4303	International Human Resource Management	3
MGT 4302	International Management	3

**Management Certificate .....12**

Provides students with the knowledge and skills necessary to function effectively in management positions. Emphasizes the development of leadership, decision-making skills, and key aspects of management. Students are exposed to a broad foundation of business communications in the field of management studies. Upon completion of the certificate, students should be able to do the following:

1. Apply foundational management principles to decision-making.

Select 4 courses from the following.

Course	Title	Credit Hours
MGT 3303	Managerial Decision Making	3
MGT 4304	Risk Management	3
MGT 4303	Production Management	3
MGT 4301	Project Planning	3
MGT 4302	International Management	3

**Marketing Certificate .....12**

Develops the knowledge, analytical/research abilities, and strategic marketing skill set to excel in the marketing industry. Upon completion of the certificate, students should be able to do the following:

1. Develop marketing campaigns based upon organizational needs.

Course	Title	Credit Hours
MKT 3302	Internet Marketing Principles	3
MKT 3303	Consumer Behavior	3
MKT 3304	Marketing Research	3
MKT 3305	Advertising	3

**Medical Billing and Coding Certificate .....18**

Provides students with the knowledge and skills necessary to translate medical record documentation into coded procedures, services, and diagnoses for reimbursement. Students who complete this program are prepared to make a difference in the medical billing and coding field by implementing best practices related to anatomy and physiology, medical terminology, CPT-4, ICD-10-CM, HCPCS code sets and reimbursement methodologies. Upon

completion of the certificate, students should be able to do the following:

1. Demonstrate accurate coding through use of CPT-4, ICD-10-CM, and HCPCS code set resources
2. Integrate medical coding and billing industry standards into practice
3. Apply HIPAA regulations and guidelines to medical billing and coding.

Six (6) courses are required for this certificate.

Course	Title	Credit Hours
HCA 1301	Basic Medical Terminology	3
HTH 2306	Human Anatomy	3
HTH 2303	Pathophysiology	3
HTH 2309	Reimbursement Methodologies	3
HTH 2307	ICD-10-CM	3
HTH 2310	Introduction to Current Procedural Terminology	3

**Project Management Certificate ..... 12**

Designed for professionals who seek to enhance their ability to motivate people, lead complex projects, and achieve cost-effective results. Upon completion of the certificate, students should be able to do the following:

1. Apply appropriate project management methods to the project environment.

Select 4 courses from the following.

Course	Title	Credit Hours
MGT 3303	Managerial Decision Making	3
MGT 4304	Risk Management	3
MGT 4305	Procurement and Contract Management	3
MGT 3302	Introduction to Project Management	3
MGT 3304	Project Management Overview	3
MGT 4301	Project Planning	3

**Sport Management Certificate..... 12**

Provides students with the skills and knowledge necessary to succeed in sport management. Career opportunities include sport facilities managers, sport information directors, sport front office administrators, and sport communication relations directors. Upon completion of the certificate, students should be able to do the following:

1. Evaluate sport management theory and best practices related to the sport industry.

Course	Title	Credit Hours
SPM 3301	Sport Marketing	3
SPM 4302	Sport Administration	3
SOC 3301	Sociology of Sport	3
SPM 4301	Sport Facilities	3

**Graduate Certificate Options**

Graduate Certificates	Direct Enrollment	Embedded Certificate
Finance	✓	✓
Health Care Management	✓	✓
Human Resource Management	✓	✓
Marketing	✓	✓
Project Management	✓	✓
Public Administration	✓	✓

**Finance Certificate.....12**

Designed to help students gain fundamental knowledge of finance theories and applications critical for solving business challenges. Upon completion of the certificate, students should be able to do the following:

1. Evaluate the financial performance of a business.

Course	Title	Credit Hours
ECO 6302	International Economics	3
FIN 6302	Advanced Financial Management	3
FIN 6303	International Finance	3
PUA 5305	Public Finance and Budgeting	3

**Health Care Management Certificate .....12**

Designed to prepare students for varying levels of responsibility in the health care field. Emphasis is placed on strengthening leadership and managerial skills needed in daily health care operations. Upon completion of the certificate, students should be able to do the following:

1. Evaluate the operational components of health care delivery.

Course	Title	Credit Hours
HCA 5301	Health Care Financial Management	3
HCA 5302	Legal Foundations of Health Care	3
HCA 5303	Health Resources and Policy Analysis	3
HCA 5304	Advanced Health Care Management	3

**Human Resource Management Certificate .....12**

Equips students with the skills, knowledge and competencies required to manage and perform sound human resource management practices effectively. Upon completion of the certificate, students should be able to do the following:

1. Analyze trends in human resource training and development.

Course	Title	Credit Hours
HRM 6302	Employment Law	3
HRM 6303	Training and Development	3

HRM 6304	Labor Relations and Collective Bargaining	3
HRM 6305	Compensation Management	3

### **Marketing Certificate ..... 12**

Prepares students for management-level positions in the field of marketing where practitioners anticipate consumer needs, translate those needs into products and services, and create campaigns to sell their products for a profit. Upon completion of the certificate, students should be able to do the following:

1. Develop marketing strategies that align with organizational goals.

Course	Title	Credit Hours
MKT 5302	Strategic Digital Marketing	3
MKT 5303	Marketing Research and Data Analytics	3
MKT 5304	Strategic Brand Management and New Product Marketing	3
MKT 5305	Business-to-Business Marketing	3

### **Project Management Certificate ..... 12**

Equips students with the tools needed to develop strategies to manage complex projects and achieve cost-effective results. Upon completion of the certificate, students should be able to do the following:

1. Model effective leadership using project management tools and techniques.

Course	Title	Credit Hours
MGT 6302	Project Management Strategy and Tactics	3
MGT 6303	Project Stakeholders	3
MGT 6305	Project Management	3
MGT 6304	Managing Complex Projects	3

### **Public Administration Certificate ..... 12**

Designed to prepare students with the leadership, policy, research, marketing, finance, and budgeting knowledge needed to succeed in today's competitive public administration environment. Upon completion of the certificate, students should be able to do the following:

1. Apply public theory to solving public issues.

Course	Title	Credit Hours
PUA 5301	Administration of Public Institutions	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 5307	Strategic Planning	3

# COLLEGE OF MILITARY STUDIES AND LEADERSHIP

## AS, MILITARY STUDIES

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences / History</i>	3
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	3
<b>Major Requirements</b>	<b>18</b>
<b>Program Electives</b>	<b>6</b>
<b>Open Electives</b>	<b>15</b>

The Associate of Science in Military Studies (ASMS) provides students with foundational military leadership competencies, which prepare graduates for success in their current and/or future military career. The ASMS aids in the development of student analytical, critical-thinking, creative-thinking, and decision-making skillsets in complex military and homeland security-related environments. Students who earn this degree may be interested in pursuing advancement in military service and/or careers in fields such as homeland security, law enforcement, emergency management, crisis management, and more. Upon completion of the program, students should be able to do the following:

1. Analyze counter-terrorism strategies within the United States and abroad.
2. Explore fundamental leadership practices that will enhance critical thinking skillsets.
3. Examine military logistics in support of combat theater operations and disasters.
4. Explain direct operational planning and problem-solving strategies for military and civilian leaders.

### General Education Requirements ..... 21

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements ..... 18

Course	Title	Credit Hours
HLS 2301	Introduction to Terrorism	3
OPS 2301	Military Problem Solving and Leadership	3
OPS 2302	Foundations of Military Logistics	3

OPS 2303	Military Fitness	3
HLS 2302	Introduction to Physical Security	3
OPS 3301	Seminar in Military Operations	3

### Program Electives ..... 6

Select 2 courses from the following.

Course	Title	Credit Hours
HLS 3301	Weapons of Mass Destruction	3
HLS 3303	Terrorism Response Operations	3
HLS 3308	Special Topics in Homeland Security	3
LDR 3301	Leadership	3

### Open Electives ..... 15

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, MILITARY STUDIES

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>History</i>	3
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>30</b>
<b>Concentration</b>	<b>12</b>

*Note: The following concentrations are not yet eligible for Veterans Benefits: Information Technology, International Management, Leadership, and Supply Chain Management.*

The Bachelor of Science in Military Studies equips students with a knowledge of military logistics, tactics, communications, and outcomes so that students can analyze current military operations and prepare for the future of the military. Upon completion of the program, students should be able to do the following:



1. Develop counterterrorism strategies.
2. Relate communication, logistics, critical thinking, fitness, and problem-solving strategies to the optimization of mental and physical military performance.
3. Explore the effect of historical and contemporary armed conflict on the relationship between military organizations and civil society (civil-military relations).
4. Examine how the different attributes of military leaders impact military outcomes.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 36**

Course	Title	Credit Hours
COM 2301	Professional Communication	3
PHI 1301	Critical Thinking	3
HLS 2301	Introduction to Terrorism	3
LDR 3301	Leadership	3
OPS 2301	Military Problem Solving and Leadership	3
OPS 2302	Foundations of Military Logistics	3
OPS 2303	Military Fitness	3
OPS 3301	Seminar in Military Operations	3
OPS 3304	Warfare History and Strategy	3
OPS 3305	Civil-Military Relations	3
OPS 3306	Military Leaders and Leadership	3
OPS 4320	Capstone in Military Studies	3

**Program Electives ..... 12**

Select 4 courses from the following.

Course	Title	Credit Hours
BUS 2303	Professionalism in the Workplace	3
HRM 3301	Human Relations and Development	3
LDR 3303	Leadership Across Generations	3
LDR 4301	Managing Diversity in Organizations	3
PHI 2302	Contemporary Ethics	3
POL 2303	Politics and Terrorism	3
PSY 3302	Social Psychology	3

**Open Electives ..... 30**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

Students must select one of the following concentrations.

**Cybersecurity .....12**

Explores the intricacies of cybersecurity through identification of security vulnerabilities, policy development, forensics, and cybercrime. Provides the foundational skills to identify and develop security documentation and plan for security disaster recovery management. Upon completion of the concentration, students should be able to do the following:

1. Explain the common types of security threats that plague an organization.
2. Develop security documentation and processes as a proactive measure against a cyber-attack.

Course	Title	Credit Hours
HLS 3307	Typology of Terrorism	3
ITC 4305	Internet and Network Security	3
CYB 4301	Cybersecurity and Crime	3
HLS 4302	Cybersecurity Management	3

**Homeland Security Concentration .....12**

Focuses on the application of technical competencies associated with the homeland security role within the information systems security field. Examines topics related to terrorism, tactical response operations, weapons of mass destruction, and American homeland security. Upon completion of the concentration, students should be able to do the following:

1. Analyze the historical impact of terrorism on current and future terrorism incidents.
2. Evaluate best practices that minimize potential vulnerabilities to critical infrastructure.

Course	Title	Credit Hours
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3
HLS 3306	Homeland Security Technology	3

**Information Technology Concentration.....12**

Focuses on the acquisition of theory and technical competencies associated with the information technology profession and provides fundamental knowledge application in information technology. Upon completion of the concentration, students should be able to do the following:

1. Apply the basic functions of software applications.

Course	Title	Semester Hours
ITC 2302	Introduction to Data Communications	3
ITC 4301	Systems Analysis and Design	3
ITC 4304	Web Design and Development	3
ITC 4306	IT Infrastructure Management	3

**Intelligence Concentration ..... 12**

Presents foundational concepts of intelligence operations. Examines structure, procedures, and supervision of the United States intelligence community. Traces the historical impact of intelligence operations.

Upon completion of the concentration, students should be able to do the following:

1. Examine the foundational elements of the U.S. intelligence community.
2. Analyze the historical impact of intelligence operations.

Course	Title	Credit Hours
INT 3301	Introduction to Intelligence	3
INT 3305	United States Intelligence Community	3
INT 3309	Espionage and Counterespionage	3
HLS 4304	Intelligence Process	3

**International Management Concentration..... 12**

Provides students with the knowledge and skills necessary to address global management issues.

Upon completion of the concentration, students should be able to do the following:

1. Analyze global management-related issues in the contest of PEST (Political, Ethical/Economics, Social, and Technological) responsibility.

Course	Title	Credit Hours
HRM 4303	International Human Resource Management	3
ECO 4301	International Economics	3
BUS 4303	International Trade	3
BUS 4304	International Legal Operations	3

**Leadership Concentration ..... 12**

Provides students with the skills necessary to optimize human capital in organizations and develop individual and interpersonal skills necessary to achieve shared organizational goals.

Upon completion of the concentration, students should be able to do the following:

1. Examine communication and leadership approaches.
2. Apply leadership theories to develop human capital.

Course	Title	Credit Hours
LDR 4302	Communication Skills for Leaders	3
LDR 4303	Team Building and Leadership	3
LDR 4304	Negotiation/Conflict Resolution	3
LDR 4305	Innovative Business Decisions	3

**Logistics Concentration.....12**

Provides students with the practical skills and knowledge to engage in operational and analytical evaluation of logistics in different markets and environments.

Upon completion of the concentration, students should be able to do the following:

1. Apply logistics principles to support integration, operations, purchasing, and distribution.

Course	Title	Credit Hours
LOG 3301	Principles of Logistics	3
LOG 4301	Transportation Logistics	3
LOG 4302	Global Logistics	3
MGT 4305	Procurement and Contract Management	3

**Supply Chain Management Concentration.....12**

Provides students with the practical skills and knowledge to engage in operational and analytical evaluation of supply chain strategies in different markets and environments.

Upon completion of the concentration, students should be able to do the following:

1. Apply the appropriate supply chain management strategies for a given market.

Course	Title	Credit Hours
MGT 3305	Principles of Supply Chain Management	3
MGT 4306	Manufacturing Planning and Control	3
MGT 4304	Risk Management	3
MGT 4305	Procurement and Contract Management	3

**COLLEGE OF MILITARY STUDIES AND LEADERSHIP CERTIFICATES**

Direct enrollment certificates are not eligible for Federal Student Aid, Veterans Benefits, or Tuition Assistance.

**Undergraduate Certificate Options**

<i>Undergraduate Certificates</i>	<i>Direct Enrollment</i>	<i>Embedded Certificate</i>
<i>Military Operations</i>		✓

**Military Operations Certificate .....12**

Propels military students to understand the foundational military skillsets that will equip them for their current and/or future military leadership role. The Military Operations certificate enhances military students’ critical-thinking skills, creative-thinking skills, and decision-making skills in a complex world. The Military Operations certificate will also introduce team performance, logistical, and tactical approaches for

military environments. Upon completion of the certificate, students should be able to do the following:

1. Analyze effective team leadership approaches that would be necessary in successful military operational environments.
2. Apply military logistics to complex world situations.

<b>Course</b>	<b>Title</b>	<b>Credit Hours</b>
OPS 2301	Military Problem Solving and Leadership	3
OPS 2302	Military Logistics	3
OPS 2303	Military Fitness	3
OPS 3301	Seminar in Military Operations	3

# COLLEGE OF SAFETY AND EMERGENCY SERVICES

## AS, CRIMINAL JUSTICE

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences / History</i>	3
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>English Composition</i>	3
<b>Major Requirements</b>	<b>18</b>
<b>Program Electives</b>	<b>9</b>
<b>Open Electives</b>	<b>12</b>

The Associate of Science in Criminal Justice degree program prepares entry-level professionals from diverse backgrounds in the theoretical foundations, knowledge, skills, and practices of criminal justice operations. This program of study enables students to develop rational decisions and informed responses to the daily challenges one faces in law enforcement, corrections, and court operations. Additionally, this study provides students with a working comprehension of constitutional and criminal law in contrast to judicial process.

Students completing this program are prepared for entry-level positions in local, state, and federal criminal justice programs, including law enforcement, corrections, probation and parole, court operations, and related fields in security. This program promotes a commitment to continued scholarship and service among graduates as future members of the criminal justice profession in a manner that remains conducive to enhancing professionalism in a diverse community. Upon completion of the program, students should be able to do the following:

1. Evaluate the three main components of a criminal justice system.
2. Evaluate the roles and challenges of juvenile justice agencies.
3. Examine the psychology of crime including the development of the criminal lifestyle.
4. Explain the interdependence between applicable judicial processes.

**General Education Requirements ..... 21**  
Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements..... 18**

Course	Title	Credit Hours
CMJ 2301	Introduction to Criminal Justice	3
CMJ 2302	Theory & Practices of Law Enforcement	3
CMJ 2303	Theory & Practices of Corrections	3
HLS 2301	Introduction to Terrorism	3
CMJ 2304	Juvenile Delinquency	3
CMJ 2305	Criminology	3

**Program Electives ..... 9**  
Select 3 courses from the following.

Course	Title	Credit Hours
CMJ 3307	Victimology	3
CMJ 3302	Introduction to Court Security	3
CMJ 3304	Judicial Process	3
CMJ 4306	Race and Ethnic Relations	3
CMJ 3306	Probation and Parole	3
CMJ 3301	Criminal Law	3
CMJ 3305	Constitutional Law for Criminal Justice	3

**Open Electives..... 12**  
To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

Completion of Columbia Southern University’s Associate of Science in Criminal Justice degree program does not guarantee that a graduate will meet all requirements and/or qualifications to become a peace officer, law enforcement professional, or corrections officer at the international, national, state, or local level. Students are encouraged to research licensing and job requirements to ensure that he or she will be prepared for their desired career path.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

## AS, EMERGENCY MEDICAL SERVICES

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>15</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Social and Behavioral Sciences / History</i>	3

Natural Sciences	3
Mathematics	3
English Composition	3
<b>Major Requirements</b>	<b>15</b>
<b>Paramedic Core</b>	<b>30</b>
<i>[paramedic certification transfer credit]</i>	

Note: Individuals who wish to apply for this program must possess a current paramedic certification.

The Associate of Science in Emergency Medical Services degree program builds a foundation of the essential skills needed to work in the Emergency Medical Services (EMS) industry. By incorporating the National Emergency Medical Education Standards Paramedic curriculum, the program of study takes a multi-professional approach to integration and academic preparation in Paramedicine. This degree meets the educational needs of those currently employed in the field who are looking to advance their knowledge base. Upon completion of the program, students should be able to do the following:

1. Explain the evolution of the Emergency Medical Services (EMS) field.
2. Assess effective clinical skills utilized in Emergency Medical Services (EMS) organizations.
3. Evaluate effective Emergency Medical Services (EMS) operational practices.
4. Analyze legal issues surrounding the Emergency Medical Services (EMS) industry.

**General Education Requirements ..... 15**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 15**

Course	Title	Credit Hours
EMS 2301	Anatomy & Physiology for EMS I	3
EMS 2302	Anatomy & Physiology II	3
EMS 3301	EMS Management	3
EMS 3302	EMS Planning and Development	3
EMS 3306	Emergency Medical Communications	3

**Paramedic Core ..... 30**

Students who have already completed their paramedic certification and who have maintained their license in good standing may apply to the AS Emergency Medical Services program. This program offers the opportunity to reach educational goals without repetition of courses or clinical experiences already taken. The student will receive up to 30 hours of credit for their previously earned paramedic

certificate. These credits may be applied only toward the Paramedic Core.

**AS, FIRE SCIENCE**

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
Humanities and Fine Arts Group A	3
Humanities and Fine Arts Group A or B	3
Social and Behavioral Sciences / History	3
Natural Sciences	6
Mathematics	3
English Composition	3
<b>Major Requirements</b>	<b>21</b>
<b>Program Electives</b>	<b>6</b>
<b>Open Electives</b>	<b>12</b>

The Associate of Science in Fire Science degree program builds a foundation of the essential skills needed to work in the fire industry. By incorporating a comprehensive curriculum of fire prevention and fire protection, the program of study takes a multi-professional approach to policy integration and academic preparation in specialized fire service equipment and apparatus applications. This degree meets the educational needs of both those who desire to become firefighters and those currently employed in the field who are looking to advance their knowledge base.

This program of study is recognized by the Fire and Emergency Services Higher Education (FESHE) through the U. S. Fire Administration’s National Fire Academy (NFA). Upon completion of the program, students should be able to do the following:

1. Examine the impact of the history of fire service as it relates to current industry trends.
2. Analyze effective fire prevention methods utilized in fire science organizations and the community.
3. Apply effective fire protection practices and strategies to various scenarios.
4. Evaluate the principles of fire chemistry, fire behavior, and safety practices in the fire service industry.

**General Education Requirements ..... 21**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 21**

Course	Title	Credit Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 2303	Fire Behavior and Combustion	3

FIR 2304	Building Construction for Fire Protection	3
FIR 2305	Introduction to Fire Prevention	3
FIR 3305	Fire Protection Structure and Systems	3
FIR 3311	Legal Aspects of Fire Protection	3

**Program Electives ..... 6**

Select 2 courses from the following.

Course	Title	Credit Hours
FIR 3304	Fire Protection Hydraulics and Water Supply	3
FIR 3312	Fire Ground Tactics I	3
FIR 3306	Fire Prevention Organization and Management	3
FIR 3307	Community Risk Reduction for the Fire and Emergency Services	3

**Open Electives ..... 12**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

## AS, OCCUPATIONAL SAFETY AND HEALTH

<b>Total Program Requirements</b>	<b>60</b>
<b>General Education Requirements</b>	<b>21</b>
<i>Humanities and Fine Arts Group A</i>	<i>3</i>
<i>Humanities and Fine Arts Group A or B</i>	<i>3</i>
<i>Social and Behavioral Sciences / History</i>	<i>3</i>
<i>Natural Sciences</i>	<i>6</i>
<i>BIO 1301 and PHY 1301 are required</i>	
<i>Mathematics</i>	<i>3</i>
<i>MAT 1302 or higher is required</i>	
<i>English Composition</i>	<i>3</i>
<b>Major Requirements</b>	<b>18</b>
<b>Program Electives</b>	<b>9</b>
<b>Open Electives</b>	<b>12</b>

The Associate of Science in Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to function at the safety and health technician level in industry.

Upon completion of the program, students should be able to do the following:

1. Apply safety and health related theory and technology to real world situations.
2. Explain basic workplace hazard analysis and control technologies and processes.
3. Identify laws, regulations, and standards that apply to the field of occupational safety and health.
4. Examine the role of the safety and health technician within the organization and industry.

**General Education Requirements ..... 21**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 18**

Course	Title	Credit Hours
OSH 2301	Introduction to Workplace Safety	3
OSH 2302	Introduction to Regulatory Compliance	3
OSH 2303	Hazardous Materials Safety	3
OSH 2304	Introduction to Contractor Safety	3
OSH 2305	Fleet and Driver Safety	3
FIR 2302	Principles of Fire and Emergency Service Safety and Survival	3

**Program Electives ..... 9**

Choose 3 courses from the following.

Course	Title	Credit Hours
OSH 3301	Fundamentals of Occupational Safety and Health	3
OSH 3309	Training and Development	3
ENV 3301	Assessing Environmental Science	3
OSH 3310	Total Environmental Health and Safety Management	3
ENV 3306	Environmental Assessment	3
ENV 3307	Environmental Issues	3
OSH 3305	Industrial Ergonomics	3
ENV 3305	Hazardous Waste Management	3

**Open Electives ..... 12**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

# BS, CRIMINAL JUSTICE ADMINISTRATION

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>30 – 42</b>
<b>Concentration (optional)</b>	<b>12</b>

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

Upon completion of the program, students should be able to do the following:

1. Evaluate the impact of criminal justice theories in society.
2. Assess the interrelationship among courts, corrections, and law enforcement.
3. Analyze the influences of laws on the criminal justice system.
4. Assess the impact of the U.S. Constitution and Bill of Rights on laws.

## General Education Requirements ..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

## Major Requirements ..... 36

Course	Title	Credit Hours
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CMJ 2301	Introduction to Criminal Justice	3
CMJ 2305	Criminology	3
CMJ 3302	Introduction to Court Security	3
CMJ 3307	Victimology	3
CMJ 3304	Judicial Process	3
CMJ 3301	Criminal Law	3
CMJ 3305	Criminal Investigation	3
CMJ 3303	Criminal Evidence and Legal Issues	3
CMJ 3309	Constitutional Law for Criminal Justice	3
CMJ 4301	Police and Community Relations	3
CMJ 4302	Management and Supervision in Criminal Justice	3
CMJ 4303	Criminal Justice Organization and Administration	3

## Program Electives ..... 12

Select 4 courses from the following.

Course	Title	Credit Hours
CMJ 2302	Theory & Practices of Law Enforcement	3
CMJ 2303	Theory & Practices of Corrections	3
CMJ 2304	Juvenile Delinquency	3
CMJ 4306	Race and Ethnic Relations	3
HLS 2301	Introduction to Terrorism	3
HLS 4302	Cybersecurity Management	3
HLS 4303	Critical Infrastructure of Protection	3
HLS 3307	Typology of Terrorism	3
CMJ 3306	Probation and Parole	3

## Open Electives ..... 30-42

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 30 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## Concentration ..... 12

The following concentrations are available for this degree.

### Arson Investigation Concentration.....12

Provides the academic foundation for technical and scientific skills required of highly qualified investigators. Students acquire knowledge and experience from expert field practitioners on a variety of topics and skills in forensics, evidence collection, analysis, and fire behavior. Students who complete this concentration should be equipped to meet the requirements and demands of the fire investigation field. Upon completion of the concentration, students should be able to do the following:

1. Examine the chemistry of combustion and physical properties of fuel.
2. Analyze arson as a crime.

Course	Title	Credit Hours
FIR 2303	Fire Behavior and Combustion	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4314	Crime Scene, Forensics, and Evidence Collection	3
FIR 4315	Fire Investigation Technician	3

**Forensics Concentration ..... 12**

Designed to equip students to be successful in the ever-evolving forensics field. Students will apply the foundational concepts of forensics investigation to gain skillsets that will prepare them for advancement within their current and/or future criminal justice and public safety field. Upon completion of the concentration, students should be able to do the following:

1. Analyze forensic psychology as it relates to criminality.
2. Evaluate crime scene investigative procedures and reconstruction of criminal activity.

Course	Title	Credit Hours
FRN 2301	Introduction to Forensics Investigation	3
FRN 2302	Digital Forensics in the Courtroom	3
PSY 3307	Forensic Psychology	3
FRN 4303	Pathology of Death	3

Completion of Columbia Southern University’s Bachelor of Science in Criminal Justice degree program does not guarantee that a graduate will meet all requirements and/or qualifications to become a peace officer, law enforcement professional, or corrections officer at the international, national, state, or local level. Students are encouraged to research licensing and job requirements to ensure that he or she will be prepared for their desired career path.

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

**BS, EMERGENCY MEDICAL SERVICES ADMINISTRATION**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6

<b>Major Requirements</b>	<b>48</b>
<b>Open Electives</b>	<b>30-42</b>
<b>Concentration (Optional)</b>	<b>12</b>

*Note: The Mobile Integrated Healthcare concentration is not yet eligible for Veterans Benefits.*

The Bachelor of Science in Emergency Medical Services (EMS) Administration degree program presents the academic foundations for leadership and administration of EMS organizations. With a curriculum of leadership in EMS systems, EMS planning and development, and risk management practices in EMS, the program of study takes a multi-professional approach to administration of EMS organizations. The program also incorporates legal, political, and regulatory frameworks in EMS settings as well as a study of employee safety and healthy work environments.

Upon completion of the program, students should be able to do the following:

1. Analyze systems development and operations principles in emergency medical services (EMS).
2. Evaluate personnel management and staffing models in emergency medical services (EMS) systems.
3. Implement operating budgets for emergency and non-emergency transport emergency medical Services (EMS) systems.
4. Summarize legal and regulatory guidelines in emergency medical services (EMS) systems.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 48**

Course	Title	Credit Hours
EMS 3301	EMS Management	3
EMS 3302	EMS Planning and Development	3
EMS 2301	Anatomy and Physiology for EMS I	3
EMS 3303	EMS Operations and Personnel Management	3
EMS 2302	Anatomy and Physiology II	3
EMS 3305	Risk Management Practices in EMS	3
HCA 3306	Community Health	3
EMS 3306	Emergency Medical Communications	3
EMS 4301	Finance of EMS Systems	3
EMS 4302	Leadership in EMS Systems	3
EMS 4303	Legal, Political and Regulatory Environment of EMS	3
EMS 4304	Community Risk Reduction in EMS	3



EMS 4305	EMS Public Information and Community Relations	3
EMS 4306	EMS Roles During Emergencies and Disasters	3
EMS 4307	Research for the EMS Professional	3
EMS 4320	EMS System Design	3

EMS 4312	Community Health Program Management	3
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## BS, EMERGENCY MANAGEMENT

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>42</b>
<b>Open Electives</b>	<b>36</b>
<b>Concentration</b>	<b>12</b>

### Open Electives ..... 30-42

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 33 credit hours of open electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

### Concentration ..... 12

The following concentrations are available for this degree.

#### Emergency Medical Services (EMS)

##### Education Concentration ..... 12

Prepares students to design and manage EMS educational programs. This course of study combines the distinctive ethics, standards, and legal considerations associated with EMS education with pedagogical theory to provide the skills necessary to design and develop education in the EMS field. Upon completion of the concentration, students should be able to do the following:

1. Apply different learning theories to emergency medical services (EMS) training.
2. Design curricula for emergency medical services (EMS).

Course	Title	Credit Hours
EMS 3304	Foundations in EMS Education	3
EMS 3307	Course Design and Development for EMS	3
EMS 4309	Engaging Students and Knowledge Retention in EMS	3
EMS 4310	Creative Applications in the EMS Learning Environment	3

##### Mobile Integrated Health Concentration..... 12

Investigates the administrative and operational aspects of implementing a mobile integrated health (MIH) service line within an existing EMSA agency. Upon completion of the concentration, students should be able to do the following:

1. Develop processes for managing a mobile integrated health system.

Course	Title	Credit Hours
EMS 4308	Mobile Integrated Healthcare	3
EMS 3308	Risk Reduction in Community Health	3
EMS 4311	Community Evaluation and Resources	3

The Bachelor of Science in Emergency Management provides graduates with the foundational knowledge needed to address the current man-made and natural disaster threat assessments related to the emergency management field. Students within the program examine issues related to the disaster cycle that arise prior to, during, and after a disaster or emergency occurs in local, municipal, tribal, and governmental settings. Students who earn this degree may pursue a career in emergency management, homeland security, fire, crisis management, and/or other public or private corporations or organizations. Upon completion of the program, students should be able to do the following:

1. Examine the phases of the disaster cycle.
2. Explain the need for interagency collaboration during a disaster or emergency event.
3. Evaluate emergency management best practices.
4. Assess the sociological aspects of emergency management.

##### General Education Requirements..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

##### Major Requirements.....12

Course	Title	Credit Hours
EMG 3301	Introduction to Emergency Management	3
EMG 3308	Terrorism in Emergency Management	3
EMG 3305	Disaster Mitigation and Preparedness	3
EMG 3306	Disaster Response and Recovery	3
EMG 3307	Special Operations	3
EMG 4301	Interagency Disaster Management	3
HLS 3305	Disaster Planning and Management	3

LDR 3301	Leadership	3
LDR 3302	Organizational Theory and Behavior	3
EMG 4302	Incident Command in Emergency and Disaster Management	3
MGT 4304	Risk Management	3
EMG 4303	Socio-Psychological Nature of Emergency Management	3
COM 2301	Professional Communication	3
EMG 4320	Capstone in Emergency Management	3

**Open Electives ..... 36**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

Students must select one of the following concentrations.

**Environmental Science Concentration ..... 12**

Provides students an opportunity to explore environmental science and sustainability concepts that include a focus on hazardous waste management, current and future energy concerns, and social perspectives on environmental issues.

1. Discuss environmental topics from multiple perspectives.
2. Explain the relationship between environmental issues and sustainability.

Course	Title	Credit Hours
ENV 3301	Assessing Environmental Science	3
ENV 3305	Hazardous Waste Management	3
ENV 3307	Environmental Issues	3
ENV 3308	Introduction to Sustainability	3

**Fire Science Concentration ..... 12**

Provides students with specialized curricula focused on fire-safety and survival technology applicable for individuals who work or plan to work in fields requiring specialized knowledge in fire-related hazards and prevention methods.

Upon completion of the concentration, students should be able to do the following:

1. Interpret fire safety codes.
2. Examine fire prevention and protection technologies as they relate to emergency management.

Course	Title	Credit Hours
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 3307	Community Risk Reduction for the Fire	

	and Emergency Services	3
FIR 3311	Legal Aspects of Emergency Services	3
FIR 4313	Terrorism Incident Management and Emergency Procedures	3

**Homeland Security .....12**

Focuses on the application competencies associated with the homeland security role within the emergency management field. Students acquire knowledge and experience from expert field practitioners by focusing on topics related to terrorism, weapons of mass destruction, and cybersecurity management.

Upon completion of the concentration, students should be able to do the following:

1. Analyze the historical impact of terrorism on current and future terrorism incidents.
2. Evaluate best practices that minimize potential cybersecurity vulnerabilities.

Course	Title	Credit Hours
HLS 2301	Introduction to Terrorism	3
HLS 3301	Weapons of Mass Destruction	3
HLS 3307	Typology of Terrorism	3
HLS 4302	Cybersecurity Management	3

**Occupational Safety and Health Concentration ...12**

Provides students the opportunity to explore the intricacies of occupational safety and health through recognition of OSHA standards, safety management process, and hazardous materials safety procedures. Upon completion of the concentration, students should be able to do the following:

1. Examine safety and health-related standards and processes.

Course	Title	Credit Hours
OSH 2301	Introduction to OSH	3
OSH 2303	Hazardous Materials and Safety	3
OSH 4301	OSHA Standards	3
OSH 4304	Process Safety Management	3

**BS, ENVIRONMENTAL MANAGEMENT**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>BIO 1301 and CHM 1301 are required</i>	
<i>Mathematics</i>	3

<i>MAT 1302 or higher is required</i>	
History	3
English Composition	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>30-42</b>
<b>Concentration (optional)</b>	<b>12</b>

Note: The Energy and Land Use Management concentration is not yet eligible for Veterans benefits.

The Bachelor of Science in Environmental Management degree program provides students with a flexible, relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in environmental theory and technology necessary to function at the environmental professional level in industry.

Upon completion of the program, students should be able to do the following:

1. Apply theory and technology in dealing with and addressing environmental issues.
2. Investigate mitigation or remediation strategies for environmental hazards.
3. Evaluate environmentally based, best management practices.
4. Develop team-based approaches for dealing with environmental issues.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 36**

Course	Title	Credit Hours
ENV 3301	Assessing Environmental Science	3
ENV 3307	Environmental Issues	3
ENV 3302	Environmental Law	3
OSH 2301	Introduction to Workplace Safety	3
OSH 3301	Fundamentals of Occupational Safety and Health	3
ENV 3305	Hazardous Waste Management	3
ENV 3306	Environmental Assessment	3
ENV 3304	Air Quality	3
ENV 3303	Waste Management	3
ENV 4301	Pollution Prevention	3
OSH 3308	Interactions of Hazardous Materials	3
OSH 4302	Toxicology	3

**Program Electives ..... 12**

To fulfill program electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements.

Select 4 courses from the following.

Course	Title	Credit Hours
OSH 3302	Legal Aspects of Safety and Health	3
ENV 4302	Environmental Strategies	3
OSH 3309	Training and Development	3
OSH 3310	Total Environmental Health and Safety Management	3
OSH 4306	Risk Management	3
OSH 4305	Accident Investigation	3
ENV 4303	Environmental Technology	3

**Open Electives ..... 30-42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If the concentration is completed, only 30 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

The following concentration is available for this degree.

**Energy and Land Use Management**

**Concentration.....12**

Provides students with an opportunity to examine sustainable strategies for land and energy management with special emphasis on energy policy, geographic information systems (GIS) applications, and the land use regulatory environment. Upon completion of the program, students should be able to do the following:

1. Examine sustainable strategies for land use and energy management.

Course	Title	Credit Hours
ENV 3309	Energy and the Environment	3
ENV 4306	Energy Policy	3
ENV 4307	Land Use and Environmental Policy	3
ENV 4305	GIS Principles and Environmental Applications	3

**Sustainability Concentration.....12**

Provides environmental management students with a background in the field of sustainability that includes a focus on both environmental and social issues tied to sustainability. Provides useful learning opportunities for individuals with sustainability-related job responsibilities. Upon completion of the concentration, students should be able to do the following:

- Evaluate environmental issues as they relate to sustainability.
- Examine sustainability from a social perspective.

Course	Title	Credit Hours
ENV 3308	Introduction to Sustainability	3
ENV 4302	Environmental Strategies	3
ENV 4304	Environmental Aspects of Sustainability	3
ENV 4305	Social Aspects of Sustainability	3

## BS, FIRE ADMINISTRATION

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	3
<i>Humanities and Fine Arts Group A or B</i>	3
<i>Social and Behavioral Sciences</i>	6
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>30 – 42</b>
<b>Concentration (optional)</b>	<b>12</b>

The Bachelor of Science in Fire Administration degree program presents the academic foundations for leadership and administration of fire service organizations. The curriculum follows the FESHE-modeled, multi-disciplinary approach, incorporating fire administration, community risk reduction and tactical fireground considerations. The program also encompasses legal frameworks to applied fire service settings as well as a study of employee safety and healthy work environments.

This program of study is recognized by the Fire and Emergency Services Higher Education (FESHE) through the U. S. Fire Administration’s National Fire Academy (NFA). Upon completion of the program, students should be able to do the following:

- Evaluate industry standard administrative techniques as they relate to organizational management in fire service settings.
- Synthesize community risk reduction methods related to the fire service.
- Analyze cultural human behavior that can affect fire science organizations.
- Analyze various principles of fire chemistry and fire dynamics and their impacts on emergency situations.

## General Education Requirements ..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

## Major Requirements ..... 36

Course	Title	Credit Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
FIR 2303	Fire Behavior and Combustion	3
FIR 2304	Building Construction for Fire Protection	3
FIR 2305	Introduction to Fire Prevention	3
FIR 3305	Fire Protection Structures and Systems	3
FIR 3306	Fire Prevention Organization and Management	3
FIR 3307	Community Risk Reduction for the Fire and Emergency Services	3
FIR 4301	Political and Legal Foundations of Fire Protection	3
FIR 4302	Fire Service Personnel Management	3
FIR 4303	Fire and Emergency Services	3
FIR 4308	Applications in Fire Research	3

## Program Electives ..... 12

Select 4 courses from the following

Course	Title	Credit Hours
FIR 3304	Fire Protection Hydraulics and Water Supply	3
FIR 3312	Fire Ground Tactics	3
FIR 4311	Fire Prevention and Code Enforcement	3
FIR 4306	Human Behavior in Fire	3
FIR 4304	Fire Dynamics	3
FIR 3311	Legal Aspects of Emergency Services	3
FIR 4312	Management of Fire Incident Command Systems	3
FIR 4313	Terrorism Incident Management and Emergency Procedures	3

## Open Electives .....30-42

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 30 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## Concentration ..... 12

The following concentration is available for this degree.

### Fire Investigation Concentration .....12

Provides the academic foundation for technical and scientific skills required of highly qualified investigators. Students acquire knowledge and experience from expert field

practitioners on a variety of topics and skills in forensics, evidence collection, analysis, and judicial process. Students who complete this concentration will be equipped to meet the requirements and demands of the fire investigation field. Upon completion of the program, students should be able to do the following:

1. Examine the chemistry of combustion and physical properties of fuel.
2. Analyze arson as a crime.

Course	Title	Credit Hours
CMJ 3301	Criminal Law	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4314	Crime Scene, Forensics, and Evidence Collection	3
FIR 4315	Fire Investigation Technician	3

*Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.*

## BS, FORENSIC INVESTIGATION

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
Humanities and Fine Arts – Group A	3
Humanities and Fine Arts – Group A or B	3
Social and Behavioral Sciences	6
<i>PSY 1301 is required</i>	
Natural Sciences	6
Mathematics	3
History	3
English Composition	6
<b>Major Requirements</b>	<b>42</b>
<b>Program Electives</b>	<b>9</b>
<b>Open Electives</b>	<b>39</b>

The Bachelor of Science Degree in Forensic Investigation prepares individuals for a career in which they will assist law enforcement or other emergency management agencies in the recognition, collection, and preservation of evidence. Specifically, students will learn about the role of forensics in criminal investigation, forensic techniques, the impact of psychology within forensics, and ways in which criminal and civil laws govern the collection, preservation, and admissibility of evidence. Upon completion of the program, students should be able to do the following:

1. Examine the application of forensic analysis of crime scenes and evidence in criminal justice investigative processes.

2. Analyze forensic techniques to criminal investigations.
3. Explain the impact of external disciplines on the forensic field.
4. Assess how criminal and civil laws govern evidence of crime scenes.

### General Education Requirements..... 30

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

### Major Requirements..... 42

Course	Title	Credit Hours
CMJ 2301	Introduction to Criminal Justice	3
FRN 2301	Introduction to Forensic Investigation	3
CMJ 2302	Theory and Practices of Law Enforcement	3
CMJ 2305	Criminology	3
FRN 2302	Digital Forensics and the Courtroom	3
CMJ 3302	Introduction to Court Security	3
CMJ 3305	Criminal Investigation	3
CMJ 3303	Criminal Evidence and Legal Issues	3
ITC 4305	Internet and Network Security	3
FIR 4305	Fire Investigation and Analysis	3
PSY 3307	Forensic Psychology	3
FRN 4301	Principles of Digital Forensics	3
FRN 4303	Pathology of Death	3
FIR 4314	Crime Scene, Forensics, and Evidence Collection	3

### Program Electives ..... 9

Select 3 courses from the following

Course	Title	Credit Hours
HLS 2301	Introduction to Terrorism	3
CMJ 3304	Judicial Process	3
CMJ 3307	Victimology	3
CMJ 4306	Race and Ethic Relations	3
CYB 4304	Cyber Security Law and Policy	3
CMJ 3301	Criminal Law	3

### Open Electives..... 39

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

## BS, HOMELAND SECURITY

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
Humanities and Fine Arts Group A	3
Humanities and Fine Arts Group A or B	3

<i>Social and Behavioral Sciences</i>	6
<i>PSY 1301 is required</i>	
<i>Natural Sciences</i>	6
<i>Mathematics</i>	3
<i>History</i>	3
<i>English Composition</i>	6
<b>Major Requirements</b>	<b>36</b>
<b>Program Electives</b>	<b>12</b>
<b>Open Electives</b>	<b>42</b>

The Bachelor of Science in Homeland Security degree program presents an academic foundation that prepares graduates to lead efforts to achieve a safe, secure, and resilient homeland through a program of study that includes counter terrorism, border management, immigration, cyber networks, critical infrastructure, and disaster resilience.

Students who earn this degree may pursue careers in homeland security, law enforcement, emergency management, information security, business continuity, crisis management, and other public or private security roles.

Upon completion of the program, students should be able to do the following:

1. Analyze the historical impact of terrorism.
2. Assess Weapons of Mass Destruction (WMD) counterterrorism strategies.
3. Develop homeland security methodologies.
4. Prescribe tactical response options that align with available resources to determine jurisdictional procedures.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 36**

Course	Title	Credit Hours
HLS 2301	Introduction to Terrorism	3
HLS 3301	Weapons of Mass Destruction	3
HLS 3302	American Homeland Security	3
HLS 3303	Terrorism Response Operations	3
HLS 3304	Ethical and Legal Issues in Homeland Security	3
HLS 3307	Typology of Terrorism	3
HLS 3305	Disaster Planning and Management	3
HLS 3306	Homeland Security Technology	3
HLS 4301	Preparedness and Response Partners	3
HLS 4302	Cybersecurity Management	3
HLS 4303	Critical Infrastructure Protection	3
HLS 4320	Homeland Security Capstone	3

**Program Electives ..... 12**

Select 4 courses from the following.

Course	Title	Credit Hours
CMJ 2301	Introduction to Criminal Justice	3
HLS 2302	Introduction to Physical Security	3
HLS 3308	Special Topics in Homeland Security	3
CMJ 4306	Race and Ethnic Relations	3
HLS 4304	Intelligence Process	3
PSY 3302	Social Psychology	3

**Open Electives ..... 42**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. Students can review all available courses at our full course listing. Students are strongly encouraged to speak to their academic advisor prior to choosing open elective options.

**BS, OCCUPATIONAL SAFETY AND HEALTH**

<b>Total Program Requirements</b>	<b>120</b>
<b>General Education Requirements</b>	<b>30</b>
<i>Humanities and Fine Arts Group A</i>	
	3
<i>Humanities and Fine Arts Group A or B</i>	
	3
<i>Social and Behavioral Sciences</i>	
	3
<i>Natural Sciences</i>	
	9
<i>BIO 1301, CHM 1301, and PHY 1301 are required</i>	
<i>Mathematics</i>	
	3
<i>MAT 1302 or higher is required</i>	
<i>History</i>	
	3
<i>English Composition</i>	
	6
<b>Major Requirements</b>	<b>39</b>
<b>Program Electives</b>	<b>18</b>
<b>Open Electives</b>	<b>21 – 33</b>
<b>Concentration (optional)</b>	<b>12</b>

*Note: The Energy and Land Use Management concentration is not yet eligible for Veterans Benefits.*

The Bachelor of Science in Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to function at the safety and health professional level in industry. This degree program has been identified as Qualified Academic Program (QAP) by the Board of Certified Safety Professionals (BCSP). Individuals who graduate with a BS in the current program may apply to the BCSP for their Graduate Safety Practitioner (GSP) designation. This designation will allow graduates to obtain a waiver for the Associate Safety Professional (ASP) examination requirement in pursuit of their Certified Safety Professional (CSP) designation. Upon

completion of the program, students should be able to do the following:

1. Apply safety and health related theory and technology.
2. Analyze workplaces to identify occupational hazards.
3. Formulate solutions to control occupational hazards.
4. Develop team-based approaches to minimize occupational hazards.

**General Education Requirements ..... 30**

Please refer to the General Education Curriculum section in this catalog for a list of courses that satisfy the General Education requirements.

**Major Requirements ..... 39**

Course	Title	Credit Hours
OSH 2301	Introduction to Workplace Safety	3
OSH 3301	Fundamentals of Occupational Safety and Health	3
OSH 4301	OSHA Standards	3
OSH 3302	Legal Aspects of Safety and Health	3
OSH 3305	Industrial Ergonomics	3
OSH 3304	Construction Safety	3
FIR 4311	Fire Prevention and Code Enforcement	3
OSH 3308	Interactions of Hazardous Materials	3
OSH 4303	Industrial Hygiene	3
OSH 4302	Toxicology	3
OSH 3310	Total Environmental, Health, and Safety Management	3
ENV 4303	Environmental Technology	3
OSH 4308	Advanced Concepts in Occupational Safety and Health	3

**Program Electives ..... 18**

Choose 6 courses from the following.

Course	Title	Credit Hours
OSH 2304	Introduction to Contractor Safety	3
OSH 2302	Introduction to Regulatory Compliance	3
OSH 2303	Hazardous Materials Safety	3
FIR 2302	Principles of Fire and Emergency Service Safety and Survival	3
OSH 4305	Accident Investigation	3
OSH 4306	Risk Management	3
OSH 2305	Fleet and Driver Safety	3
OSH 3309	Training and Development	3
ENV 3301	Assessing Environmental Science	3
OSH 4304	Process Safety Management	3

**Open Electives ..... 21-33**

To fulfill open electives, students may choose any course not used to satisfy program requirements, taking into consideration the degree program upper-level requirements. If a concentration is completed, only 21 credit hours of electives are required. Students can review all available courses at our full course listing. Students are strongly

encouraged to speak to their academic advisor prior to choosing open elective options.

**Concentration ..... 12**

The following concentrations are available for this degree.

**Construction Safety Concentration .....12**

Provides students with an opportunity to combine a solid general safety curriculum with an in-depth focus on construction safety and health. The concentration prepares students to navigate the unique hazards found at construction sites and constantly changing work environments. Upon completion of the program, students should be able to do the following:

1. Evaluate hazards commonly present at construction sites.
2. Formulate strategies to control construction hazards.

Course	Title	Credit Hours
OSH 2304	Introduction to Contractor Safety	3
OSH 4306	Risk Management	3
OSH 3311	Construction Safety and Health Management	3
OHS 4310	Special Topics in Construction Safety	3

**Energy and Land Use Management**

**Concentration.....12**

Provides students with an opportunity to examine sustainable strategies for land and energy management with special emphasis on energy policy, geographic information systems (GIS) applications, and the land use regulatory environment. Upon completion of the program, students should be able to do the following:

1. Examine sustainable strategies for land use and energy management.

Course	Title	Semester Hours
ENV 3309	Energy and the Environment	3
ENV 4306	Energy Policy	3
ENV 4307	Land Use and Environmental Policy	3
ENV 4305	GIS Principles and Environmental Applications	3

**Fire Science Concentration .....12**

Provides students with specialized curriculum focused on fire-related theory and technology applicable for individuals who work or plan to work in fields or industries requiring specialized knowledge in fire-related hazards and prevention methods. Upon completion of the program, students should be able to do the following:

1. Interpret fire safety codes.
2. Examine fire prevention and protection technologies as they relate to industrial facilities.

Course	Title	Credit Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3311	Legal Aspects of Emergency Services	3
FIR 4305	Fire Investigation and Analysis	3
FIR 4313	Terrorism Incident Management and Emergency Procedures	3

**Oil and Gas Concentration ..... 12**

Provides students with an opportunity to combine a general safety curriculum with an in-depth focus on safety and health in the oil and gas industry. This program of study prepares students to deal with the unique hazards commonly found in the oil and gas industry. The concentration is also beneficial for safety careers in the petro-chemical industry. Upon completion of the program, students should be able to do the following:

1. Evaluate hazards commonly present at oil and gas sites and facilities.
2. Examine strategies to control hazards common to the oil and gas industry.

Course	Title	Credit Hours
OSH 3312	Safety and Health in the Oil and Gas Industry	3
OSH 4304	Process Safety Management	3
OSH 4306	Risk Management	3
OSH 4305	Accident Investigation	3

**Sustainability Concentration..... 12**

Provides students with a helpful background in the field of sustainability to include a focus on both environmental and social issues tied to sustainability. The program will help provide useful learning opportunities for individuals who are required to take on responsibilities related to sustainability in their jobs. Upon completion of the concentration, students should be able to do the following:

1. Evaluate environmental issues as they relate to sustainability.
2. Examine sustainability from a social perspective.

Course	Title	Credit Hours
ENV 3308	Introduction to Sustainability	3
ENV 4302	Environmental Strategies	3
ENV 4304	Environmental Aspects of Sustainability	3
ENV 4305	Social Aspects of Sustainability	3

**MS, CRIMINAL JUSTICE ADMINISTRATION**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	36

The Master of Science in Criminal Justice Administration degree program provides a post-baccalaureate education to criminal justice professionals. The program of study develops the student’s ability to analyze, comprehend, and resolve the complex problems confronting the criminal justice system. Upon completion of the program, students should be able to do the following:

1. Explain how criminal justice theories and technologies impact the commission and solution of crime.
2. Evaluate criminal justice strategies, policies, and procedures to determine best practices.
3. Analyze research methodologies, training, and development techniques that result in effective management of criminal justice programs.
4. Examine causes, methods, and criminal justice agency counteractions to terrorism.

**Major Requirements..... 36**

Course	Title	Credit Hours
CMJ 5301	Theory of Crime and Criminology	3
CMJ 5302	Adult and Juvenile Correctional Systems	3
CMJ 5303	Multiculturalism, Diversity and Ethics	3
CMJ 5304	Comparative Criminal Justice	3
CMJ 5305	Critical Analysis of Criminal Justice Administration	3
CMJ 5306	Research Methods in Criminal Justice Administration	3
PUA 5305	Public Finance and Budgeting	3
CMJ 6301	Constitutional Law for Criminal Justice	3
CMJ 6302	Seminar in Crime	3
CMJ 6303	Forensics Intelligence Analysis	3
CMJ 6304	Global Terrorism	3
CMJ 6320	Graduate Capstone in Criminal Justice	3

Massachusetts Civil Service Disclosure: Students and prospective students who reside in a city or county that uses Massachusetts Civil Service for promotion should contact the Civil Service to determine eligibility to sit for promotional exams. Civil Service is a merit system under which state and municipal employees of police and fire departments may be hired and promoted.

**MS, EMERGENCY SERVICES MANAGEMENT**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	36

The Master of Science in Emergency Services Management degree program emphasizes the development of managerial and communication skills which students will need when operating within the field. The curriculum presents a comprehensive foundation of the disaster cycle, as well as establishes a broad basis for the background, components,



stakeholders, and systems involved in the management of disasters and other man-made or natural emergencies. Upon completion of the program, students should be able to do the following:

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.
2. Apply best practices to real-world situations involving management in emergency services management.
3. Analyze the inter-organizational roles required within emergency management legal constructs.
4. Demonstrate effective emergency management communications using a variety of media.

**Major Requirements ..... 36**

Course	Title	Credit Hours
EMG 6301	Emergency Management	3
EMG 6305	Emergency Management Leadership and Decision Making	3
HLS 6302	Homeland Security	3
EMG 5303	Interagency Disaster Management	3
CMJ 5301	Theory of Crime and Criminology	3
EMG 6302	Risk Management	3
HLS 5301	Advanced Seminar in Weapons of Mass Destruction	3
CMJ 6304	Global Terrorism	3
EMG 5301	Legal Aspects of Emergency Services Management	3
FIR 5302	Advanced Fire Administration	3
OSH 5305	Advanced Interactions of Hazardous Materials	3
EMG 6320	Case Studies in Natural Catastrophes and Man-Made Disasters	3

**MS, FIRE EXECUTIVE LEADERSHIP**

<b>Total Program Requirements</b>	<b>36</b>
Major Requirements	24
Concentration	12

The Master of Science in Fire Executive Leadership degree provides students with a flexible, relevant, and current curriculum applicable to the fire and emergency services fields today. The program emphasizes the development of a progressive and innovative leader by establishing the ability to build and foster productive teams on topics such as labor management, emergency management, and community risk reduction. Students who earn a Master of Science in Fire Executive Leadership from Columbia Southern University will be prepared to become advanced leaders within the fields of fire and other related emergency services. Upon completion of the program, students should be able to do the following:

1. Develop ways to build dynamic teams focused on community risk assessments.
2. Assess the impact of psychology on leadership roles within the field.
3. Incorporate technology into best practice approaches within the fire and emergency medical services.
4. Incorporate leadership practices into emergency scenarios.

**Major Requirements..... 24**

Course	Title	Credit Hours
FIR 5301	Fire Protection Technology	3
FIR 5302	Advanced Fire Administration	3
PUA 5302	Public Administration Ethics	3
FIR 6301	The Fire/Rescue Executive’s Role in Community Risk Reduction	3
LDR 6301	Psychological Foundations of Leadership	3
FIR 6302	The Fire/Rescue Executive’s in Emergency Management	3
MGT 6303	Project Stakeholders	3
FIR 6303	Executive Leadership for Fire/Rescue Officers	3

**Concentration ..... 12**

The following concentrations are available for this degree.

**Emergency Services Management Concentration 12**

The Emergency Services Management concentration is created for public managers interested in working as emergency disaster planners or emergency public managers. Students gain skills for effective and ethical, management-level decision making. Prepares managers to respond to problems inherent in public organizations in order to address and minimize risk to both responders and the public. Upon completion of the program, students should be able to do the following:

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.

Course	Title	Credit Hours
EMG 6305	Emergency Management Leadership and Decision Making	3
EMG 5303	Interagency Disaster Management	3
EMG 5301	Legal Aspects of Emergency Services Management	3
EMG 6320	Risk Management	3

**Human Resource Management Concentration.....12**

The Human Resource Management concentration equips students with the skills, knowledge and competencies required to manage and perform sound human resource management practices effectively. Upon completion of the program, students should be able to do the following:

1. Analyze trends in human resource training and development.

Course	Title	Credit Hours
HRM 6302	Employment Law	3
HRM 6303	Training and Development	3
HRM 6304	Labor Relations and Collective Bargaining	3
HRM 6305	Compensation Management	3

**Occupational Safety and Health Concentration... 12**

The Occupational Safety and Health concentration provides students with an in-depth examination of occupational safety and health theory along with strategies that can be applied in occupational settings to help control workplace hazards. Upon completion of the program, students should be able to do the following:

1. Formulate strategies for controlling hazards in the workplace.

Course	Title	Credit Hours
OSH 5301	Safety and Accident Prevention	3
OSH 6302	Advanced Industrial Hygiene	3
OSH 6304	Integrated Safety Management Systems	3
OSH 6303	System Safety Engineering	3

**Public Administration Concentration ..... 12**

This Public Administration concentration prepares students with the leadership, planning, and budgeting skills they need to effectively develop, implement, and manage public programs. Analyze trends in human resource training and development:

1. Apply public theory to solving public issues.

Course	Title	Credit Hours
PUA 5301	Administration of Public Institutions	3
PUA 5305	Public Finance and Budgeting	3
PUA 5306	Public Policy	3
PUA 5307	Strategic Planning	3

**MS, HOMELAND SECURITY**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>24</i>
<i>Concentration</i>	<i>12</i>

The Master of Science Homeland Security covers a wide range of advanced homeland security topics, including global terrorism, advanced theory and research, intelligence analysis, and weapons of mass destruction. Students complete a capstone course that draws upon knowledge gained throughout the program of study. Students who earn a MSHLS from Columbia Southern University will be prepared to be

leaders within the fields of homeland security, public safety, law enforcement, emergency management, and various military occupations. Upon completion of the program, students should be able to do the following:

1. Evaluate homeland security measures and strategies.
2. Develop advanced homeland security counterterrorism approaches.
3. Evaluate 21st Century homeland security challenges.
4. Apply theory and research methods to homeland security policies.

**Major Requirements..... 24**

Course	Title	Credit Hours
CMJ 5301	Theory of Crime and Criminology	3
HLS 5301	Advanced Seminar in Weapons of Mass Destruction	3
RCH 5301	Research Methods	3
HLS 6302	Homeland Security	3
HLS 6301	Advanced Special Topics in Homeland Security	3
CMJ 6303	Forensics Intelligence Analysis	3
CMJ 6304	Global Terrorism	3
HLS 6320	Graduate Capstone in Homeland Security	3

**Concentration ..... 12**

Students must select one of the following concentrations.

**Criminal Justice Concentration .....12**

Created for professionals working in law enforcement and seeking to improve analytical and problem-solving skills. Prepares students for career advancements in agencies within the federal, state and local law enforcement sectors. Upon completion of the program, students should be able to do the following:

1. Analyze U.S. Constitutional Law as it relates to practitioners in the criminal justice field.
2. Evaluate current trends in the field of criminal justice.

Course	Title	Credit Hours
CMJ 5302	Adult and Juvenile Correctional Systems	3
CMJ 5305	Critical Analysis of Criminal Justice Administration	3
CMJ 6301	Constitutional Law for Criminal Justice	3
CMJ 6302	Seminar in Crime	3

**Emergency Services Management Concentration 12**

Created for professionals interested in working and/or advancing within the emergency services management field. Students gain skills for effective and ethical management-level decision-making. Prepares students to respond to problems inherent in public, private or governmental organizations in

order to address and minimize risk to both responders and the public. Upon completion of the program, students should be able to do the following:

1. Analyze the theoretical and practical concepts surrounding the disaster cycle within the emergency services field.

Course	Title	Credit Hours
EMG 6305	Emergency Management Leadership and Decision Making	3
EMG 5301	Legal Aspects of Emergency Services Management	3
EMG 5303	Interagency Disaster Management	3
EMG 6302	Risk Management	3

**Management Concentration ..... 12**

The Management concentration is designed to prepare students to efficiently manage an organization, department or division within an organization. The courses will develop skills including managerial level data-driven decision-making, critical thinking, and effective organizational communications. Upon completion of the program, students should be able to do the following:

1. Develop processes that influence the control and management of organizations.
2. Apply data-driven decision-making within an organization.

Course	Title	Credit Hours
BUS 5302	Strategic Management and Business Policy	3
LDR 5302	Crisis Communication Management	3
ITC 5301	Management Information Systems	3
MGT 6304	Managing Complex Projects	3

**MS, INSTRUCTIONAL DESIGN AND TECHNOLOGY**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>36</i>

Columbia Southern University’s online Master of Science in Instructional Design and Technology focuses on the design, development, and evaluation of instructional solutions and materials that integrate learning technology to appropriate, workable learning solutions. The program incorporates active, applied learning experiences that help students master the technical, pedagogical, project, and program management skills to successfully design and develop engaging learning experiences. Graduates of the program will be prepared to work as instructional designers, curriculum developers or coordinators, eLearning designers and architects, and trainers

in various sectors including non-profits, corporations, healthcare, military organizations, and higher education. Upon completion of the program, students should be able to do the following:

5. Develop engaging learning environments for diverse learning styles.
6. Model a systematic, theory-based approach in the design and development of digital instruction tailored for various learning environments.
7. Recommend research-based improvements for instructional programs.
8. Synthesize core project management principles and personal leadership styles to manage highly engaged, entrepreneurial teams.

**Major Requirements ..... 36**

Course	Title	Credit Hours
IDT 5301	Learning Theories for Instruction	3
IDT 5302	Instructional Design and Technology	3
IDT 5303	Online Learning and Learning Management Systems	3
IDT 5304	Digital Media	3
BUS 5301	Strategic Entrepreneurship and Innovation	3
MGT 6302	Project Management Strategy and Tactics	3
HRM 6303	Training and Development	3
IDT 5305	Digital and Emerging Technology Strategies	3
EDU 5301	Adults as Learners	3
EDU 5302	Personal Leadership Skills & Team Building	3
EDU 6301	Assessment, Learning, and Action Research	3
IDT 6320	Program Evaluation	3

**MS, OCCUPATIONAL SAFETY AND HEALTH**

<b>Total Program Requirements</b>	<b>36</b>
<i>Major Requirements</i>	<i>24</i>
<i>Concentration</i>	<i>12</i>

The Master of Science in Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in safety and health theory and technology necessary to lead and oversee the occupational safety and health efforts of a medium to large organization.

This degree program has been identified as Qualified Academic Program (QAP) by the Board of Certified Safety Professionals (BCSP). Individuals who graduate with a MS in the current program may apply to the BCSP for their Graduate Safety Practitioner (GSP) designation. This designation will allow graduates to obtain a waiver for the Associate Safety

Professional (ASP) examination requirement in pursuit of their Certified Safety Professional (CSP) designation. Upon completion of the program, students should be able to do the following:

1. Recommend sound management solutions for occupational safety and health related issues.
2. Formulate expert input for addressing safety and health related matters.
3. Develop effective strategies for workplace analysis and hazard prevention and control processes.
4. Develop team-based implementation approaches for occupational safety and health related endeavors.

**Major Requirements ..... 24**

Course	Title	Credit Hours
OSH 5301	Safety and Accident Prevention	3
FIR 5301	Fire Protection Technology	3
HRM 6303	Training and Development	3
OSH 6302	Advanced Industrial Hygiene	3
OSH 5303	Advanced Toxicology	3
OSH 6301	Advanced Ergonomics	3
RCH 5301	Research Methods	3
OSH 5302	Safety Engineering	3

**Concentration ..... 12**

The following concentrations are available for this degree.

**General Concentration..... 12**

Designed for students to meet their specific educational goals and enhance their career opportunities.

Course	Title	Credit Hours
EMG 6301	Emergency Management	3
OSH 6304	Integrated Safety Management Systems	3
PHI 6301	Business Ethics	3
OSH 6303	System Safety Engineering	3

**Environmental Management Concentration ..... 12**

Provides students with relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in environmental safety and health theory and technology, as well as advanced coursework in environmental management necessary to lead and oversee occupational safety and health and environmental compliance efforts. Upon completion of the program, students should be able to do the following:

1. Apply appropriate technologies in addressing complex environmental problems.

Course	Title	Credit Hours
ENV 5301	Industrial and Hazardous Waste Management	3
ENV 5302	Solid Waste Management	3

ENV 6302	Advanced Air Quality Control	3
ENV 6301	Advanced Pollution Prevention	3

**DOCTOR OF EMERGENCY MANAGEMENT**

The Doctor of Emergency Management (DEM) will provide graduates an opportunity to focus on cutting edge emergency management -related industry trends, topics, and research. The program emphasizes theoretical and practical emergency management leadership components and serves as a basis to foster learner research and development as industry experts and practitioners in the field. Graduates from the DEM program will be prepared to contribute new knowledge in the field of emergency management as scholar-practitioners. Upon completion of the program, students should be able to do the following:

1. Analyze data to support emergency management decision-making processes.
2. Recommend solutions to complex emergency management related problems.
3. Design evidence-based research in the field of emergency management.
4. Integrate theoretical frameworks to address current emergency management issues.

Graduates will successfully complete a minimum of 61 credit hours and dissertation research courses as outlined below.

**Major Requirements.....46**

Course	Title	Credit Hours
ORI 7100	Doctoral Orientation	1
RCH 7301	Critical Thinking for Doctoral Learners	3
BUS 8302	Strategic Management and Planning	3
EMG 7301	Managing Homeland Security	3
EMG 7302	Advanced Emergency Management	3
EMG 7303	Theory and Practice in Emergency Management	3
EMG 8301	Psychosocial Aspects of Emergency Management	3
EMG 8302	Disaster Preparedness and Planning	3
EMG 8303	Advanced Special Topics in Emergency Management	3
EMG 8305	Disaster Response Operations and Recovery	3
MGT 7301	Organizational Behavior and Comparative Management	3
RCH 7302	Doctoral Writing and Inquiry into Research	3
RCH 8301	Doctoral Research Methods	3
RCH 8303	Quantitative Data Analysis	3
RCH 8305	Applied Research in Safety and Emergency Services	3

RCH 8307 The Doctoral Research Study Journey 3

**Dissertation..... 15**

Doctoral students are required to complete a dissertation and defend their research before a committee and University representatives, which may take place at a distance through audio/visual means. No degree shall be awarded without majority of committee approval. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

To satisfy the requirements of the program, students must successfully complete a minimum of 15 credit hours of dissertation research courses. Each course is 1 Credit Hour. Students must communicate regularly with the dissertation chair regarding the completion of these semester hours.

**DST 9101 through DST 9115, Doctoral Research Study / Applied Dissertation** – 1 Credit Hour each.

**DOCTOR OF OCCUPATIONAL SAFETY AND HEALTH**

The Doctor of Occupational Safety and Health degree program provides students with a flexible, relevant, and current curriculum that provides a foundation for students to expand their theoretical knowledge and skills in the field of occupational safety and health. Program components offer students opportunities to expand investigative skills and perform data analysis. Graduates are prepared to contribute new knowledge in the field of occupational safety and health. Upon completion of the program, students should be able to do the following:

1. Analyze research results to support safety management decision-making processes.
2. Recommend solutions to complex occupational safety and health related problems.
3. Conduct ethical research in the field of occupational safety and health (OSH).
4. Integrate theoretical frameworks to address current occupational safety and health (OSH) issues.

Graduates will successfully complete a minimum of 61 credit hours and dissertation research courses as outlined below.

**Major Requirements ..... 46**

Course	Title	Credit Hours
ORI 7100	Doctoral Orientation	1
OSH 7301	Research in Industry Safety	3
RCH 7302	Doctoral Writing and Inquiry into Research	3
OSH 7302	Environmental and Safety Management Systems	3

MGT 7301	Organizational Behavior and Comparative Management	3
OSH 7303	Research in Industrial Ergonomics	3
BUS 7302	Business Ethics and Corporate Responsibility	3
OSH 7304	Educational Strategies for Adult Learners in Occupational Safety and Health	3
RCH 8301	Quantitative Research Methods	3
OSH 8301	Research in Industrial Hygiene	3
BUS 7301	Business, Government and Society	3
OSH 8302	Occupational Safety and Health Leadership	3
RCH 8303	Quantitative Data Analysis	3
OSH 8303	Research in Special Industry Hazards	3
RCH 8305	Applied Research in Safety and Emergency Services	3
BUS 8302	Strategic Management and Planning	3

**Doctoral Dissertation**

Doctoral students are required to complete a dissertation and defend their research before a committee and University representatives, which may take place at a distance through audio/visual means. No degree shall be awarded without

majority of committee approval. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

**Option 1: Theoretical-Based Study.....15**

To satisfy the requirements of the program, students must successfully complete a minimum of 15 semester hours of dissertation research courses. Each course is 1 Semester Hour. Students must communicate regularly with the dissertation chair regarding the completion of these semester hours.

**Option 2: Research Project-Based Study.....15**

To satisfy the requirements of the program, students must successfully complete a minimum of 15 semester hours of dissertation research courses. Each course is 1 Semester Hour. Students must communicate regularly with the dissertation chair regarding the completion of these semester hours.

**COLLEGE OF SAFETY AND EMERGENCY SERVICES CERTIFICATES**

Direct enrollment certificates are not eligible for Federal Student Aid, Veterans Benefits, or Tuition Assistance.

**Undergraduate Certificate Options**

Undergraduate Certificates	Direct Enrollment	Embedded Certificate
Emergency Management		✓
Environmental Management	✓	✓

<i>Fire Science</i>	✓	✓
<i>Occupational Safety and Health</i>	✓	✓

**Emergency Management Certificate ..... 12**

Encompasses the foundational knowledge necessary for the student to successfully address the threats or hazards facing organizations today. Students within the certificate examine issues that arise prior to, during, and after a disaster or emergency and develop disaster relief plans for local, municipal, and government agencies. Upon completion of the certificate, students should be able to do the following:

1. Analyze the phases of the disaster cycle used within the emergency services management field.
2. Explain the need for interagency collaboration during a disaster or emergency event.

Course	Title	Credit Hours
EMG 3301	Introduction to Emergency Management	3
EMG 3305	Disaster Mitigation and Preparedness	3
EMG 3306	Disaster Response and Recovery	3
EMG 4301	Interagency Disaster Management	3

**Environmental Management Certificate ..... 12**

Provides students with a choice of environmental management courses to align with their educational needs. Upon completion of the certificate, students should be able to do the following:

1. Apply key environmental concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

Course	Title	Credit Hours
ENV 3301	Assessing Environmental Science	3
ENV 3302	Environmental Law	3
ENV 3306	Environmental Assessment	3
ENV 3304	Air Quality	3
ENV 3303	Waste Management	3
ENV 3305	Hazardous Waste Management	3
ENV 4303	Environmental Technology	3
ENV 4301	Pollution Prevention	3

**Fire Science Certificate ..... 12**

Provides students with a specialized curriculum focused on fire-related theory and technology applicable for individuals who work or plan to work in fields or industries requiring specialized knowledge in fire-related hazards, safety, and prevention methods. Upon completion of the certificate, students should be able to do the following:

1. Interpret fire safety codes.
2. Examine fire prevention and protection technologies as they relate to industrial facilities.

Course	Title	Credit Hours
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3311	Legal Aspects of Fire Protection	3
FIR 4311	Fire Prevention and Code Enforcement	3
FIR 4312	Management of Fire Incident Command Systems	3

**Occupational Safety and Health Certificate.....12**

Provides students with a choice of occupational safety and health courses to align with their educational needs. Upon completion of the certificate, students should be able to do the following:

1. Apply key occupational safety and health concepts from the selected courses to their professional roles in industry.

Select 4 courses from the following.

Course	Title	Credit Hours
OSH 2301	Introduction to Workplace Safety	3
OSH 2304	Introduction to Contractor Safety	3
OSH 3301	Fundamentals of Occupational Safety and Health	3
OSH 3304	Construction Safety	3
OSH 3302	Legal Aspects of Safety and Health	3
OSH 3310	Total Environmental, Health and Safety Management	3
OSH 3309	Training and Development	3
OSH 4301	OSHA Standards	3
OSH 4305	Accident Investigation	3
ENV 4303	Environmental Technology	3

**Graduate Certificate Options**

Students select and complete four graduate courses (12 credit hours) to earn a graduate level certificate.

<i>Graduate Certificates</i>	<i>Direct Enrollment</i>	<i>Embedded Certificate</i>
<i>Environmental Management</i>	✓	✓
<i>Instructional Design and Technology</i>	✓	✓
<i>Occupational Safety and Health</i>	✓	✓

**Environmental Management Certificate .....12**

Provides students with relevant and current curriculum that includes opportunities for students to demonstrate a depth and breadth of knowledge in environmental safety and health theory and technology, as well as advanced coursework in environmental management necessary to lead and oversee occupational safety and health and environmental compliance efforts. Upon completion of the certificate, students should be able to do the following:

1. Apply appropriate technologies in addressing complex environmental problems.

## Postgraduate Certificate

<i>Postgraduate Certificates</i>	<i>Direct Enrollment</i>	<i>Embedded Certificate</i>
<i>Occupational Safety and Health</i>	✓	✓

### Occupational Safety and Health Postgraduate Certificate .....18

Provides master or doctoral graduates with graduate level courses to expand their theoretical knowledge and skills in the field of occupational safety and health. Course components offer students opportunities to evaluate current research in the OSH field to help support safety management decision-making. Upon completion of the certificate, students should be able to do the following:

1. Evaluate research in the field of occupational safety and health.

Course	Title	Credit Hours
OSH 7301	Research in Industrial Safety	3
OSH 7302	Environmental and Safety Management Systems	3
OSH 7303	Research in Industrial Ergonomics	3
OSH 7304	Educational Strategies for Adult Learners In Occupational Safety and Health	3
OSH 8301	Research in Industrial Hygiene	3
OSH 8302	Occupational Safety and Health Leadership	3

Course	Title	Credit Hours
ENV 5301	Industrial and Hazardous Waste Management	3
ENV 6301	Advanced Pollution Prevention	3
ENV 5302	Solid Waste Management	3
ENV 6302	Advanced Air Quality Control	3

### Instructional Design and Technology Certificate.. 12

Focuses on developing skills in the design, development, and evaluation of instructional programs, materials, and media in corporate, nonprofit, military, and higher education environments. Courses focus on current practices in the field of instructional design and technology, instructional design process models, and online instructional materials using digital media. This certificate may assist the learner in preparing to pursue a career as an instructional designer, instructional technology specialist, learning and development specialist, or curriculum and training coordinator. Upon completion of the certificate, students should be able to do the following:

1. Design outcome-aligned instructional solutions that integrate current learning technology.

Course	Title	Credit Hours
IDT 5301	Learning Theories for Instruction	3
IDT 5302	Instructional Design & Technology	3
IDT 5303	Online Learning and Learning Management Systems	3
IDT 5304	Digital Media	3

### Occupational Safety and Health Certificate ..... 12

Provides flexible, specialized training to supplement planning, analysis, and decision-making skills for occupational safety and health managers. Upon completion of the certificate, students should be able to do the following:

1. Apply advanced occupational safety and health concepts in the workplace related to accident prevention and control.

Select 4 courses from the following.

Course	Title	Credit Hours
OSH 5301	Safety and Accident Prevention	3
FIR 5301	Fire Protection Technology	3
OSH 6302	Advanced Industrial Hygiene	3
OSH 6304	Integrated Safety Management Systems	3
OSH 6301	Advanced Ergonomics	3
OSH 6303	System Safety Engineering	3

## COURSE DESCRIPTIONS

The University publishes the full list of course offerings on the website at the following location. Applicants and Students are encouraged to speak with their Admissions Counselor or Academic Advisor, respectively, should they have questions.

<https://www.columbiasouthern.edu/online-degree/full-course-listing/>

### ACC 2301 Principles of Accounting I

Provides an introduction to business accounting. Topics include accounting concepts and principles, financial statements, internal control design, and accounting for partnerships. Students demonstrate knowledge and comprehension of the foundational theories and methodological tools utilized in accounting. Theoretical constructs are applied to solve real-world accounting applications.

### ACC 2302 Principles of Accounting II

Examines topics of corporate accounting and financial statements, long-term liabilities, cash flow and financial statement analysis, managerial accounting, budgeting, and using financial data to make business decisions. Students acquire and demonstrate knowledge and comprehension of the advanced foundational theories and methodological tools utilized in accounting. The usefulness of theoretical constructs is applied to solve real-world accounting applications.

*Prerequisite – ACC 2301 or equivalent*

### ACC 3301 Managerial Accounting

Introduces concepts and methods to assist management in the evaluation of the business enterprise and to aid in its planning, organizing, and controlling functions.

*Prerequisite— ACC 2302 or equivalent*

### ACC 3302 Intermediate Accounting I

Provides students with the knowledge and skills to advance in the study of accounting. The course expands on basic accounting fundamentals, and students develop a deeper understanding of how to account for business transactions and prepare financial statements.

### ACC 3303 Intermediate Accounting II

Provides an extension of the theory and principles of financial accounting with emphasis on the Financial Accounting Standards Board (FASB) pronouncements applicable to liabilities, owners' equity, and cash flow statements. Students also analyze and interpret financial positions related to business operations.

### ACC 3304 Financial Accounting

Focuses on the collection, analysis, and reporting of financial accounting information. Students focus on specific asset accounts such as receivables, inventory, plant, property and equipment, intangibles, and investments. Additionally, the course also covers the interpretation and conveyance of information associated with liabilities, stockholders' equity, and the statement of cash flow.

Students learn to analyze the financial health of an organization and make business decisions based on financial statements.

### ACC 3305 Fraud Examination

Provides students with a comprehensive overview of fraud detection, prevention, and investigation techniques within various organizational settings. Through a combination of theoretical knowledge and practical case studies, students explore the principles and methodologies employed in identifying and addressing fraudulent activities. Topics covered include the nature of fraud, types of fraud schemes, internal control systems, forensic accounting techniques, legal aspects, and ethical considerations. Emphasis is placed on developing critical thinking and analytical skills essential for effective fraud examination.

### ACC 4301 Auditing

Introduces students to the audit process, with an emphasis on the fundamental principles of auditing techniques and reporting. Students focus on the control procedures and assessments using both the compliance and management methods. Further, the course explores audit evidence, risk evaluation, audit standards, auditing methods, and professional ethics. The sources and methods for conducting research using Generally Accepted Accounting Principles (GAAP) standards are addressed. Students learn how to apply best practices within auditing and assurance services.

### ACC 4302 Corporate Taxation

Provides a foundational understanding of the tax implications surrounding the corporate structure choice and overall taxation processes. Topics include themes and principles surrounding corporate formations, distributions, acquisitions, structures, and tax research. Concepts are presented in a real-world context to support application within the field.

### ACC 5301 Management Applications of Accounting

Focuses on how accounting information is used to make current and future strategic business decisions with an emphasis on ethical behavior that meets compliance and regulatory requirements. This course also focuses on applications of accounting-related concepts and reporting requirements in a global business environment.

### ACC 8301 Strategic Financial and Accounting Management

Examines financial strategies with the intent to attain company goals and maximize shareholder value over time. Students interpret and analyze financial statements to enhance business decisions towards driving business performance. Key concepts also include financial planning, budgeting, assessing risk, and establishing a long-term financial plan.

### ART 1301 Art Appreciation I

Explores two-dimensional art, including drawing, painting, photography, printmaking, collage, graphic design, animation, and digital art as well as artists who make these works. While uncovering



the global impact of two-dimensional art, students learn how to analyze and discuss two-dimensional artwork with others.

### **ART 1302 Art Appreciation II**

Explores three-dimensional art, including architecture, sculpture, and 3D digital art, as well as artists who make these works. While uncovering the global impact of three-dimensional art, students learn how to analyze and discuss three-dimensional artwork with others.

### **BIO 1301 Non-Majors Biology**

Explores the principles of biology, including the scientific method, cell theory, cellular process, theories of heredity, evolutionary theory, ecology, human physiology, and a survey of the diversity of organisms.

### **BIO 1302 Ecology and the Environment**

Introduces basic ecological concepts and their relevance to human impacts on natural systems. Students explore ecosystem structure and function, population ecology, and current environmental issues related to sustainability and the use of natural resources.

### **BIO 1303 General Biology I**

Introduces the science of biology including the fundamental properties of life, basic chemistry relevant to biology, the structure and function of cells, and genetics and heredity, with applications to human life.

### **BIO 1304 General Biology II**

Highlights major topics in evolution, organismal biology, and ecology with a focus on the diversity of living organisms, plant and animal structure and function, and population and ecosystem ecology.

*Prerequisite—BIO 1303 or equivalent*

### **BUS 2301 Introduction to Business**

Presents the fundamentals of business principles and practices. Business strategies emphasized are decision-making and planning, teamwork, technology, and communication. Topics include analysis of the business environment, starting a new business, managing business and employees, marketing, accounting, and finance.

### **BUS 2303 Professionalism in the Workplace**

Presents an overview of the challenges associated with workplace expectations regarding business etiquette and appropriate use of technology. The course is designed to assist students in gaining knowledge of how to appropriately communicate with others and how to effectively deal with conflict, teamwork, and accountability in a fair and ethical manner. The basic skills necessary for career planning and achieving success in today's competitive work environment are enhanced through this course.

### **BUS 3301 Business Law**

Provides an introduction to the legal aspects of business. Students gain knowledge of the legal system in the United States, intellectual properties, contracts, Article 2 of the Uniform Commercial Code (UCC), forms of business ownership, and the various roles within corporations from a legal perspective.

### **BUS 3302 Sales Management**

Presents a contemporary, practical approach to managing sales. Emphasis is placed on the sales manager as a strategic partner to the business, including an evaluation of leadership, technology,

motivation techniques, and ethical concerns that assist in the creation of effective, personal selling processes.

### **BUS 4302 Business Policy and Strategy**

Examines strategic management activities and benefits, including a practical, integrative model of the strategic-management process and the important relationship between business ethics and strategic management.

### **BUS 4303 International Trade**

Provides a solid background of the key factors that influence international trade and the manner in which economic policy affects both trade flows and the nature of economic activity. Relationships between trade and growth, effects of labor and capital movements between countries, and the key factors that influence relative costs between countries are also examined.

### **BUS 4304 International Legal Operations**

Examines the role of international and comparative law, including the laws governing multinational enterprises; foreign investment; money and banking; and sales of goods, services, labor, intellectual property, transportation, financing, taxation; and dispute settlement. Reviews the most important international organizations, from the Bank of International Settlements to the World Trade Organization.

### **BUS 5301 Strategic Entrepreneurship and Innovation**

Introduces entrepreneurship topics, including opportunity recognition and development, funding choices, marketing, and growing the entrepreneurial venture. Additionally, the course addresses intrapreneurship, social entrepreneurship, and innovative thinking through the entrepreneurial business development process of conceptualizing the formation, planning, and implementation of new business opportunities.

### **BUS 5302 Strategic Management and Business Policy**

Examines both contemporary and traditional management approaches to determine strategic direction and business policy. Topics include the development of corporate governance; the roles and responsibilities of boards of directors; and the benefits of using strategic planning processes, including formulation, implementation, evaluation, and a comparison of various strategic planning models.

### **BUS 6301 International Business**

Examines current patterns of international business and social, economic, political, and cultural systems impacting the conduct of business. Topics include international business transactions, financial institutions facilitating international transactions, and the interface between nation states and the firms conducting foreign business activities.

### **BUS 6304 Entrepreneurial Small Business Ventures**

Analyzes how innovative product/service ideas develop into business opportunities that are competitively advantaged on a global scale. Students compile a business plan for a new and innovative product or service as a start-up company. Key elements of the business plan include innovative idea generation, industry analysis, marketing plan compilation, operational management, financial planning, and performance measurement.

**BUS 6320 Global Strategic Management**

Examines global strategic business planning holistically with emphasis on determining effective strategic direction and business policy. Through the comparison of global strategic business models, processes for compiling innovative, sustainable business strategies are revealed. Serves as the capstone for the Master of Business Administration curriculum and includes significant understanding of relevant topics including the role of leadership, risk management, internal/external analysis, implementation, control/measurement, and ethical parameters of strategic business management.  
*Prerequisite— ACC 5301, ECO 6301, FIN 6301, HRM 6301, ITC 5301, MKT 5301, RCH 5301 or equivalent*

**BUS 7301 Business, Government and Society**

Examines the complex interface between public and private business sectors and explores the role of business of theoretical foundations, ethical dilemmas, and political environments. Learners engage in intensive readings of scholarly works within the discipline foundation and collateral contemporary works that span the public, private, and independent sectors.  
*Prerequisite—ORI 7100*

**BUS 7302 Business Ethics and Corporate Responsibility**

Explores the growing academic literature in business ethics and provides students an opportunity to investigate ethical issues using their field of specialty as context. Different theories and frameworks for investigating issues are discussed and applied to a range of issues, both domestic and international. An evaluation of the institutions that structure the interaction of corporations and individuals in the conduct of business is explored. Issues include corruption in host countries, management of values in modern corporations, ethical status of the corporation, financial transactions, and gender discrimination in the context of cultural differences. Exposes business practices and economic assumptions and brings contemporary challenges to the level of professional standards. The course also examines corporate decision-making structures and the interface between ethical theory and business practice.  
*Prerequisite— ORI 7100*

**BUS 8301 International Business and Global Strategy**

Examines the theory and practice of developing and implementing strategies for gaining competitive advantage in the global business environment. Students examine the link between multiculturalism and global strategy, distinguish between different strategies and planning approaches applicable to international management, and contrast organizational changes in organizations that operate in a global environment.  
*Prerequisite— ORI 7100*

**BUS 8302 Strategic Management and Planning**

Provides an overview of strategic business management with a focus on establishing effective strategic design and policy. Serves as a capstone course for the Doctor of Business Administration program before students enter the doctoral research study/dissertation phase. Ensures that students have a holistic view of business through the lens of current practices including innovation, sustainable business practices, decision-making, ethics, and social responsibility.  
*Prerequisite— ORI 7100*

**BUS 8303 Entrepreneurship and Innovative Business Development**

Examines entrepreneurship and intrpreneurship through the lens of innovative business growth. Strategic analysis of methods leading to profitable and sustainable business opportunities for new and existing business ventures are explored.  
*Prerequisite—ORI 7100*

**BUS 8304 The Doctoral Research Study Journey**

Provides students with a comprehensive overview of the doctoral research study/dissertation component of the doctoral program. Concept paper/prospectus, literature review, theoretical/conceptual framework, proposal, Institutional Review Board (IRB), data gathering, data analysis, manuscript, and final oral defense are examined.  
*Prerequisite—ORI 7100, RCH 7301, and RCH 7302*

**BUS 9303 Small Business Management**

Incorporates concepts that support new business development and management practices from a small business perspective. Forms of business ownership, feasibility analysis, and developing key sections of a business plan frame the course content. Relevant topics from entrepreneurship provide further clarification to support the success of managerial decision-making from a small business perspective.  
*Prerequisite—ORI 7100*

**CHE 6301 Foundations and Methods in Community Health**

Presents an introduction to community health within the public health environment. Students develop an understanding of historical and theoretical foundations of community health and major societal health concerns; explore community health models and programs used to address these concerns; and examine racial/ethnic, cultural, socioeconomic, and related determinants of community health.

**CHE 6303 Strategies of Health Promotion**

Covers the principles and practices of public health promotion and education, including historical origins; professional responsibilities; ethics; health behavior and learning theories; models for planning, implementing, and evaluating programs; health literacy; public health advocacy; and the development, selection, and implementation of effective instructional materials, methods, and interventions.

**CHE 6304 Health Program Planning, Implementation, and Assessment**

Provides an overview on management processes/roles of public health professionals, health service organizations, policy issues and resource utilization/control, human resources management, and public health trends.

**CHE 6305 Issues and Trends in Community Health**

Synthesizes health promotion theory and practice to provide the foundation for exploration of community health and education topics. Students will engage in critical analysis and exploration of multiple issues, including social and environmental factors related to the professional role, function, and trends in public health.

**CHM 1301 General Chemistry I**

Introduces core chemical concepts to help the student acquire a long-term, meaningful understanding of the basic principles and relevant connections to those principles operating in everyday life.  
*Prerequisite—MAT 1302 or equivalent*

**CHM 1302 General Chemistry II**

Explores topics such as the mole concept and stoichiometry, gaseous state and chemical bonding, acids and bases, and chemical equilibrium.

*Prerequisite—CHM 1301 or equivalent*

**CHM 1303 Chemistry and Society**

Provides a broad background in general chemistry principles and examines the influence of chemistry on society through studies on topical subject areas in chemistry such as energy, environmental, or health issues.

**CMJ 2301 Introduction to Criminal Justice**

Examines the past, present, and future of the U.S. criminal justice system with emphasis on the changing philosophies in the U.S. system.

**CMJ 2302 Theory and Practices of Law Enforcement**

Presents students with the historical development of law enforcement organization, administration, and systems of local, state, and federal policing with an emphasis on theories as they relate to practices.

*Prerequisite—CMJ 2301 or equivalent*

**CMJ 2303 Theory and Practice of Corrections**

Provides a historical overview of the theory and practices of the U.S. corrections system, including institutional procedures, relevant technological innovations in security, and future innovation impacts.

*Prerequisite—CMJ 2301 or equivalent*

**CMJ 2304 Juvenile Delinquency**

Provides a historical overview of the juvenile justice system that includes a comparison between the juvenile and adult courts, options for juvenile diversion, criminological theories and their explanation of juvenile delinquency, juvenile justice in international communities, and intervention strategies to deter and prevent juvenile delinquency in America.

*Prerequisite—CMJ 2301 or equivalent*

**CMJ 2305 Criminology**

Explores crime and crime causation theories, including traditional and modern approaches and emerging technological innovations, and social policy.

*Prerequisite – CMJ 2301 or equivalent*

**CMJ 3301 Criminal Law**

Provides a study of the nature and foundations of U.S. criminal law. Students focus on evolution of statutory crimes in the United States, analysis of contemporary federal and statutory offenses, criminal conduct, criminal responsibility, criminal defenses, criminal liability, and elements of the crime.

**CMJ 3302 Introduction to Court Security**

Examines court security in and around our nation's court facilities. Explores how present court security methods involve more than physical structures and high-tech security equipment designed to protect the court. Evaluates the motivations and tactics used by perpetrators of courthouse violence and the best means by which these actions might be prevented.

*Prerequisite—CMJ 2301 or equivalent*

**CMJ 3303 Criminal Evidence and Legal Issues**

Presents an examination of the laws governing proof of facts evidence presentation in trials and common law. Students study practical application of the rules of criminal procedure in respect to evidence, burden of proof, presumptions, judicial notice, and the basic functions of courts as the third facet of the criminal justice system.

*Prerequisite – CMJ 3305 and CMJ 2301 or equivalent*

**CMJ 3304 Judicial Process**

Provides students with an overview of the criminal justice system and its processes. It examines the courtroom work group, the trial process, and challenges to the process. It also provides an overview of the juvenile court system.

*Prerequisite—CMJ 3302 or equivalent*

**CMJ 3305 Criminal Investigation**

Examines court security in and around our nation's court facilities. Explores how present court security methods involve more than physical structures and high-tech security equipment designed to protect the court. Evaluates the motivations and tactics used by perpetrators of courthouse violence and the best means by which these actions might be prevented.

*Prerequisite – CMJ 2301 or equivalent*

**CMJ 3306 Probation and Parole**

Examines American probation and parole operations in the state and federal systems. Students study jurisdiction issues, history, the relationship between theory and practice, and contemporary issues confronting probation and parole in America.

*Prerequisite—CMJ 3302 or equivalent*

**CMJ 3307 Victimology**

Examines various practical applications and policies that have resulted from society's increasing concern about victims. The myths of victim precipitation and various efforts to blame victims for their own victimization, as well as other factors that influence victimization (e.g., drugs and alcohol and the mass media) are included. Specific types of victims (e.g., sexual assault, domestic violence, and homicide) and their treatment in the criminal justice system are discussed. The aim is to identify and apply appropriate preventative measures and responses to victimization.

*Prerequisite—CMJ 2301 or equivalent*

**CMJ 3308 Mental Illness and Crime**

Emphasizes the dynamics behind the correlation of crime and mental illness. With the growing population of those with mental illness within the system, this course is relevant to law enforcement, corrections, and courts personnel as well as all other aspects of the criminal justice system. Students explore the myths and realities regarding specific disorders encountered within the field.

**CMJ 3309 Constitutional Law for Criminal Justice**

Presents an overview of the principles and practical analysis of significant case law applicable to the U.S. Constitution, emphasizing

search and seizure, arrest, civil rights, related amendments, due process, and the judicial system.

*Prerequisite—CMJ 3302 or equivalent*

**CMJ 4301 Police and Community Relations**

Examines the history of community policing, problem-oriented policing, community responsibilities, media relations, and evolving

strategies. Students analyze criminal justice organizations, including human resources management, environmental factors, centralized authority, and other issues.

*Prerequisite – CMJ 2305 or equivalent*

#### **CMJ 4302 Management and Supervision in Criminal Justice**

Presents an overview of supervisor and middle management roles in criminal justice agencies with an emphasis on the importance of interpersonal skills and co-worker relations as well as the positive and negative aspects of various leadership styles.

#### **CMJ 4303 Criminal Justice Organization and Administration**

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

*Prerequisite –CMJ 3304, CMJ 3305, CMJ 3307, CMJ 4301 and CMJ 4302 or equivalent*

#### **CMJ 4306 Race and Ethnic Relations**

Provides insight for the direction and improvement of criminal justice programs by creating a mutually beneficial atmosphere between all races and ethnicities and the criminal justice system. Students address solutions to historical issues such as racial profiling, ethnic prejudices, and other areas of concern.

#### **CMJ 5301 Theory of Crime and Criminology**

Examines theoretical explanations of crime, causations and associated criminal behaviors. The course addresses the social impact of criminality, crime prevention, and research on current criminal justice issues. The course also presents the students with an assessment of the major components of the U.S. criminal justice system and its associated partnerships throughout the U.S. government agencies.

#### **CMJ 5302 Adult and Juvenile Correctional Systems**

Explores the American adult and juvenile correctional system focusing on critical issues, correctional practices, and correctional reform.

*Prerequisite—CMJ 5301 or equivalent*

#### **CMJ 5303 Multiculturalism, Diversity, and Ethics**

Explores the importance of diversity, multiculturalism, and ethical behavior within the field of criminal justice. Course will examine the future trends involving diversity and the roles of criminal justice practitioners regarding diversity within the community. Learners will focus their classroom experience on scenarios and situations in the criminal justice field in order to gain insight into the potential ethical issues they may face upon working in the criminal justice field.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 5304 Comparative Criminal Justice**

Explores the criminal justice system in the United States. Students also examine and compare other nations' criminal justice systems to that of the United States. Additionally, concepts including sentencing, recidivism rate, probation, and rehabilitation are explored.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 5305 Critical Analysis of Criminal Justice Administration**

Presents an overview of criminal justice administration theories, research methodologies, and technologies that impact criminal justice administrations (law enforcement, courts, and corrections). Examines principles of administration, including organizational structure, function, and the processes of criminal justice systems.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 5306 Research Methods in Criminal Justice Administration**

Examines research and methodology specifically designed for criminal justice applications as tools to develop and implement basic research.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 6301 Constitutional Law for Criminal Justice**

Explores constitutional law and its impact on contemporary America, including constitutional rights and potential civil liability in the workplace.

*Prerequisite—CMJ 5301 or equivalent*

#### **CMJ 6302 Seminar in Crime**

Presents an examination of current trends within the criminal justice system as it relates to crime, criminal justice theories, and sentencing. Students study practical application of the criminal process and review various types of crime that affect individuals as well as the criminal justice system.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 6303 Forensics Intelligence Analysis**

Examines the historical timeline of forensic science in the field of criminal justice. Forensics, as it relates to current laws and legislation, is also presented. Students also describe current trends and issues within the field of forensics as well as create professional career strategies within the forensics criminal justice agencies.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 6304 Global Terrorism**

Presents the evolution of new laws that create a cooperative environment coordinating training and action measures between local, state, and federal agencies in an effort to singularly respond to and prevent terrorist threats and incidents.

*Prerequisite— CMJ 5301 or equivalent*

#### **CMJ 6320 Graduate Capstone in Criminal Justice**

Allows the student to demonstrate comprehensive knowledge of the criminal justice system through a project focusing on criminal justice policies and procedures, criminal justice theories, and research methodologies. Throughout this course, the student will draw upon all material learned in previous courses, new material introduced in this course, as well as faculty feedback resulting in a broad, conceptual, and practical intelligence of criminal justice.

*Prerequisites— CMJ 5302, CMJ 5303, CMJ 5304, CMJ 5305, CMJ 5306, PUA 5305, CMJ 6301, CMJ 6302, CMJ 6303, and CMJ 6304 or equivalent*

#### **COM 1301 Introduction to Communications**

Presents practical principles of human interpersonal communication present in daily life. Emphasis is placed on the various elements of daily person-to-person interaction, such as perception, listening, verbal/nonverbal messages, conflict and working in groups. Students are introduced to examples of effective public speaking skills.

#### **COM 1302 Fundamentals of Speech Communication**

Presents and practices the basic principles of oral communication delivery in small groups and medium and large audiences through a variety of online meeting platforms with an emphasis on research, preparation, delivery, and audience awareness.

**COM 2301 Professional Communication**

Develops professional communication and critical thinking skills by examining cross-culturalism communication strategies, the impact of changing technology, ethical considerations, and problem-solving skills necessary for successful communication in an ever changing and diverse workplace.

**COM 2302 Organizational Communication**

Examines the communication process as it pertains to modern organizations from the perspectives of various organizational members. Topics include elements of the communication process, responsibilities of communicators at various levels, methods of verbal and nonverbal communication in organizations, factors that affect intercultural communication, role of organizational culture, and strategies to manage conflict.

**COM 3302 Intercultural Communications**

Explores how various cultures communicate. Students study intercultural communication theories, discovering how communication styles differ among cultures, and how culture influences a person's communication. Students apply communication strategies and develop global awareness to interact successfully with other cultures in organizational and business settings.

**COM 3303 Editing for Journalists**

Develops practical mass media communication skills that can be used in a variety of career fields. Students learn the basic knowledge and skills editors need to prepare publications for mass media consumption, including editing for print and electronic media, brochures, and online content.

**COM 3304 Visual Culture and Communication**

Introduces the process of creating meaning in the visual world by exploring the media formats that define today's image-dominant culture. The course also introduces how attitudes, values, and behaviors are shared by visual images. By improving their visual literacy, students utilize ethical decision-making to communicate effectively with diverse groups.

**COM 4301 Media Literacy**

Explores the impact of mass media on influencing and shaping culture. Students learn what mass media is, as well as how to critically evaluate mass media messages as a consumer and deconstruct the effect of mass media on society. The course examines media literacy theories, trends, and issues to develop media literacy skills.

**COM 4320 Applied Communication Capstone**

This course provides students the opportunity to follow a research-based, community-based, or creatively based path to create a capstone project for graduate school or employment. Students would focus on their area of interest including journalism, visual, intercultural, or organizational communication, as well as communication and leadership, and media literacy while demonstrating effective communication skills learned throughout their course of study.

**RCH 3301 Research Methods**

Provides a basic introduction to the principles, methods, and techniques associated with various types of research. Topics include the fundamentals of the scientific method, ethical considerations in

research, basic methods of quantitative and qualitative data collection, and strengths and weaknesses of various data collection methods. The primary emphasis is based on research methodologies that can be applied to many fields of study as a broad basis for scientific thinking.

**CYB 4301 Cybersecurity and Crime**

Introduces the types of security crime, breaches, fraud, and network penetrations. Students learn procedures for preventing intrusions, fraud, and computer crime. Legal impacts for cybersecurity crimes are discussed and evaluated.

*Prerequisite— ITC 4305 or equivalent*

**CYB 4302 Cyber Warfare and Application**

Provides knowledge of intrusion detection applications, security tasks, networks activity, and prevention and social engineering techniques. Students are provided with hands-on exercises for intrusion detection systems, scanning applications, and social engineering practices.

*Prerequisite— ITC 4305 or equivalent*

**CYB 4303 Critical Infrastructure Protection in Cybersecurity**

Provides an opportunity to assess current programs and their adequacy to protect information systems and technology. This assessment includes industry standards, governmental efforts, and interrelationships of information systems and technology to other types of critical infrastructure. By utilizing current best practices, students determine these programs' effectiveness and propose possible future measures for development. Students also gain hands-on exercises with implementing network policies, access protection, virtualization, and network protocols.

*Prerequisite— ITC 4305 or equivalent*

**CYB 4304 Cybersecurity Law and Policy**

Provides a framework for the regulations and policies intended to protect assets from cyberattacks. Students practice security information gathering and create security plans to reduce potential attacks. Students also develop security procedures and processes for responding to security breaches and assessing risk for information assets.

*Prerequisite— ITC 4305 or equivalent*

**DBA 9301 Comprehensive Examination**

Establishes that a doctoral candidate has acquired the essential knowledge and skills covered in each of the courses, not including dissertation courses, leading to the Doctor of Business Administration degree. Proficiency is demonstrated through an essay response to questions that cover the essential content of each course in the doctoral program.

*Prerequisite— BUS 7301, BUS 7302, BUS 8301, BUS 8302, BUS 8303, BUS 8304, HRM 7301, MGT 7301, MGT 8301, MKT 8301, ORI 7100, RCH 7302, RCH 8301, and RCH 8303 or equivalent*

**DST 9101 Dissertation - Concept Paper**

Provides students with guidance to analyze the literature for the knowledge gap as the beginning of their research into industry problems.

*Prerequisite—DBA 9301*

**DST 9102 Dissertation - Chapter 1**

Provides students with guidance to expand the literature review to correlate with the significance of the study. Students also construct a

problem statement and problem background to align with the purpose of the study.

*Prerequisite—DBA 9301 and DST 9101*

#### **DST 9103 Dissertation - Chapter 2, Part 1**

Provides students with the skills to synthesize the literature with their study. This course enables students to distinguish the gap in the literature and provide justification for the study.

*Prerequisite—DBA 9301 and DST 9102*

#### **DST 9104 Dissertation - Chapter 2, Part 2**

Provides students with the basis for rewriting and completing the literature review. Students finalize the gap in the literature and justification for the study.

*Prerequisite—DBA 9301 and DST 9103*

#### **DST 9105 Dissertation - Chapter 3, Part 1**

Introduces the methodology associated with the study. Students develop an understanding of research design, procedures, and ethical issues associated with conducting a research study.

*Prerequisite—DBA 9301 and DST 9104*

#### **DST 9106 Dissertation - Chapter 3, Part 2**

Finalizes the methodology associated with the study. Students continue to develop their research design, procedures, validity, reliability, statistical analysis, and ethical issues associated with conducting a research study.

*Prerequisite—DBA 9301 and DST 9105*

#### **DST 9107 Dissertation-IRB**

Enables students to finalize their proposal and obtain Institutional Review Board (IRB) approval for their research study. Students propose the introduction, literature review, and methodology sections of the research study for final approval.

*Prerequisite—DBA 9301 and DST 9106*

#### **DST 9108 Dissertation - Collect Data, Part 1**

Enables students to gather and assemble research using appropriate qualitative and/or quantitative methods.

*Prerequisite—DBA 9301 and DST 9107*

#### **DST 9109 Dissertation-Collect Data, Part 2**

Enables students to finalize data gathering and prepare the data for analysis and interpretation.

*Prerequisite—DBA 9301 and DST 9108*

#### **DST 9110 Dissertation - Analyze Data, Part 1**

Provides students with the ability to analyze data. Analysis includes categorization and collation of data. Students use contemporary data analysis software in order to collate, discover relationships, and apply data to the research problem.

*Prerequisite—DBA 9301 and DST 9109*

#### **DST 9111 Dissertation - Analyze Data, Part 2**

Provide students with the opportunity to finalize their analysis of the data. Analysis includes categorization and collation of data. Students use contemporary data analysis software in order to collate, discover relationships, and apply data to the research problem.

*Prerequisite—DBA 9301 and DST 9110*

#### **DST 9112 Dissertation - Chapter 4**

Provides students with the ability to utilize their data results to address the research questions and hypothesis. Students apply their conclusions to the business research problem in completion of Chapter 4 of their Doctoral Research Study/Dissertation.

*Prerequisite—DBA 9301 and DST 9111*

#### **DST 9113 Dissertation - Chapter 5**

Provides students with the foundation to summarize and draw conclusions based upon their research. Finalization of Chapter 5 will be completed, and recommendations made for further research.

*Prerequisite—DBA 9301 and DST 9112*

#### **DST 9114 Dissertation - Final Manuscript**

Enables students to generate the final manuscript and obtain final approvals of their Doctoral Research Study/Dissertation.

*Prerequisite—DBA 9301 and DST 9113*

#### **DST 9115 Dissertation - Oral Defense**

Enables students to defend the Doctoral Research Study/Dissertation findings within an oral presentation format for an academic audience.

*Prerequisite—DBA 9301 and DST 9114*

Note: Doctoral students must enroll in 15 credit hours of Dissertation Research. Fifteen (15) credit hours of Dissertation Research are required to satisfy the doctoral requirements.

#### **ECO 2301 Principles of Microeconomics**

Introduces economic theory and practice, specifically the economic system of supply and demand. Includes the effect this system has on business and individuals, especially in the making of decisions. Analyzes the foundations of economic reasoning and central key terms, laws, and concepts of economic analysis and understanding.

#### **ECO 2302 Principles of Macroeconomics**

Surveys important macroeconomic concepts such as gross domestic product (GDP), unemployment, and inflation. Students learn how to determine the overall levels of output, unemployment, and prices. Students examine the concepts of scarcity and opportunity cost, explore the framework of supply and demand, and review factors that impact the overall economic activity and macroeconomic stability. Finally, students are introduced to selected topics related to international trade and finance and investigate government fiscal and monetary policy and their influence on the level of economic activity.

#### **ECO 4301 International Economics**

Analyzes contemporary topics in international economics involving international trade, international finance, open market macroeconomics, international trade blocks, labor migration, and capital flows, including those resulting from operations of multinational firms.

*Prerequisite - ECO 2302 or equivalent*

#### **ECO 6301 Economics for Managers**

Applies economic theory to managerial decision-making and business problem solving. Topics include demand analysis and estimation, analysis of cost and production, profit maximization under different market structures, optimal pricing, decision-making under uncertainty, and issues in international trade. This course provides an overview

into the MBA program including expectations, APA guidelines, scholarly research, library, and CSU support.

### **ECO 6302 International Economics**

Presents a study of the economic relationships, including trade patterns, comparative advantage, trade restrictions, and economic development. Evaluates special topics in international trade, such as optimum currency areas.

### **EDU 5301 Adults as Learners**

Evaluates best practice skills for teaching adult learners while reflecting on leadership theories, current practice, personal leadership development, and a systemic view of leadership and the role of leaders.

### **EDU 5302 Personal Leadership Skills & Team Building**

Synthesizes self-assessment and self-reflection of one's leadership style utilizing an individual's strengths and recognizing areas of needed growth in order to build strong teams within a professional setting.

*Prerequisite – EDU 5301 or equivalent*

### **EDU 5303 Introduction to Curriculum and Instruction**

Evaluates current trends within education, focusing primarily on the areas of teaching and learning.

### **EDU 5304 Curriculum Design**

Utilizes a research-based process to design and map curriculum to promote student engagement and academic success. Students craft learning goals and create authentic assessments to guide instructional planning.

*Prerequisite – EDU 5303 or equivalent*

### **EDU 5305 Instructional Coaching**

Synthesizes the complexities involved with student achievement gaps within various areas such as gender, culture, race, socioeconomic status, ethnicity, and language differences. Students will explore current research on teaching strategies that can be used by instructional coaches to close achievement gaps.

*Prerequisite – EDU 5303 or equivalent*

### **EDU 5306 Culture of Continuous Improvement in Education**

Examines quality assurance, continuous quality improvement, and performance improvement using data to guide decision-making. Students embrace coaching methods to help colleagues toward high performance through professional development and professional teaming.

*Prerequisite – EDU 5303 or equivalent*

### **EDU 6301 Assessment, Learning, and Action Research**

Appraises the linkage between assessment, learning, and action research to improve learning outcomes in various educational environments.

*Prerequisite – EDU 5301 or equivalent*

### **EMG 3301 Introduction to Emergency Management**

Provides an overview of the history of current emergency management both in the United States and other countries. The material covered describes local, state, and federal roles and responsibilities for responding to disasters and emergencies. Students

investigate unique challenges with preparing for and responding to human-made, natural, and technological disasters. Additionally, the course outlines concepts, issues, and programs associated with the development of an emergency management program. Finally, at the conclusion of this course, students review professionalism within emergency management and how the field as a whole is transitioning into a true profession.

### **EMG 3305 Disaster Mitigation and Preparedness**

Provides students with an in-depth understanding of two of the phases in the disaster cycle: mitigation and preparedness. Students analyze the concepts of vulnerability and risk and develop an understanding of how to mitigate and prepare an area for future disaster events.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 3306 Disaster Response and Recovery**

Provides students with an in-depth understanding of the last two phases in the disaster cycle: response and recovery. Crucial in this course is student understanding of planned efficiency and effectiveness in true disaster situations. Topics covered include a comprehensive overview of the emergency management principles, unified and collaborative management of disasters, restoration of community functions after a disaster, and systematic planning for communitywide recovery.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 3307 Special Operations**

Provides an overview of special operations in emergency management (EM). Students explore the integration of special operations that are not traditionally considered core emergency management functions. Students also analyze political and legal issues surrounding emergency management operations and examine how homeland security relates to emergency management.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 3308 Terrorism in Emergency Management**

Addresses emergency management of terrorism in terms of preparedness, incident response, and safe approaches to mitigation. Some key topics presented in the course include terrorism throughout world history, risks and hazards at the terrorism scene, preservation of evidence at the terrorism scene, risk assessment procedures and processes, key management roles and responsibilities, and recognition of explosive substances and devices.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 4301 Interagency Disaster Management**

Analyzes the interagency aspect to emergency management. Crucial to this course is an understanding of the intergovernmental, inter-organizational, and interagency collaboration that continuously occurs when working in the field. Students also develop an understanding of the political, legal, and economic impact on emergency management.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 4302 Incident Command in Emergency and Disaster Management**

Provides an in-depth analysis of the incident command structure within emergency management. Students explore the instrumental key components of the National Incident Management System (NIMS) and the Incident Command Center (ICS). Students also examine real-life emergency management (EM) past events as case studies,

allowing students to demonstrate the ability to use NIMS and ICS resources.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 4303 Socio-Psychological Nature of Emergency Management**

Analyzes the social and psychological nature of working in emergency management. Relevant theories are incorporated to display how humans prepare for, respond to, and recover from vulnerabilities, risks, emergencies, disasters, and catastrophes.

*Prerequisite – EMG 3301 or equivalent*

### **EMG 4320 Capstone in Emergency Management**

Synthesizes the principles and theories presented in the core group of courses in this program. Students examine numerous case studies and evaluate the policy options that officials are facing today. The course also aids students in developing the skills needed for future emergency management approaches that will be necessary in the field.

### **EMG 5301 Legal Aspects of Emergency Services Management**

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

*Prerequisite— EMG 6305 or equivalent*

### **EMG 5303 Interagency Disaster Management**

Focuses on interagency cooperation for complex crises and domestic emergencies. Review the coordinating mechanisms and planning tools within the disaster response community for enhanced interagency response operations.

*Prerequisite – EMG 6305 or equivalent*

### **EMG 6301 Emergency Management**

Focuses on the evolution of emergency management and the role of the federal government over the last 110 years. Students investigate Hurricane Katrina to identify the breakdown of response efforts that resulted in the reconstruction of federal policies and procedures. Finally, students study major disasters since Hurricane Katrina to assess present and future government response capabilities to a major disaster.

### **EMG 6302 Risk Management**

Provides a comprehensive foundation on the background, components, and systems involved in the management of disasters and other man-made or natural emergencies. Examples focus on the U.S. domestic system of emergency management.

*Prerequisite— EMG 6305 or equivalent*

### **EMG 6305 Emergency Management Leadership and Decision Making**

Reviews the history, evolution, theoretical concepts, and technologies used in emergency planning and management. Students differentiate disasters and hazards and apply knowledge of the four-stage response to disaster preparedness, emergency planning, mitigation response, and recovery. Students demonstrate comprehension of theory and practice in the public sector by writing up a final emergency management policy.

### **EMG 6320 Case Studies in Natural Catastrophes and Man-Made Disasters**

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

*Prerequisite— CMJ 6304, EMG 5301, EMG 6302, EMG 6305, HLS 5301, OSH 5305 or equivalent*

### **EMG 7301 Managing Homeland Security**

Analyzes the diverse operating principles of managing homeland security, focusing on determining knowledge related to the roles of government, non-government, and private entities. Students evaluate effective strategies to prevent, prepare, respond, and recover while assessing applicable resources, technologies, and functional systems that support homeland security management. Additionally, students evaluate homeland security management policies and programs and interpret methods for improving and enhancing homeland security and emergency management for community stakeholders.

### **EMG 7302 Advanced Emergency Management**

Addresses how community stakeholders provide resources for emergency services responses. Students explore key topics that include crisis and leadership planning, management of personnel and emergency resources, legal aspects of immigration, United States border protection, cyber-attacks, cyber-warfare, and critical infrastructure technological issues, and the use of drones for modernized technological warfare. Students also examine the roles and responsibilities of emergency managers during brown-outs, extreme temperature emergencies, and climatic impacts.

### **EMG 7303, Theory and Practice in Emergency Management**

Examines crucial theoretical underpinnings pertaining to the practice of emergency management. Students explore the theoretical concepts regarding human actions under stress, situational crisis communication, and resiliency. Students compare and contrast several crisis management models to compile relevant and validated decision points related to emergency management and construct a crisis management model related to their industry.

### **EMG 8301, Psycho-Social Aspects of Emergency Management**

Explores the psychological and social consequences of disasters with a focus on understanding the impact on individuals, families, communities, and societies. Through the exploration of coping mechanisms at both the individual and collective level, students analyze specific factors in disaster response. Additionally, the course evaluates the effectiveness of various psychosocial interventions and emergency management approaches, including psychological first aid, trauma-focused therapy, and community-based resilience building.

### **EMG 8302, Disaster Preparedness and Planning**

Examines measures to effectively prepare for and mitigate against the impact of natural or man-made disasters. This course addresses why preparedness and planning are crucial for reducing the impact of disasters, saving lives, and facilitating disaster recovery. Students explore various activities to minimize the loss of life, damage to property, and disruption to essential services during and after a disaster.



### **EMG 8303, Advanced Special Topics in Emergency Management**

Presents an advanced examination of current and future trends in emergency management. Learners explore emerging emergency management topics, disaster preparation in lower socio-economic underserved communities, biosecurity of pathogens, coordinated multi-national pandemic response, emerging uses of social media in disasters, effects of climate change in natural disasters, and the proliferation of domestic violent extremism in the United States.

### **EMG 8305, Disaster Response Operations and Recovery**

Addresses how community stakeholders provide a foundation for emergency services responses. Key topics presented include evacuation and communication planning; integration of communication management and leadership practices; addressing the needs of vulnerable populations; researching the Critical Decision Method Model and its applicability to emergency management; and understanding the roles and responsibilities of emergency managers regarding building codes, construction, and evacuation planning.

### **EMS 2301 Anatomy and Physiology for EMS I**

Introduces the human anatomy and function of body systems, as well as terminology associated with anatomical structures, cells, tissues, organs, and chemical functions within the body. This course assists learners in applying knowledge of the anatomical structures and body functions to respond to life threats and to serve as the foundation of emergency care.

### **EMS 2302 Anatomy and Physiology II**

Studies the human anatomy and body's function, which include the circulatory system, respiratory system, cardiovascular system, immune system, renal system, lymphatic system, reproductive system, and developmental anatomy. This course will assist students in applying the function of the covered systems in clinical utilization. The content of the course may be integrated or specialized.

*Prerequisite— EMS 2301 or equivalent*

### **EMS 3301 EMS Management**

Investigates the core functions of the emergency medical services (EMS) administrator and the concepts associated with EMS management and processes that contribute to the effectiveness of day-to-day operations within an EMS organization. Areas of study include risk reduction, customer service, quality management, and human resources management of emergency medical service organizations.

### **EMS 3302 EMS Planning and Development**

Presents an overview of emergency medical services (EMS) system design and development. A history of EMS in the areas of public and private services is examined, along with a comparison of service delivery, strategic planning, and model system development and implementation, as well as their impact on emergency healthcare delivery.

*Prerequisite— EMS 3301 or equivalent*

### **EMS 3303 EMS Operations and Personnel Management**

Explores relationships of culture in recruitment, management, and retention of emergency medical services (EMS) personnel. Also examines the influence of effective personnel management on staffing and operational success for the EMS agency. Key areas of investigation

include researching applicable human resources or personnel laws and regulations as well as ensuring that processes are in place for educating supervisory staff and employees, including how to monitor for compliance. Primary administrative functions include conducting employee performance reviews, developing personnel schedules, and investigating complaints.

*Prerequisite— EMS 3302 or equivalent*

### **EMS 3304 Foundations in EMS Education**

Provides a foundational understanding of emergency medical services (EMS) education for the EMS manager. General concepts such as learning styles and barriers to learning are discussed. Other course components include developing instructional goals and outcomes, curriculum and lesson plans, and various forms of learning aids, including how technology enhances the learning process. Finally, this course also reviews education evaluation tool development, concepts of program administration, and legal aspects of instruction.

*Prerequisite— EMS 3302 or equivalent*

### **EMS 3305 Risk Management Practices in EMS**

Examines issues related to reduction or prevention of risk associated with the administration of an emergency medical services (EMS). Areas of concern are related to human resource management, workplace safety, personnel safety, vehicle operations, and clinical proficiency. Current practices support a culture of safety with an emphasis on provider health and wellness, and system accountability as evidenced by strategic implementation of programs aimed at improving awareness of risk related issues, including promoting ownership for achieving organizational goals related to risk management.

*Prerequisite— EMS 3302 or equivalent*

### **EMS 3306 Emergency Medical Communications**

Provides an analysis of fundamental concepts and methodologies related to emergency medical services (EMS) communication. Topics discussed are communication responsibilities, components of public safety communication, communication centers in EMS organizations, mobile communication, and the role of the communications center in system status management.

*Prerequisite— EMS 3302 or equivalent*

### **EMS 3307 Course Design and Development for EMS**

Develops skills to manage and lead training programs for Emergency Medical Service Organizations. The content of the course is focused upon training needs analysis, course design, training schedule management, resource management, budgeting, high risk training, and the development of student and course evaluation tools.

### **EMS 4301 Finance of EMS Systems**

Explores the practice and principles pertaining to the financial management of emergency medical services (EMS) systems. The curriculum will emphasize the importance of finance, budgeting and alternative funding sources, and the processes that contribute to assets and liabilities of an EMS system. It will also explore various financial issues often encountered by EMS professionals and models used for efficiently providing EMS.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4302 Leadership in EMS Systems**

Provides students with knowledge, tools, and skills that will be needed to assume a leadership role in emergency medical services (EMS). Career advancement from field staff or lower-level supervisor requires transitioning from simple supervisory techniques to developing leadership qualities that will enable the individual to manage from a leadership position. Techniques that encourage motivation and teamwork are essential for organizational growth. Students learn how to apply basic leadership principles in organizational settings, assess leadership styles, and develop strategies to become leaders in EMS.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4303 Legal, Political and Regulatory Environment of EMS**

Evaluates legal, political, and regulatory environment of emergency medical services (EMS). This course reinforces the legal aspects of EMS. Students explore malpractice, consent and refusal of treatment, the Occupational Safety and Health Administration (OSHA), employment issues, and risk management. EMS students gain insights into the legal liabilities in emergency medical services.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4304 Community Risk Reduction in EMS**

Focuses on strategies capable of being incorporated into the emergency medical service (EMS) system as part of community relations efforts and education of the community through events and home-based instruction. Managers should work diligently to engage staff in prevention and wellness initiatives as opposed to limiting activities to emergency response. In addition, the EMS system should be part of the community and work as a partner to improve the community's overall health and safety. Explores methods used to reduce community-based risk of mortality related to preventable injuries, to reduce inappropriate use of emergency resources, and to promote community health strategies.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4305 EMS Public Information and Community Relations**

Introduces issues related to addressing events with the media. As media attempt to obtain varying types of information, the emergency medical services (EMS) manager must ensure that the department has a media relations policy; identify who in the organization may disclose or discuss information to the media; and ensure ethical, legal, and organizational standards are maintained when doing so. Addresses routine interactions and major incidents that may attract media attention. Highlights ethical as well as legal issues that may arise as a result of communicating with the media.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4306 EMS Roles During Emergencies and Disasters**

Explores proper planning and response of emergency medical services (EMS) to public emergencies and crisis situations as EMS leaders must prepare for any situation that threatens public health, including the physical and mental impact on EMS professionals during a disaster. This course highlights some of the primary types of emergencies that EMS leaders must be prepared to encounter while meeting legal, political, or regulatory guidelines relevant to the role of the organization in the community with a focus on community-wide planning, the development of effective systems and operational plans, and a multi-professional approach to emergency and disaster response.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4307 Research for the EMS Professional**

This course examines the research process, including identifying areas needing research, critically reviewing findings, discovering challenges with research, and applying solutions to current issues. Students discuss the relevance of research for the emergency medical services (EMS) profession, review current research, construct performance measurements, and develop a research proposal.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4308 Mobile Integrated Health Care**

Examines organizational and community readiness, as well as stakeholder engagement as part of the integration of a mobile health care model in the existing health care structure. Provides an overview of how mobile integrated health systems can contribute to improved patient outcomes, patient satisfaction, and integrate more seamlessly in the health care continuum. Additional topics include conducting community needs assessments, engaging stakeholders, and performance measurements.

*Prerequisite— EMS 3302 or equivalent*

**EMS 4309 Engaging Students and Knowledge Retention in EMS**

Explores methods of engaging students in a manner that promotes the retention of knowledge. Students examine how to engage students in learning by promoting active participation, which promotes critical thinking. Key areas of best practice covered in the course include providing clear expectations, utilizing collaborative learning, flipping the classroom, case-based learning, peer instruction, leading dynamic discussions, community assignments, and providing constructive feedback.

**EMS 4310 Creative Applications in the EMS Learning Environment**

Provides the emergency medical services (EMS) educator with the skills to develop creative learning applications grounded in contemporary adult training and educational best practices. Emphasizes integrating instructional methods that enhance student success and sustain learning, as well as developing competencies in creative applications for professional learning.

**EMS 4320 EMS System Design**

Incorporates key elements of system design for emergency medical services (EMS) to facilitate preparation of a program proposal. Students discuss how various components of program development contribute to an eventual success of their proposals. Students incorporate academic and professional research into a final proposal that synthesizes program outcomes and may be used for future contributions or implementation in EMS.

*Prerequisite— EMS 3303, EMS 3305, EMS 3306, EMS 4301, EMS 4302, EMS 4303, EMS 4305, and EMS 4306 or equivalent*

**ENG 1301 English Composition I**

Introduces the basic concepts and requirements of college-level writing. This course provides students with the opportunity to implement effective communication skills via the written word.

**ENG 1302 English Composition II**

Provides an advanced introduction to the basic concepts and requirements of college-level writing. The course includes additional skills, methods, and techniques to improve and polish the student's completed written documents.

*Prerequisite— ENG 1301 or equivalent*

**ENG 3301 Technical Writing**

Provides a study of the process of technical writing and written communication. Students review various formats and writing purposes as well as produce technical and business-related documents.

*Prerequisite – ENG 1302 or equivalent*

**ENV 3301 Assessing Environmental Science**

Examines major environmental issues using balanced scientific and social perspectives. Features an interdisciplinary approach with case studies to illustrate existing and potential management, economic, technical, and policy solutions in regional, cultural, and historic contexts.

**ENV 3302 Environmental Law**

Studies environmental law related to pollutants and governmental regulations and examines the American legal system, U.S. Environmental Protection Agency, and other agencies that regulate environmental policy.

*Prerequisite – ENV 3301 or equivalent*

**ENV 3303 Waste Management**

Examines the technical and regulatory complexities of municipal, hazardous, and industrial waste management. Includes special emphasis on basic environmental science and related technical fields.

*Prerequisite – ENV 3301 or equivalent*

**ENV 3304 Air Quality**

Considers the science and management practices associated with modern air quality control systems. Emphasis is placed on the regulatory and technological management practices employed in achieving air quality goals and health protection concerns.

*Prerequisite—ENV 3301 or equivalent*

**ENV 3305 Hazardous Waste Management**

Introduces hazardous waste management issues, programs, regulations, hazards, identification, characterization, storage, disposal, and treatment options in the corporate, industrial and municipal settings.

*Prerequisite – ENV 3301 or equivalent*

**ENV 3306 Environmental Assessment**

Surveys environment assessment in the United States that reviews the historical context, the regulatory framework, and the environmental site assessment process.

*Prerequisite – ENV 3301 or equivalent*

**ENV 3307 Environmental Issues**

Examines environmental topics from opposing philosophical and practical sides. Topics include the global environment, current and future energy issues, sustainability development, and the viability of green initiatives.

**ENV 3308 Introduction to Sustainability**

Introduces students to a broad spectrum of sustainability related topics with a focus on environmental sustainability. Includes an overview of key global environmental issues and an introduction to important environmentally friendly technologies.

**ENV 4301 Pollution Prevention**

Reviews the foundation in pollution prevention concepts and methods. Specific topics covered are improved manufacturing operations, life-cycle assessment, design considerations, economics, sustainability issues, fugitive emissions, and material and resource conservation.

*Prerequisite – ENV 3301, ENV 3303 and ENV 3304 or equivalent*

**ENV 4302 Environmental Strategies**

Analyzes fundamental concepts and strategies related to resource management, environmental stewardship, and sustainable development. Students examine economic and social decision-making and development that does not sacrifice the environment.

*Prerequisite – ENV 3301 or equivalent*

**ENV 4303 Environmental Technology**

Examines the basic principles of environmental technology with emphasis given to the application of these basic principles in alleviating environmental problems related to water supply, waste management, and pollution control.

**ENV 4304 Environmental Aspects of Sustainability**

Provides an in-depth look at efforts to limit unsustainable human activities on the environment from both political and technological perspectives to include a discussion of mitigation and remediation strategies.

*Prerequisite –ENV 3308 or equivalent*

**ENV 4305 Social Aspects of Sustainability**

Provides a comprehensive overview of the social impacts of sustainability issues to include a focus on the overlap between environmental, economic, and social aspects of sustainability and the importance of considering the wellbeing and quality of life of human populations and communities in decision-making processes

*Prerequisite –ENV 3308 or equivalent*

**ENV 5301 Industrial and Hazardous Waste Management**

Examines solid and hazardous wastes and how such wastes are managed in modern society. Topics covered are the generation, treatment, and disposal of wastes generated by the noncommercial and industrial segments of society.

**ENV 5302 Solid Waste Management**

Presents the growing and increasingly intricate problems of controlling and processing the refuse created by urban society. Includes discussion of issues concerning regulations and legislation with major emphasis on solid waste engineering principles.

*Prerequisite – ENV 5301 or equivalent*

**ENV 6301 Advanced Pollution Prevention**

Provides an in-depth study of advanced pollution prevention practices with the preparation of a pollution prevention management plan. Emphasizes methodologies that achieve environmental compliance through less expensive pollution control methods.

*Prerequisite – ENV 5301 or equivalent*

**ENV 6302 Advanced Air Quality Control**

Explores an in-depth study of advanced air quality control science and management practices. Addresses health effects, environmental

impacts, monitoring, modeling, and treatment.

*Prerequisite – ENV 5301 or equivalent*

### **FIN 3301 Financial Management**

Bridges financial management with corporate finance. Students apply financial data for use in decision-making by applying financial theory to problems faced by commercial enterprises. Introduces students to basic financial theory, financial forecasting, time value of money techniques, and risk analysis. Other areas covered involve analyzing financial statements with ratios, valuing securities, capital budgeting, and calculating weighted average cost of capital.

*Prerequisite – ACC 2302 or equivalent*

### **FIN 4301 Financial Institutions**

Presents the importance of financial markets and institutions in a global society. Illustrates how financial institutions work for both businesses and the consumer. Broad coverage of different financial institutions within the context of a global society is presented. Includes the role of financial markets in society, financial transactions in a global society, and the commercial banking system.

### **FIN 4302 International Finance**

Investigates financial management from a globalized perspective through trends and integration of new approaches in international finance. The scope and content establish the theoretical foundations of international financial decision-making and the extensive applications of theory to financial practice. The main objective is to develop critical thinking skills regarding the theory and practice of international financial management.

### **FIN 5301 Financial Management for Innovations and Business Development**

Examines financial leadership as related to budgets, fundraising, and strategic decision-making within an organization. Financial reporting and fiduciary responsibility through ethical responsibilities to stakeholders and society are also examined.

### **FIN 6301 Corporate Finance**

Presents the fundamentals of corporate finance management, emphasizing the development of tools of analysis necessary to assess a company's financial health and value; allocate financial resources; determine cost of capital; and assess investment and business opportunities, risk-return relationships, and working capital management.

### **FIN 6302 Advanced Financial Management**

Provides a deep look at financial decision-making from the perspective of the organizational manager. The material explores financial statement analysis, advanced capital budgeting, cost of capital, dividend policy, international topics, working capital management, and ethical considerations.

### **FIN 6303 International Finance**

Synthesizes the study of financial management principles in the international context of foreign exchange, currency markets, and exchange risk management. The impact on decision-making and firm value is evaluated, taking into consideration the interrelationship between exchange rates, macro, and micro variables. Short- and long-term asset and liability management in the international arena is analyzed as well.

### **FIR 2301 Principles of Fire and Emergency Services**

Provides an overview of fire protection and emergency services, to include history, structure, organization, and function in both the public and private sectors. Fire department administration is examined with an emphasis on the fire science education, training, and requirements that can lead to increased professional development and career opportunities in fire protection and related fields. Explores current trends, laws, and regulations affecting the fire service. Highlights the basics of fire, fire strategy, tactics, and Life Safety Initiatives.

### **FIR 2302 Principles of Fire and Emergency Services Safety and Survival**

Introduces the basic principles and history related to the national firefighter Life Safety Initiatives, focusing on the need for cultural and behavioral change throughout the emergency services.

### **FIR 2303 Fire Behavior and Combustion**

Provides an understanding of the basic principles of fire chemistry, the process of fire combustion, fire behavior, and examination of the effects of fire behavior on the safety of individual firefighters. The course also categorizes the components of fire and explains the physical and chemical properties of fire.

### **FIR 2304 Building Construction for Fire Protection**

Provides an overview of building construction related to firefighter and life safety. Explores the elements of building construction, types, and designs that impact building inspections, preplanning for fire operations, and operating at emergencies.

*Prerequisite—FIR 2301 or equivalent*

### **FIR 2305 Introduction to Fire Prevention**

Provides fundamental knowledge relating to the field of fire prevention. Topics include the history and philosophy of fire prevention, organization and operations of a fire prevention bureau, use and application of codes and standards, plans review, fire inspections, fire and life safety education, and fire investigation.

### **FIR 3304 Fire Protection Hydraulics and Water Supply**

Provides a foundation of theoretical knowledge in order to understand the principles of the use of water in fire protection and to apply hydraulic principles to analyze and solve water supply problems.

### **FIR 3305 Fire Protection Structure and Systems**

Examines the features of design and operation of fire alarm systems, water-based fire suppression systems, special hazard fire suppression systems, water supply for fire protection, and portable fire extinguishers.

*Prerequisite—FIR 2303, FIR 2304, and FIR 2305 or equivalent*

### **FIR 3306 Fire Prevention Organization and Management**

Examines the factors that shape fire risk and the tools for fire prevention, including risk reduction education, codes and standards, inspection and plans review, fire investigation, research, master planning, various types of influences, and strategies.

*Prerequisite—FIR 2302 or equivalent*

**FIR 3307 Community Risk Reduction for Fire and Emergency Services**

Provides an overview of the comprehensive approach to fire prevention within the community. Covers strategic planning and community programs as they relate to fire safety and prevention as well as risk reduction for terrorist incidents. Explores the plan review process, code development, code enforcement, fire investigation, and prevention program evaluation.

*Prerequisite—FIR 2302 or equivalent*

**FIR 3311 Legal Aspects of Emergency Services**

Addresses the federal, state, and local laws that regulate emergency services and includes a review of national standards, regulations, and consensus standards.

**FIR 3312 Fire Ground Tactics I**

Examines strategies and tactics from the incident commander's viewpoint. Students are challenged with decision-making through a variety of occupancies as they utilize basic firefighting procedures and considerations from today's fire service. In addition, scenarios and other assessments utilize simulation software to connect scenarios and decision-making to the students' communities and departments.

*Prerequisite—FIR 2302 or equivalent*

**FIR 4301 Political and Legal Foundations of Fire Protection**

Examines the legal aspects of fire service and the political and social impacts of legal issues. Includes a review of the American legal system and in-depth coverage of legal and political issues involving employment and personnel matters.

*Prerequisite—FIR 2301 or equivalent*

**FIR 4302 Fire Service Personnel Management**

Examines relationships and issues in personnel administration and human resource development within the context of fire-related organizations, including personnel management, organizational development, productivity, recruitment and selection, performance management systems, discipline, and collective bargaining.

*Prerequisite—FIR 2301 or equivalent*

**FIR 4303 Fire and Emergency Services Administration**

Provides a progressive primer for students who want more knowledge about fire and emergency services administration. The course demonstrates the importance of the following skills necessary to manage and lead a fire and emergency services department through the challenges and changes of the 21st century: persuasion and influence, accountable budgeting, anticipation of challenges, the need for change, and using specific management tools for analyzing and solving problems.

*Prerequisite—FIR 3306 or equivalent*

**FIR 4304 Fire Dynamics**

Examines the underlying principles involved in structural fire protection systems, building furnishings, and fire protection systems, including water-based fire suppression systems, fire alarm and detection systems, special hazard suppression systems, and smoke management systems.

*Prerequisite—FIR 2302 or equivalent*

**FIR 4305 Fire Analysis and Investigation**

Examines the dynamics of ignition, flame spread, and room fire growth. Explores all phases of fire and explosion investigation,

financial management, and other fire department functions related to incendiary fire analysis and investigation.

**FIR 4306 Human Behavior in Fire**

Explores human behavior as it relates to fire and mass casualties, while also addressing a historical review of human behavior in fire, building design, fire department operations, and evacuation procedures involving specific groups, such as large populations and persons with disabilities. Students also examine current and past research on human behavior, life safety education, and building design to determine interaction of these areas in emergency situations.

*Prerequisite—FIR 2302 or equivalent*

**FIR 4308 Applications in Fire Research**

Examines the basic principles of research and methodology for analyzing fire-related research and provides a framework for conducting and evaluating independent research in the fire service.

*Prerequisite—FIR 3305, 3307, 4301, 4302, and 4303 or equivalent*

**FIR 4311 Fire Prevention and Code Enforcement**

Focuses on the comprehensive fire prevention program through inspection, code enforcement utilizing model building, standards and codes, including detailed information on the legal, economic, and political aspects of the fire inspection process, as well as plans review and public education initiatives.

**FIR 4312 Management of Fire Incident Command Systems**

Provides a comprehensive look at the skills necessary to successfully manage an emergency incident. Using nationally accepted standards, students analyze and apply the strategic considerations necessary to be successful on the fireground. In addition, students gain valuable knowledge of the National Incident Management System (NIMS) as well as how to employ the Incident Command System (ICS) on the fireground.

**FIR 4313 Terrorism Incident Management and Emergency Procedures**

Analyzes the techniques, tactics, and procedures of terrorist groups and the emerging trends in terrorism. Examines response planning, management, and procedures for responding to terrorist incidents, to include examining vulnerabilities of industrial facilities and infrastructure systems to cyberattacks.

**FIR 4314 Crime Scene, Forensics, and Evidence Collection**

Explores the analytical and systematic approach relating to fire scene investigations involving crime scenes, accidental causes, and the collection of evidence. The role of evolving technologies used for fire scene investigations is studied with emphasis on the use of forensic science in reconstructing an incident. The modern fire investigator must be able to justify the validity and reliability of his or her findings against peer review. This course prepares students for contemporary methods of fire investigations

*Prerequisite—FIR 4305 or equivalent*

**FIR 4315 Fire Investigation Technician**

Develops and enhances the student's ability to conduct reliable fire investigations with advanced technical knowledge of the relationship between the National Fire Protection Association (NFPA) 921 and NFPA 1033, fire behavior, fire patterns, the methods of evidence

collection, documenting the fire scene, and utilizing the scientific method of fire investigation.

*Prerequisite—FIR 4305 and FIR 4314 or equivalent*

### **FIR 5301 Fire Protection Technology**

Introduces the design, specification, approving, testing, maintaining, and installing of fire protection systems. Examines a wide variety of simple and complex special hazard fire alarm systems through the use of real-world applications.

### **FIR 5302 Advanced Fire Administration**

Analyzes the fire service operations within emergency management. Students examine the role that the fire service has within the emergency management field and how senior emergency management officials manage the operational component of a rescue department during an emergency.

### **FIR 6301 The Fire-Rescue Executive's Role in Community Risk Reduction**

Examines the executive fire-rescue officer's leadership role for community risk reduction. Students will address ways to enhance life safety and reduce multi-hazard risks within their communities. Avenues for influencing statewide officials to champion these causes are examined. The course encourages proactive measures to address diverse risks such as fire prevention, civil unrest, vehicle safety, home safety, health and wellness, pandemics, and disasters.

### **FIR 6302 The Fire-Rescue Executive's Role in Emergency Management**

Examines the fire/rescue executive's role as an integral part of community and state emergency management systems. Students apply their experience to conventional incident management concepts and analyze the effective management of various emergency incidents. Students also analyze the preparedness of emergency operations centers.

### **FIR 6303 Executive Leadership for Fire-Rescue Officers.**

Examines the fire/rescue officer's role as an executive leader. Students evaluate leadership effectiveness, comparing and contrasting approaches used by various leaders. Students also analyze legal issues and political resources as well as develop procedures for job evaluation and promotion. The course concludes with strategies to enhance the fire/rescue officer's quality of life through personal and professional development.

### **FRN 2301 Introduction to Forensic Investigation**

Provides an overview of the rapidly growing field of forensic investigations. Course topics include a survey of criminalistics; evidence collection; crime scene documentation and photography; impression and pattern interpretation, collection, and development; and ethics and legal aspects of crime scene processing. This course familiarizes learners with conducting proper investigations and determining the intrinsic value of forensic evidence and its use in preparation for trial.

### **FRN 2302 Digital Forensics and the Courtroom**

Describes the fundamental importance of digital forensics, effective management practices, and legal challenges associated with conducting investigations. Learners identify how technology, software, and equipment can be used to enhance procedures and techniques for collection, analysis, preservation, storage, and disposal of artifacts

that reside in hard disks/physical storage and random access memory. Learners also identify the legal issues associated with admission of evidence into the courtroom and investigate certifications in various disciplines and subfields of the forensic sciences.

### **FRN 4301 Principles of Digital Forensics**

Investigates digital forensics procedures and legal aspects. Students learn how to perform digital information gathering and understand legal sanctions for electronic crimes.

*Prerequisite—ITC 4305 or equivalent*

### **FRN 4302 Digital Forensics Applications**

Focuses on using applications and analysis to examine digital data from networks, computers, media, databases, websites, and mobile devices. Students provide recommendations based on analysis findings.

*Prerequisite—FRN 4301 or equivalent*

### **FRN 4303 Pathology of Death**

Explores the role that science plays in the medicolegal investigation of death. The course explores both the historical and current death investigation and administrative legal issues relating to death investigation. A practical focus is placed on time of death estimation, blunt and sharp force trauma, gunfire injuries, thermal death, asphyxia and drowning deaths, electrical and lightning deaths, and vehicular accident injuries.

### **HCA 1301 Basic Medical Terminology**

Provides students with fundamental skills in understanding how to use prefixes, suffixes, and root words to develop medical terms. Students become familiar with the spelling and definition of common medical terms related to major disease processes, diagnostic procedures, laboratory tests, abbreviations, drugs, and treatment modalities.

### **HCA 3301 Health Care Management**

Introduces the field of modern health care management through a systematic analysis of the important areas of concern to the health care manager. Topics covered include the planning process and how planning is used in health care administration; the organizing process and job design; supporting and implementing decisions; building the quality of clinical service; and providing human resources and plant services.

### **HCA 3302 Critical Issues in Health Care**

Provides an overview of the nature of the health care system, factors influencing the distribution of health care, mainstream and alternative health manpower, and the social distribution and meaning of illness in the United States. Topics including bioethical issues, and contemporary issues such as bioterrorism, human genome project, rising prescription drug costs, and urbanization, social stress, and mental illness are covered.

*Prerequisite – HCA 3301 or equivalent*

### **HCA 3303 Standards for Health Care Staff**

Equips students with the knowledge of the traits and professional standards that are required to be a successful member of the healthcare industry. Topics discussed include work ethic, professional traits, teamwork, cultural competence, communication, morals, and career development.

*Prerequisite— HCA 3301 or equivalent*

**HCA 3305 Health Unit Coordination**

Prepares students for future healthcare management roles across a variety of disciplines. Emphasizes the practical aspects of key theoretical concepts through case studies, examples, and exercises based on real-world healthcare scenarios.

*Prerequisite – HCA 3301 or equivalent*

**HCA 3306 Community Health**

Provides practical guidance in the areas of community health, health education, and health promotion. This course also covers information about the design, development, and evaluation of programs in the community. Consideration is given to racial, ethnic, socio-economic, political, and residential patterns of health and the impact that each has on community health.

**HCA 3308 Health Information Principles and Practice**

Provides an overview of health information management (HIM) and HIM principles, policies and procedures including health data content, collection, quality, registries, access, and retention. Examines the use of technology in warehousing and mining, communicating, and safeguarding healthcare data as well as electronic health record (EHR) and public health record (PHR). The benefits and challenges of healthcare information systems and the future of health information management systems are discussed.

**HCA 3310 Health Care Marketing**

Provides a background in the principles and concepts of marketing and examines the importance of marketing in the healthcare sector. Topics discussed include healthcare marketing strategies, trends, and consumer decision-making in health care, ethical and legal considerations in healthcare marketing. Contrasts marketing in the health care sector versus marketing in other sectors.

**HCA 4301 Budgeting in Health Care**

Provides an overview of financial management principles commonly encountered in healthcare organizations. This course introduces the basic concepts of managerial financial functions, processes, financial reports, and factors affecting the financial aspects of providing healthcare services in today's dynamic and competitive environment.

**HCA 4302 Financial Management in Health Care Organizations**

Reinforces key aspects of financial management for health care organizations, addressing diverse factors that impact the provision of medical services in our dynamic and competitive environment. Students will gain knowledge and skills in the various types of health care budgeting and financial reporting, applying these skills through practical case scenarios and problem-solving activities. *Prerequisite—HCA 4301 or equivalent*

**HCA 4303 Comparative Health Systems**

Examines the structure of the major healthcare systems in the United States in a comparative analysis with other countries, focusing on financing, reimbursement, delivery systems, and adoption of new technologies. Students study the relative roles of private sector and public sector insurance and providers; the effect of system design on cost, quality, efficiency, access to primary and specialty care; and equity of medical services.

**HCA 4306 Quantitative Methods of Health Care**

Explores the need for and use of quantitative methods in the healthcare environment. Quantitative analysis provides a proven

mathematical format for healthcare leaders to make the practical decisions necessary to provide care for the burgeoning number of patients while balancing financing options and restraints.

**HCA 4307 Health Care Quality Management**

Examines the history and scope of healthcare quality movement efforts in the United States. Students review methods of assessing quality and techniques for process improvement, as well as opportunities for preventing adverse events. Quality improvement tools such as Lean Six Sigma, constraints theory, and other key approaches are reviewed with an emphasis on developing, executing, and reporting the outcomes of quality improvement initiatives in health care.

*Prerequisite— HCA 3301 or equivalent*

**HCA 4308 Research Methods for Health Professionals**

Focuses on basic concepts of statistics such as measures of central tendency and variability; concepts of test validity, reliability, and objectivity; and basic techniques used in inferential statistics. Also examines the basic components required for designing, conducting, and interpreting health-related research. Topics discussed include research design, methodologies, observational studies, experimental and quasi-experimental design, inherent biases, ethical considerations, the use of primary and secondary data, and statistical techniques.

**HCA 4309 Health Care Law**

Provides background and legal principles for problems concerning our healthcare delivery system. Focus is placed on professional regulation and the managed care and hospital certification programs that impact professional practice. The course is designed to prepare clinical and administrative healthcare personnel for the challenges of understanding today's important issues, from handling patient records and avoiding malpractice, to addressing topics of abortion, AIDS, and the right to die.

**HCA 4320 Development and Strategic Planning in Health Care**

Promotes understanding of the dynamics of strategic planning for medical organizations of all kinds through an integrated capstone course. Students cultivate skills in environmental assessment, diagnose organizational problems, identify opportunities for improvement, formulate and select strategic alternatives, and create strategic management action plans for effective implementation. Leadership for effective planning in health care is emphasized.

**HCA 5301 Health Care Financial Management**

Focuses on various aspects of financial management, including theory, methodologies, and finance techniques used in health care organizations. An emphasis is placed on external financial options, determining financial strength and stability of health care organizations, and understanding the financial implications of health care trends. Students learn how to use financial data to make decisions in strategic planning regarding the organization's short-term and long-term future.

**HCA 5302 Legal Foundations of Health Care**

Provides an analysis of the legal aspects of healthcare delivery and the impact on health care institutions. Students examine tort law, professional liability, cost controls, liability insurance, antitrust, and healthcare access.

**HCA 5303 Health Resources and Policy Analysis**

Analyzes public policies impacting healthcare programs, services, organizations, and program accessibility to citizens. Explores health policy generation, legislation, and implementation.

**HCA 5304 Advanced Health Care Management**

Explores health services organizations within the health care system, effective leadership strategies used by health care managers, methods for conflict management, and processes for designing organizational structures in health services organizations. Students also outline the role of strategic alliances, compare and contrast quality assurance and quality improvement approaches, and learn strategies to achieve effectiveness in health care organizations.

**HCA 5305 Healthcare Strategic Planning and Marketing**

Examines the importance of strategic planning and marketing in health care organizations. Emphasizes marketing management in health care organizations, the strategic planning process of leadership in decision-making approaches, and the ethical issues health care organizations face in the marketing process.

**HCA 5306 Health Field Human Resource Management**

Provides students with information about various aspects of human resource management, as related to health care organizations, namely, legal issues, health and safety, careers, job analysis and design, human resource management, employee productivity, and performance evaluation.

**HIS 1301 American History I**

Explores the social, political, and economic history of the United States from pre-Columbian discovery through the conclusion of post-Civil War Reconstruction.

**HIS 1302 American History II**

Explores the social, political, and economic history of the United States from the advent of the Gilded Age (1877) to the early 21st century.

**HIS 1303 United States Military History I**

Examines the American military's evolution from its infancy as colonial militia groups to 1918 as the United States was on the brink of reaching world power status.

**HIS 1304 United States Military History II**

Explores United States military history from 1918 to the war on terror.

**HIS 1305 Western Civilization I**

Traces the history of Western civilization, examining developments in Western thought and culture from the earliest recorded civilizations to the 17th century.

**HIS 1306 Western Civilization II**

Traces the history of Western civilization, examining developments in Western thought and culture from the 18th century through the 21st century.

**HIS 2301 Medieval History**

Explores many of the assumptions of the medieval period/Middle Ages (a dark age in human history, a violent and ignorant era, which

provoked visions of intolerance, slavery, chaos, barbaric practices, injustice, and brutality that contributed little to modern ideas or innovations), while addressing the political, religious, technological, cultural, and social movements/episodes that defined this unique one-thousand-year period of human history. The main emphasis is on western European history, but consideration is also given to the neighboring civilizations and cultures of Eastern Europe, Byzantium, and the kingdoms of Islam.

**HLS 2301 Introduction to Terrorism**

Examines the various types of terrorism and known terrorist groups deemed to be a probable threat against the citizens of the United States and explores various techniques and resources designed to counter terrorist threats in the United States.

**HLS 2302 Introduction to Physical Security**

Explores physical security and the impact that it has on society. Topics include vulnerabilities that physical security may have on citizens within the community and measures to enhance physical security as a deterrent to terrorism attacks.

**HLS 3301 Weapons of Mass Destruction**

Provides an overview of a broad range of topics concerning the use of weapons of mass destruction (WMDs), including nuclear, chemical, and biological weapons, development, and terrorist use. The course context is structured to discuss the threat of WMDs due to terrorism and rogue states' development of WMDs. The goal of the course is to inform the background history and technical concerns as well as how to deal with these concerns in the future.

**HLS 3302 American Homeland Security**

Evaluates the development of American Homeland Security from various perspectives to include historic, current, legal, organizational development, and best practices.

*Prerequisite—HLS 3301 or equivalent*

**HLS 3303 Terrorism Response Operations**

Examines various tactical response options with emphasis on pre-incident preparedness, mitigation actions, and use of protocols within the National Incident Management System (NIMS) framework.

*Prerequisite—HLS 3301 or equivalent*

**HLS 3304 Ethical and Legal Issues in Homeland Security**

Highlights major ethical and legal issues of homeland security and develops methods for addressing them. Includes content on rights of privacy, the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), and Title 18 of the United States Code.

*Prerequisite—HLS 2301 and HLS 3301 or equivalent*

**HLS 3305 Disaster Planning and Management**

Examines the actions needed and the personnel involved in disaster planning, preparedness, response, and recovery with specific reference to terrorism incidents.

**HLS 3306 Homeland Security Technology**

Explores various homeland security technology options with emphasis on prevention, protection, mitigation, interdiction/intervention, inspection, detection, and response technologies related to homeland security and first responder operations. Examines terrorists' use of



technology and how evolving technology has changed terrorist attacks and presents future challenges for homeland security.

*Prerequisite—HLS 3301 or equivalent*

### **HLS 3307 Typology of Terrorism**

Explores the main types of terrorism as well as examines the radicalization process that may lead to domestic terrorism. This course also explores the causes and reasoning behind homegrown violent extremism in the United States and explores deterrent and prevention methods to counter radicalization that may lead to terrorism.

*Prerequisite—HLS 2301 or equivalent*

### **HLS 3308 Special Topics in Homeland Security**

Presents an examination of current trends in homeland security as it relates to homeland security present day threats and immigration and border security as well as the impact of domestic terrorism. Students also explore the cost analysis of homeland security programs and examine how various levels of law enforcement are charged with U.S. national security.

*Prerequisite—HLS 2301 or equivalent*

### **HLS 4301 Preparedness and Response Partners**

Examines the diversity of homeland security partners, their capabilities, strengths, and improvement areas in terms of collaborative preparedness and response.

*Prerequisite—HLS 3307 or equivalent*

### **HLS 4302 Cybersecurity Management**

Provides an overview of cybersecurity and how best to respond to cyberterrorism and cybercrime. Students learn how to implement cybersecurity awareness into all levels of disaster management. Students are also exposed to cybersecurity awareness, cyber infrastructure impact awareness, communication, deterrence, response, and recovery factors related to cyber infrastructure. Students explore cyber laws, regulations, and ethics and create a cybersecurity strategy by evaluating threats and using risk assessments for critical infrastructure.

*Prerequisite—HLS 3307 or equivalent*

### **HLS 4303 Critical Infrastructure Protection**

Analyzes threats to critical infrastructure from an “all-hazards” perspective and examines the full range of natural, technological, and man-made disasters and their impact on our nation’s critical infrastructure. Students develop risk and threat assessments, safety plans, and strategies for critical infrastructure protection. Finally, students identify the processes for implementing training, education, exercises, and evaluations to ensure infrastructure security.

*Prerequisite—HLS 3307 or equivalent*

### **HLS 4304 Intelligence Process**

Provides for an in-depth analysis to the concepts and theoretical underpinnings of the U.S. intelligence process. Students analyze intelligence cycles and processes and the collection of intelligence information and data as well as participate in simulations examining the student’s role in real-world scenarios linked to various U.S. intelligence agencies.

*Prerequisite—HLS 2301 or equivalent*

### **HLS 4320 Homeland Security Capstone**

Provides an opportunity for students to demonstrate integrative knowledge and comprehension of the concepts they have learned by

completing each of the previous HLS required core courses. Students develop a final project based on a real-world problem in homeland security by applying the knowledge and tools learned throughout the course and the homeland security program.

*Prerequisite—HLS 3304, HLS 4301, HLS 4302, and HLS 4303 or equivalent*

### **HLS 5301 Advanced Seminar in Weapons of Mass Destruction**

Presents a balanced approach and detailed description of the security environment, to include cyber security, while illuminating the multidimensional nature of weapons of mass destruction, including cyber threats and terrorism. Explores technical aspects of threats, terrorist capabilities, and risk assessments that form the basis for making strategic decisions.

### **HLS 6301 Advanced Special Topics in Homeland Security**

Presents an advanced examination of current trends in homeland security as it relates to homeland security present-day threats. Learners explore homeland security topics, including lone-wolf terrorists, radicalization of a person and/or group, cyberterrorism, and technology innovations.

*Prerequisite—CMJ 5301 or equivalent*

### **HLS 6302 Homeland Security**

Presents a comprehensive examination of homeland security, terrorism, domestic security, emergency preparedness, and border and transportation security. Provides a definitive overview of our nation’s critical homeland security issues focusing on analysis, insight, and practical recommendations.

### **HLS 6320 Graduate Capstone in Homeland Security**

Combines all the concepts learned throughout the duration of the program in a capstone course with a variety of projects and research papers. Each of the projects and papers is designed to incorporate the concepts, topics, subtopics, issues, and theories that learners have acquired throughout the homeland security program. Learners integrate critical thinking skills to complete four mini research papers over the duration of the course that encompasses four core topic areas to include domestic and global homeland security protection; critical infrastructure protection; domestic and global counterterrorism tactics, strategies, and legal initiatives; and weapons of mass destruction.

*Prerequisite— CMJ 5301, CMJ 6303, CMJ 6304, HLS 5301, HLS 6301, HLS 6302, and RCH 5301 or equivalent*

### **HPT 3301 Introduction to Hospitality**

Introduces the hospitality industry and various industry segments such as restaurants, hotels, attractions, and other businesses and organizations that serve individuals as they meet, visit, or celebrate. Includes the study of basic management skills and concepts, leadership, marketing, planning, and fundamentals of operation in the hospitality and tourism context.

### **HPT 3302 Introduction to Tourism**

Explores hospitality and tourism from a business context. Focus is on the forces and trends shaping the tourism industry, including the role of travel agents, important transportation modes, use of technology and communication systems, accommodation types, destinations and attractions management, food and beverage operations, and the diversity of this international industry.

### **HPT 4301 Facilities Management and Design in Hospitality and Tourism**

Examines hospitality property management and design. Includes all of the primary facility systems such as water and wastewater, electrical, HVAC, lighting, laundry, solid waste management, telecommunications, food service, energy management, and safety and security.

### **HPT 4302 Legal Aspects of Hospitality and Tourism**

Provides an overview of federal, state, and local laws that are applicable to the hospitality industry. The primary focus of this course is the effect of federal laws and regulations on hiring, firing, employment conditions, and the day-to-day business operations in a hospitality environment.

### **HRM 3301 Human Relations and Development**

Examines interpersonal relations within organizations and provides methods for improvement of interpersonal skills. Methods to enhance teamwork are explored along with experimental activities and case studies.

### **HRM 3302 Human Resources Management**

Provides a management-oriented exploration of human resource management, structure, functional applications, and labor management relations. Focus is placed on managers and leaders within organizations and their responsibility to optimize performance and make decisions based on ethical criteria.

### **HRM 3303 Compensation and Benefits**

Presents the dynamics involved in compensating employees for services rendered in a modern organization. This course focuses on the critical tools and techniques of job analysis, job descriptions, job evaluation, pay surveys, pay administration, and required benefits.

### **HRM 3304 Employment Law**

Provides a working knowledge of federal legislation and regulations affecting employers. Introduces a simple approach to employment law with a foundation of legal principles explained in the layperson's language. A consistent theme of the course is employer awareness of protected classes.

### **HRM 4301 Training and Development**

Provides an organizational development model in human resource management to prepare professionals to train and develop people throughout the career continuum in the international arena. Presents an overview of mentoring and coaching, the role of team leaders and managers in performance appraisals, and orientation programs.

*Prerequisite – HRM 3301 or equivalent*

### **HRM 4302 Staffing Organizations**

Prepares all current and future managers with the tools needed to identify, attract, select, and retain talent. Provides a study of external influences, support activities, staffing-specific activities, and the staffing systems management process. Real-world examples are utilized with special emphasis on staffing models, the labor market and unions, employment law, job analysis and planning, recruitment tools, and strategic staffing decisions.

*Prerequisite – HRM 3301 and HRM 3302 or equivalent*

### **HRM 4303 International Human Resource Management**

Examines three broad areas of international human resource management by examining human behavior within organizations from an international perspective, comparing and analyzing human resource management systems in various countries and regions of the world, and focusing on key aspects of human resource management systems in multinational firms.

*Prerequisite – HRM 3301 and HRM 3302 or equivalent*

### **HRM 4304 Collective Bargaining**

Examines the historical and legal basis for labor relations and collective bargaining in the United States. Changes in the application of labor laws due to court decisions, National Labor Relations Board (NLRB) rulings, and changes in the environment of union and management relations are covered throughout the course. The course also covers the latest decisions and rulings, as well as analysis of what these changes mean in the workplace.

*Prerequisite – HRM 3301 and HRM 3302 or equivalent*

### **HRM 6301 Human Resource Management Methods**

Examines personnel administration for line supervisors and managers and integrates a systems approach to government regulation of employment, employment laws, conflict resolution, and performance-based personnel management.

### **HRM 6302 Employment Law**

Examines laws and regulations impacting rights and responsibilities within the employee and employer relationship. Topics include common law principles, discrimination, wage and hour law, National Labor Relations Act and other labor and employment laws. Focus is on federal laws governing employment.

### **HRM 6303 Training and Development**

Presents a study of current trends in human resource training and development with application to diverse organization environments and labor practices.

### **HRM 6304 Labor Relations and Collective Bargaining**

Explores labor relations, contract negotiation, administration, bargaining units, and decision-making processes. Examines the social, political, and economic impacts of collective bargaining and challenges to the administration of a collectively established relationship.

### **HRM 6305 Compensation Management**

Presents fundamental concepts, issues, and techniques associated with designing, managing, and evaluating compensation and benefits programs for increased organizational performance and competitive staffing.

### **HRM 6306 Leadership Development and Coaching**

Assesses and develops a personal leadership style preference, conflict management methods, and emotional intelligence behaviors. The course places emphasis on research and the leadership actions of diagnosing, communicating, and adapting.

### **HRM 6307 Organization and Development**

Analyzes organizational development (OD) processes that are designed to improve organizational effectiveness. OD processes are systematic, long-term efforts that focus on the human and social elements of organizational change.

### **HRM 6308 Measuring Human Resource Management and Change Impact**

Examines practical approaches for measuring human resource (HR) management functions and change initiatives with special focus on employee performance and organizational effectiveness. Students use case studies to apply approaches for measurement design, data collection, analysis, and evaluation strategies for effective organizational decision-making.

### **HRM 6309 Diversity and Inclusion in Organizational Culture**

Explores strategies for influencing and acknowledging inclusion and diversity within organizational culture. Emphasis is on transforming organizational norms and group dynamics in order to ensure a purposeful commitment to influencing diversity and inclusion.

### **HRM 7301 Human Resource Management**

Examines theoretical, applied, and professional issues associated with the management of human resources within organizations. The course seeks to familiarize students with facets of the human resource management function and to explore strategic approaches to effectively maximizing employee performance.

*Prerequisite— ORI 7100*

### **HTH 1301 Medical Law and Ethics**

Introduces the key principles governing release of information and confidentiality of patient information. An overview of healthcare delivery systems and the roles of healthcare professionals is also presented. Other topics include confidentiality; release of information; legislative process; the court system; legal vocabulary; record retention guidelines; patient rights/advocacy; advance directives; and ethics.

### **HTH 1304 Health Information Technology and Systems**

Introduces students to the basic concepts of health information management in the healthcare setting. Historical and current record-keeping practices will be explored as well as a basic overview of healthcare delivery systems. The definition of, standards for, and development of both paper and electronic health records as to content, format, evaluation, and completion are discussed. Numbering and filing systems, registries, indexes, forms, and screen design and data exchange are addressed. Other topics include data sets, storage, retrieval, use, and structure of healthcare data; record assembly and analysis; chart location; master patient index; physician documentation and release of information; the role of accrediting and regulatory agencies; facility and staff organization; legal and ethical issues; and the transition to an electronic patient record.

### **HTH 1305 Pharmacology**

Provides the general principles and concepts of pharmacology. Explores the indications, dosages/strengths, dosage calculations/measurements, and precautions/contraindications that may be associated with specific drugs or drug classes as well as mechanisms of drug administration and therapeutic management of patients with specific disease states, medical processes, health conditions, or considered as special patient populations.

*Prerequisite— HCA 1301 or equivalent*

### **HTH 1306 Introduction to Health Care Statistics**

Introduces students to basic statistical principles and calculations as applied in the healthcare environment. Focuses on procedures for collecting and reporting vital statistics and basic quality control

population statistics. In addition, students learn the fundamentals of displaying statistical information using a variety of graphs and charts.

*Prerequisite— MAT 1301 or equivalent*

### **HTH 2303 Pathophysiology**

Provides education on the general mechanisms of disease processes and health problems. The most commonly occurring diseases of body systems are surveyed. Students use web-based information to research system disorders. Students are also introduced to ethical standards used in identifying the principles of pathogenesis and clinical significance of selected system disorders.

*Prerequisite—HTH 2306 and HCA 1301 or equivalent*

### **HTH 2304 Introduction to Health Information Management**

Introduces health information management principles, policies, and procedures including health data content, coding and reimbursement, integrity, registries, access, and retention as well as the integration of technology in health care. Historical and current recordkeeping practices are explored as well as a basic overview of healthcare delivery systems. Ambulatory care, long-term care, mental health, and acute care health records are introduced. Forms design, filing methods, and types of numbering systems are covered. Other topics include the role of accrediting and regulatory agencies, facility and staff organization, health record content, record management, the transition to an electronic patient record, and future trends in health information.

### **HTH 2305 Health Information Documentation Management**

Provides a foundation regarding documentation requirements for complete and accurate health records as required by licensing, accrediting, and regulatory agencies; skills in data collection tools, data quality assessment and integrity; healthcare data sets and standards; medical terminology; principles and guidelines for using International Classification of Diseases, Ninth Revision or Tenth Revision, Clinical Modification (ICD-9-CM or ICD-10-CM); and primary and secondary healthcare data sources.

*Prerequisite— HTH 1304 and HCA 1301 or equivalent*

### **HTH 2306 Human Anatomy**

Introduces basic concepts of human anatomy and physiology. The topics covered include, medical language, organization of the body, review of the cells, tissues, and membranes of the body. The body systems covered include skeletal, muscular, integumentary, cardiovascular, lymphatic, immune, respiratory, nervous, sensory, endocrine, gastrointestinal, urinary, and reproductive.

*Prerequisite— HCA 1301 or equivalent*

### **HTH 2307 ICD-10-CM**

Presents an overview of International Classification of Diseases, Tenth Revision, Clinical Modification (ICD-10-CM). Emphasis is placed on the principles, theories, concepts, and applications required to code diseases and procedures using the ICD-10-CM classification system. Chapter specific guidelines are considered, and students are given an opportunity to practice coding in a variety of medical scenarios.

*Prerequisite— HCA 1301, HTH 2303 and HTH 2306 or equivalent*

### **HTH 2308 Introduction to ICD-10-PCS**

Prepares students to utilize the ICD-10-PCS format to build procedure codes. Students are introduced to the code components and guidelines and are trained in applying coding procedures.

*Prerequisite— HCA 1301, HTH 2303 and HTH 2306 or equivalent*

**HTH 2309 Reimbursement Methodologies**

Introduces the student to different health insurances, managed care plans, and reimbursement methods. Students become familiar with the health insurance industry, physicians' office billing practices, legal and regulatory issues, and assigning proper billing codes to complete claim forms. Eligibility requirements, claims processing and adjudication, collection, and computerized patient accounting procedures are also emphasized.

*Prerequisite—HCA 1301 or equivalent*

**HTH 2310 Introduction to Current Procedural Terminology**

Focuses on the conventions and guidelines of the Current Procedural Terminology (CPT) coding system. Provides an overview of coding and guidelines, coding conventions, evaluation and management services, and medicine used in CPT and for the Health Care Procedural Coding System (HCPCS). Students practice applying all CPT and HCPCS codes that relate to the outpatient setting.

*Prerequisite— HCA 1301, HTH 2303 and HTH 2306 or equivalent*

**HUM 2301 Historical Tour of Italy**

Examines the history, culture, and art that is portrayed in Italy. Students investigate Italy's many wonders through the ages, including the artwork of Italy's great cathedrals to the stunning piazzas that frame the cities. Students also explore the greatest art and architectural examples from each period between the rise of the Roman Empire to the dawn of the Italian Renaissance.

**INT 3301 Introduction to Intelligence**

Introduces students to the primary intelligence disciplines used by the United States Intelligence Community (USIC) enterprise for national and homeland security and provides an examination of intelligence as a function, process, and product. Students explore the intelligence cycle, the analytical standards, and analysis concepts using structured analytical techniques. Specific emphasis is placed on developing skills related to the intelligence cadre's critical thinking, analytic writing, and analysis techniques.

**INT 3305 United States Intelligence Community**

Introduces the history, evolution, and current concerns of the intelligence community in the United States and how the intelligence community supports foreign policy and plays a vital role in our national security. The course identifies the core members of the intelligence community and discusses their specific roles and missions. Students analyze how the intelligence community supports national security decision-making and how the community collaborates with foreign intelligence services to address international security challenges and threats around the globe.

**INT 3309 Espionage and Counterespionage**

Provides an historical overview of espionage techniques both domestically and globally and how these techniques have assisted intelligence operations. Topics covered include how espionage and counterespionage impact decision-making within the intelligence community and the effects on national security when mistakes are made within intelligence collection. This course highlights key elements and oversight methods of espionage within the US intelligence community and explains the role of the 1917 Espionage Act. Students assess changes within the intelligence community over time and how this has resulted in evolving espionage methods and priorities. Students also analyze emerging technologies that assist with

current-day counterespionage practices and explore how economic espionage is impacting national and international interests.

**IDT 5301 Learning Theories for Instruction**

Reviews various theoretical approaches to learning. In this course, students compare essential elements of instructional design learning theory, select a theory, and apply it appropriately in the design and development of an instructional activity.

**IDT 5302 Instructional Design & Technology**

Introduces the systematic approach to designing instruction. In this course, students analyze the components of instructional design models and apply them in the design of instruction.

*Prerequisite— IDT 5301 or equivalent*

**IDT 5303 Online Learning & Learning Management Systems**

Examines the common attributes and functionality of learning management systems used in online learning. Students utilize these tools and instructional design principles to identify and apply an effective learning design for the online modality.

*Prerequisite— IDT 5301 and IDT 5302, or equivalent*

**IDT 5304 Digital Media**

Investigates the educational application of digital media. This course focuses on the instructional design principles and skills needed for selecting, implementing, and evaluating multimedia and other learning technologies for instruction.

*Prerequisite— IDT 5301 and IDT 5302, or equivalent*

**IDT 5305 Digital and Emerging Technology Strategies**

Evaluates current and emerging technologies and their applications for designing instruction. An emphasis is placed on highlighting best practices for instruction with technology as a tool to enrich learner experiences and engagement.

*Prerequisite— IDT 5301, or equivalent*

**IDT 6320 Program Evaluation**

Provides learners with a capstone experience focusing on improving overall organizational and learning environments. Learners utilize applied social research procedures to investigate the effectiveness of an existing instructional program.

*Prerequisite— EDU 5301, EDU 5302, EDU 6301, IDT 5301, IDT 5302, IDT 5303, IDT 5304, IDT 5305, or equivalent*

**ITC 1301 Computer Essentials**

Explores computer literacy topics in a very basic, hands-on environment. Presents the fundamentals of computer hardware and software, the Internet, operating systems, and current application software within Microsoft Office Suite.

**ITC 2301 Personal Computer Fundamentals**

Examines the fundamentals of personal computers with an emphasis on current application software. Provides an overview of personal computers, operating systems, and Internet technologies. Includes extensive and valuable hands-on experience using several applications in the Microsoft Office Suite.

**ITC 2302 Introduction to Data Communications**

Examines data communications fundamentals, including the transmission and reception of data signals, networking and network

architecture, and communications protocols. Provides a baseline level of knowledge for success in industry and preparation for networking certifications, including the Network+, Microsoft Certified Systems Administrator (MCSA), Microsoft Certified Systems Engineer (MCSE), Certified Novell Administrator (CNA), and Cisco Certified Network Associate (CCNA) designations.

*Prerequisite— ITC 2301 or equivalent*

### **ITC 3301 Maintaining Microcomputer Systems I**

Examines microcomputer hardware and peripheral installation, maintenance, and troubleshooting, including networking and security considerations. Material covered prepares students for additional study in networking and information security or support technician positions. This course requires a PC with Windows as it assists with preparing students to sit for the A+ exam.

### **ITC 3303 Information Systems Management**

Provides a comprehensive overview of the management of information systems and the combination of hardware, software, and people vital to the successful business operation. The strategic role of information systems is examined, as well as the characteristics of computer systems, software applications, programming languages, and relational databases.

### **ITC 3304 Introduction to E-Commerce**

Provides an overview of how firms compete in today's environment with a focus on strategic choices and the infrastructures affecting e-commerce including technology, capital, media, and public policy. The strategy formulation process is covered by focusing on its six interrelated decision areas: market opportunity analysis, business models, customer interface, market communications, implementation, and metrics. In addition, the course investigates the four infrastructures affecting the strategy process: technology, media, capital, and public policy.

### **ITC 3306 Operating Systems**

Introduces both theoretical and technical aspects of several current operating systems. Areas covered within this course are operating system installation, configuration, use, and maintenance. Network, device, and file system topics are included.

*Prerequisite— ITC 2301 or equivalent*

### **ITC 3308 Cloud Computing**

Explores cloud computing fundamentals that pertain to both technology and business considerations. Topics covered are cloud services, cloud architectures, cloud backup and storage, sharing of digital media, cloud-based applications, mobile systems, virtualization, and cloud security and management. This course helps to prepare students to sit for the CompTIA Cloud Essentials Certification.

*Prerequisite— ITC 2301 or equivalent*

### **ITC 3309 Introduction to Mobile Technology**

Covers key trends and issues of a mobile environment as well as recent developments in mobile computing. Topics include mobile evolution, social networking, mobile strategy, management, and security. This course provides a baseline level of knowledge for success in industry and a basic foundational knowledge for mobile certifications.

### **ITC 3310 Fundamentals of Data Analytics**

Provides participants with an overview of data analytics that focuses on aspects of the analytics cycle, including warehousing, mining, analysis, and visualization. Students learn how to apply statistical techniques to uncover meaningful patterns and insights and how data analytics can be used to make decisions and develop strategies in various industries.

### **ITC 3311 Enterprise Data Management**

Examines how enterprise data management can help organizations ensure data accuracy, accessibility, security, and compliance with applicable regulations. Students explore automated systems and the associated functions utilized to extract the patterns concealed within massive data sets to forecast consumer behavior and help organizations make better-informed choices.

### **ITC 4301 System Analysis and Design**

Explores structured systems analysis and design terminology and techniques. Presents a foundation in systems design and documentation necessary for effective communication and career advancement for all technology professionals.

### **ITC 4302 Database Design and Implementation**

Provides a comprehensive coverage of database systems design, development, and implementation. Examines the tools and techniques necessary in creating data models and subsequent database designs. Provides hands-on experience using diagramming tools.

### **ITC 4303 Programming Concepts and Problem Solving**

Focuses on expanding on the fundamentals of programming as well as the solving computer-related programming problems. Programming principles that translate easily to many other modern programming languages are examined. Students will explore various techniques used with regard to programming fundamentals including the following: object-oriented programming, software development, computer decision structures, web application development, and console-based application development.

### **ITC 4304 Web Design and Development**

Presents web design principles and techniques coupled with practical experience in the design and creation of websites. Includes coverage of the latest tools, trends, and issues relating to computers and technology.

### **ITC 4305 Internet and Network Security**

Provides a practical examination of information security fundamentals. Includes security planning, technologies, and personnel issues. Covers material helpful in the preparation for the Security+ certification exam.

### **ITC 4306 IT Infrastructure Management**

Presents a comprehensive study of current technology management trends and tools. Includes coverage of varying types, sizes, and levels with an emphasis on larger organizations and systems.

### **ITC 4307 Information Technology Evaluation and Implementation I**

Results in the completion and delivery of the first phases of a faculty-approved information technology (IT) project management plan

through a capstone project course. This course includes readings in project management, development of a project management plan, and the practical application of project management software.

*Prerequisite— ITC 2302, ITC 3301, ITC 4301, ITC 4302, ITC 4303, ITC 4304, ITC 4305 or equivalent*

#### **ITC 4308 Information Technology Evaluation and Implementation II**

Focuses on a capstone project resulting in the completion and delivery of the final phases of a faculty-approved information technology (IT) project management plan, continued from the prerequisite course ITC 4760. This course includes additional readings in project management, advanced topics of project and process management, and additional practice with project management software and tools.

*Prerequisite—ITC 4307 or equivalent*

#### **ITC 4311 Information Technology Cost Analysis**

Provides an in-depth study of the economic issues facing technology-driven companies. Analyzes properties of the internet that impact traditional and online businesses. Competitive and macro environments affecting internet firms and the role of the general manager in creating and maintaining a competitive advantage are presented.

#### **ITC 4312 Data Analytics**

Examines the use of business intelligence (BI) and data analytics to support decision-making. This course includes theoretical and practical topics surrounding data and data mining, data warehousing, and analytics. New and emerging technologies are presented, and students gain meaningful information in the use of data analysis tools.

#### **ITC 4313 IT Ethics and Professionalism**

Educates existing and future business managers and IT professionals on the tremendous impact ethical issues have on the use of information technology (IT) in the modern business world. This course includes studies of professional codes of ethical conduct, philosophy of ethics, risk analysis, liability, responsibility, security, privacy, intellectual property, the Internet, and various laws that affect an information technology infrastructure.

*Prerequisite— ITC 4305 or equivalent*

#### **ITC 4314 Emerging Technologies and Big Data**

Explores contemporary systems and technologies impacting the field of data analytics, including the cloud, artificial intelligence, and machine learning. Students also gain exposure to areas of technology that provide opportunities for future professional specialization, such as emerging big data technologies that can support the work of data analysts.

#### **ITC 5301 Management Information Systems**

Considers the theory and practice of management information systems, including information requirements analysis, design methodology, and system implementation considerations. Topics include new technology convergence, management of disrupted technology, technology impacts, and business continuity planning.

#### **ITC 5302 Analytics and Business Intelligence**

Reviews how data extraction, data manipulation, and data analytics are used to create visualizations and outputs for organizational decision-making. Students gain hands-on experience developing data requirements for business intelligence (BI) outputs, engaging

stakeholders with developments, making data connections to a BI solution, and creating outputs for decision-making.

#### **ITC 6301 IT Infrastructure Design and Management**

Emphasizes how fundamental IT building blocks are integrated in meaningful ways to support IT services that drive core business outcomes. Subject matter establishes significance in understanding organizational objectives when designing, deploying, and managing sustainable and resilient IT infrastructures. Content focuses attention on critical drivers of an IT infrastructure involving business alignment, acquisition, provisioning, governance, sustainability of knowledge resources, impact of latest technological developments, and privacy and ethical use of information.

#### **ITC 6302 IT Innovations and Emerging Technologies**

Provides students an in-depth understanding of the trends and innovations of emerging technologies. Students explore topics including transportation innovation, virtualization, machine learning, and artificial intelligence. Students also learn how technology contributes to needs of society across various industries. Real-world scenarios are highlighted.

#### **ITC 6320 Case Studies in IT**

Demonstrates the personal, academic, and professional experiences of students in a subject related to their major. Students develop an original capstone case study that integrates and synthesizes concepts and principles that are taught throughout the IT graduate program.

*Prerequisite— ITC 5302, ITC 6301, ITC 6302, SEC 5301 or equivalent*

#### **LDR 3301 Leadership**

Presents the importance of leadership in conjunction with various leadership traits, styles, and qualities. Enhances the importance of having a vision, the motivation to lead, social motives in the workplace, levels of morality and values, and the significance of empowerment for effective leadership. Topics include situational leadership, organizational climate, moral dilemmas, personal integrity, servant leadership, participative management, human relations, high-performance teams, diversity, cultural and interpersonal differences, workplace stress, performance management, and organizational change.

#### **LDR 3302 Organizational Theory and Behavior**

Presents basic knowledge of organizational theory, human motivation, emotional intelligence, and workplace behaviors in order to analyze and determine the best methods for improving organizational behavior and related skill sets. This course includes the study of a wide range of personality, workplace behavior, and related theories.

#### **LDR 3303 Leadership Across Generations**

Presents strategies for leadership of multigenerational teams within the workforce. Examines individual versus generational differences. Explores variations in work styles, perspectives, and assumptions across workforce generations and presents leadership strategies aimed at fostering generational diversity in teams.

#### **LDR 4301 Managing Diversity in Organizations**

Presents the personal and organizational implications of increasing workforce diversity. Explores the complex dynamics of ethnic, racial, and gender diversity in organizations as seen from the vantage point of social science and organizational studies. Examines the managerial implications of increasing cultural diversity in organizations and the

orientations to diversity adopted by organizations, the correlates of these approaches, and the possibilities for organizational change.

*Prerequisite—LDR 3301 or equivalent*

#### **LDR 4302 Communication Skills for Leaders**

Provides a study of approaches and skills needed for communication and leadership in the workplace. Explores communication methods for working with teams from diverse cultures, genders, and generations. Examines communication, social media, and presentations skills with an emphasis on speaking and writing professionally.

#### **LDR 4303 Team Building and Leadership**

Examines high performance skills, innovation, management, and effective development of cross-cultural teams in relation to leadership. Analysis of leadership styles in both social and professional situations, the importance of making wise business decisions within a team-based environment, and overcoming unhealthy agreements are covered. This course examines leaders' communication styles, leadership power, situational leadership, creativity and leadership, resolving conflict, teamwork, motivation, coaching skills, emotional intelligence, and the impact of leaders on organizational decision-making.

*Prerequisite—LDR 3301 or equivalent*

#### **LDR 4304 Negotiation/Conflict Resolution**

Presents the development of communication and management skills essential for successfully resolving conflict situations involving labor and management practices. The structural dysfunction of organizations is also explored.

*Prerequisite—HRM 3301 or equivalent*

#### **LDR 4305 Innovative Business Decisions**

Presents an in-depth study of creative thinking, critical thinking techniques, and problem-solving processes that are essential for disrupting thinking. Moral, legal, and aesthetic reasoning are addressed as applicable to the process of rational reflection and judgment.

#### **LDR 4320 Current Issues in Leadership**

Examines overarching issues in leadership from a practical application standpoint using case study and project methods. Explores leadership and management concepts as the central attribute to improving performance in the workforce. Serves as the capstone course for the Bachelor of Science in Organizational Leadership curriculum and includes a significant writing component.

*Prerequisite—BUS 2303, BUS 4302, HRM 4301, LDR 3302, LDR 3303, LDR 4301, LDR 4302, LDR 4303, LDR 4304, LDR 4305, MGT 3303, PSY 4306 or equivalent*

#### **LDR 5301 Methods of Analysis for Business Operations**

Examines quantitative analysis techniques in strategic business decision-making and the management of production and service operations. Introduces tools such as forecasting, decision analysis simulation, linear programming, and project management. These quantitative techniques assist managerial decision-making in finance, marketing, quality assurance, service, and human resources.

*Prerequisite—RCH 5302 or equivalent*

#### **LDR 5302 Crisis Communication Management**

Emphasizes that managers must be in a position to communicate effectively during crisis situations. Knowledge and specific skills are

presented in this course to assist managers with effective communication during stressful or emergency situations.

#### **LDR 6301 Psychological Foundations of Leadership**

Presents basic concepts, theories, and research regarding psychological issues related to organizational behavior and leadership. Includes the nature of leadership, leadership behavior, and specific psychological traits of individuals in leadership roles.

#### **LDR 6302 Current Issues in Leadership**

Examines critical issues in leadership, using a case analysis method. Explores the role of leadership in current business organizations. Serves as the capstone course for the Master of Science in Organizational Leadership curriculum and includes a significant writing component.

#### **LIT 2301 War in Literature**

Explores a variety of texts related to war from the literary and human perspectives.

*Prerequisite—EH 1301 or equivalent*

#### **LOG 3301 Principles of Logistics**

Presents the elements to develop and manage an effective logistics and distribution system in today's global environment. Students are provided with an opportunity to discuss and apply logistics techniques and models. Topics include the logistics concepts of distribution, planning, warehousing, transportation, delivery, and returns.

#### **LOG 4301 Transportation Logistics**

Covers the primary processes, laws, and modes of transportation, including a review of global transportation processes. Students examine the critical nature of transporting goods in a supply chain.

#### **LOG 4302 Global Logistics**

Presents the elements to develop and manage an effective global supply chain in the current business environment. Students are provided an opportunity to discuss and apply logistics techniques and models. Topics include logistics concepts as they pertain to strategic business decision-making, technology, global sourcing, customs, trade regulations, transportation, and customer service.

#### **LSS 1301 Learning Strategies for Success**

Introduces the skill set needed to succeed in online courses. It provides opportunities for learners to write effective college papers, use the CSU Library, and develop strategies that enhance career planning.

#### **MAT 1300 Intermediate Algebra**

Designed to present the foundational algebraic skills needed for college algebra and to orient students to the course format that is used in subsequent math courses. Topics include graphs, functions, linear equations, inequalities, polynomials, rational functions, quadratic equations, and complex numbers.

#### **MAT 1301 Liberal Arts Math**

Introduces non-technical applications of mathematics in the modern world. Cultivates an appreciation of the significance of mathematics in daily life and develops students' mathematical reasoning. Subjects include quantitative information in real-world situations, geometry, statistics, and probability.

**MAT 1302 College Algebra**

Presents traditional concepts in college algebra. Topics include the following: linear and quadratic equations, complex numbers, polynomials, rational functions, inequalities, exponential and logarithmic functions, and systems of equations. Students entering this course should have prior knowledge of intermediate algebra concepts.

**MAT 1304 Finite Math**

Surveys mathematical analysis techniques used in work and everyday-life situations. Topics include an introduction of linear functions, matrices, logic, mathematics of finance, probability, and counting techniques along with their applications.

**MAT 2301 Elementary Statistics**

Introduces the basic principles and issues relevant to the understanding of data sources and research. Students gain an overview of the basic concepts of statistics by exploring the world of descriptive statistics, probability, and inferential statistics.

**MAT 2302 Pre-Calculus**

Explores in-depth, pre-calculus mathematics. Topics include functions and their graphs, a study of polynomials and rational functions, exponential and logarithmic functions, conics, and an introduction to calculus.

*Prerequisite—MAT 1302 or equivalent*

**MAT 2303 Calculus**

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

*Prerequisite—MAT 2302 or equivalent*

**MGT 2301 Intercultural Management**

Presents an overview of the impact of culture on international business. Review of intercultural skills needed to develop successful management strategies across cultures. Emphasis is placed on assessing the environment, ethics and social responsibility, communication skills, and formulating business strategies.

**MGT 3301 Principles of Management**

Presents the dynamics involved in managing organizations within the construct of today's global environment. The course provides students with an opportunity to study and discuss the functions and elements of management. Topics include the principles of management as they pertain to leadership, strategic decision-making, motivation, goal-framing effects, organizational design and change, perceptions, high-performance teams, and group behavior.

**MGT 3302 Introduction to Project Management**

Explores project management and the project management process framework. This course provides an overview of the five project management process groups, including initiating, planning, executing, controlling, and monitoring, and closing.

**MGT 3303 Managerial Decision-Making**

Investigates the theory of decision-making, including the process of rational decision-making and the various problems associated with

making rational decisions. Ethics and fairness in decision-making are highlighted as well as the various ways to improve decision-making, both as an individual and as a member of a group.

**MGT 3304 Project Management Overview**

Presents an overview of contemporary project management practices and techniques. Examines current terminology, definitions, tools, project selection criteria, the Triple Constraint, roles and responsibilities, managing project teams, and the five process groups.

**MGT 3305 Principles of Supply Chain Management**

Presents an overview of the elements involved in developing and managing an effective supply chain in today's global environment. Students are provided with an opportunity to discuss and apply supply chain management techniques and models. Topics include supply chain management concepts as they pertain to strategic decision-making, planning, sourcing, manufacturing, delivery, and returns.

**MGT 4301 Project Planning**

Provides the tools to understand, design, and apply systematic project management organization and administration. In addition to learning how to satisfy customer needs, this course will assist students in applying budgeting concepts, managing production time, investing resources, and creating performance specifications designed within defined requirements.

**MGT 4302 International Management**

Presents a study of the challenges that confront managers of organizations and individuals in global settings. Special focus is placed on benefits of diversity derived from interactions between different cultures. The course also covers an overview of markets, governments, and organizations as well as a general overview of the concepts of internationalization in contemporary business.

**MGT 4303 Production Management**

Examines the production of goods and services in an efficient and effective business operation. The course also addresses the management of resources, the distribution of goods and services to customers, and the analysis of queue systems.

**MGT 4304 Risk Management**

Provides a study of problem solving from managerial, consumer, and societal perspectives. Emphasizes the business managerial aspects of risk management and insurance, as well as the numerous consumer applications of the concept of risk management and insurance transaction.

**MGT 4305 Procurement and Contract Management**

Investigates contracts as a means for individuals and businesses to sell and otherwise transfer property, services, and other rights. Students examine the actions that companies utilize to build successful partnerships, to manage expectations, and to build trust between organizations. Topics also include the contract management process, roles and responsibilities of team members, contracts and legal issues, e-procurement, and contracting methods.

**MGT 6301 Organizational Research and Theory**

Examines organizational theory and managerial concepts of human behavior in organizations. Topics include theoretical and practical application of motivation, leadership, power, and reward systems.



Provides a balanced view of the structural and human aspects of organization design.

### **MGT 6302 Project Management Strategy and Tactics**

Presents the core fundamentals of project management to include the project management process groups and knowledge areas used in managing a project from initiating to closing. Examines the project management life cycle. Explores how an organization's culture and structure impacts the project management strategy. Explores the necessary inputs, tools and techniques, outputs, and skills needed to achieve desired organizational outcomes and project success.

### **MGT 6303 Project Stakeholders**

Analyzes strategic leadership involved with project stakeholders. Emphasizes processes required to identify the people, groups, or organizations who will effectively implement project decisions and activities. Examines stakeholder expectations, their impact on the project, and the methods to develop efficient management strategies to build and lead a high-performing team. Students focus on managing effective stakeholder engagement and resources through the compilation of a stakeholder management plan and a resource management plan.

### **MGT 6304 Managing Complex Projects**

Provides a study of the project management process and the complexities of project management with an emphasis on project monitoring and controlling. Includes the systematic approach to project planning, risk management, and project monitoring and controlling. Students are introduced to earned value management as well as the implementation of corrective action scenarios.

*Prerequisite* – MGT 6302, MGT 6303, and MGT 6305 or equivalent

### **MGT 6305 Project Management**

Provides a comprehensive study of the skills of problem-solving and decision-making, which are critical to effective project management. Includes program value, project definition, environmental considerations, time sensitivity, risk sensitivity, metrics gathering, cost reduction, impact analysis, risk response controls, and basic elements of contracts. Focuses on practicing effective decision-making, including learning how to identify and quantify problems and potential solutions.

### **MGT 6306 Intercultural Management**

Provides a comparative study of the multicultural, intercultural, and diversity dynamics of conducting domestic and international business. Focus is on the unique intercultural and multicultural problems, characteristics, opportunities, and demands faced by firms in both local and domestic businesses and the individuals engaged in its corresponding intercultural and multicultural communications, negotiations, integration, and unique transactions across value systems of various nations.

### **MGT 7301 Organizational Behavior and Comparative Management**

Provides a comparative study of organizational theory and behavior with attention to both historical and contemporary contexts. Combines a critical review and analysis of current theory and research on complex organizational structures, processes, and performance applications. Topics include classical management theory, human relations perspectives, institutional theory, comparative organizational

designs, change processes, and organizational-environmental interaction.

*Prerequisite*—ORI 7100

### **MGT 8301 Technology and Innovation Management**

Provides an integrated, strategic view of management of technology. Focusing on theory and practice, the course addresses the contemporary challenges of globalization, time compression, and technology integration that general managers face today. Explores several strategic approaches for dealing with these challenges, from both managerial and economic perspectives. Concepts presented are valuable for chief technology officers, directors of technology, chief information officers, and management personnel in research and development, product development, and operations.

*Prerequisite*— ORI 7100

### **MKT 3301 Principles of Marketing**

Provides an introduction to the functions of marketing. Discusses the influence of social, economic, ethical, legal, and technological forces on marketing activities, and marketing around the globe in a socially responsible way. Features real-world examples that show concepts in action and how marketers address today's marketing challenges.

### **MKT 3302 Internet Marketing Principles**

Presents the conceptual and practical knowledge needed to comprehend the implications of the Internet for business. Guides learners through the concepts, trends, and best practices for doing business online to provide the ability to develop and implement effective strategies for Internet marketing.

### **MKT 3303 Consumer Behavior**

Investigates consumer behavior as the study of people and the products that shape their identities. Presents personal and professional relevance to consumer behavior, including psychological, social, economic, and political foundations in consumer activities.

Learners analyze buying behavior by exploring the products, services, and consumption activities from a multicultural perspective, which contributes to the broader social world.

### **MKT 3304 Marketing Research**

Introduces the marketing research process. Exploration of the many ways that marketing researchers gather information and utilize technology and the Internet in marketing research. Global marketing research is explored in detail and includes ethical, social, political, and legal implications to research activities.

### **MKT 3305 Advertising**

Focuses on the importance of how businesses integrate marketing communications into their business models and how advertising is produced and transmitted using traditional and new media channels. Learners explore the global effects of marketing and advertising on business, industry, and national economies as well as the strategic function of advertising within the broader context of business and marketing.

### **MKT 5301 Advanced Marketing**

Provides an overview of advanced topics in marketing management, planning, strategy, analysis, and control. The course provides a domestic and international emphasis on consumer needs, industry position, competition, and ethical marketing practices. Application

will include the management of both traditional and digital marketing strategies towards an effective integrated marketing communication (IMC) plan.

### **MKT 5302 Strategic Digital Marketing**

Examines the management of strategic digital marketing techniques within an organization. Key topics include web design, search engine optimization (SEO), paid search, display advertising, email marketing, mobile and social media advertising, ethical management of information, and effective use of web analytics.

### **MKT 5303 Marketing Research and Data Analytics**

Examines the marketing research process using both traditional and online tools to compile and analyze marketing information. Focuses on the application of digital metrics and web analytics contributing towards effective managerial decision-making. Ethical and privacy issues associated with information gathering are also examined.

### **MKT 5304 Strategic Brand Management and New Product Marketing**

Examines the interplay between new product marketing and strategic brand management. Designed for students interested in product and brand management roles and responsibilities, product life cycle, product planning strategies, new product development process, test markets, product launch and commercialization, brand meaning, brand strategy, brand equity, brand identity and positioning, and global and ethical challenges. Prepares students for strategic decision-making while serving in brand and product management roles in small, medium, or large organizations.

### **MKT 5305 Business-to-Business Marketing**

Provides students with knowledge of business-to-business (B2B) marketing practices relative to the business-to-consumer (B2C) model. Focus will emphasize organizational relationship building, e-commerce, digital marketing, retailing/advertising, ethical practices, marketing/industry research, and the strategic use of marketing metrics towards effective B2B marketing strategy implementation.

### **MKT 5306 Entrepreneurial Marketing**

Explores entrepreneurial marketing and the role it plays in creating value for customers, channel members, affiliate partners, employees, investors, and other stakeholders. Students demonstrate competency by synthesizing both traditional and digital marketing methods to create an implementable marketing plan for an entrepreneurial-based offering. Key elements integrated into the plan include segmenting and targeting markets, positioning, value creation, product and idea generation, branding, distribution, pricing, promotion, and implementation. Special consideration is given to global and ethical marketing.

### **MKT 8301 Strategic Marketing Management**

Provides a focus on tactical and strategic decisions that marketing managers face in their efforts to coalesce core competencies, objectives, and organizational resources in a more competitive domestic and international marketplace. Strategic and managerial decisions are applied from the perspective of non-profit and profit organizations.

*Prerequisite— ORI 7100*

### **OPS 2301 Military Problem Solving and Leadership**

Provides a fundamental overview of leadership practices that will enhance students' critical and creative thinking skills. Students will

analyze how active listening directly relates to effective leadership, the importance of putting their employees before themselves, and creative problem-solving techniques as well as examine influencers of team performance.

### **OPS 2302 Foundations of Military Logistics**

Examines military logistics in support of combat theater operations and disasters. Students examine, through the course readings and individualized research, the basic concepts of military logistics and operations as well as operational support.

### **OPS 2303 Military Fitness**

Examines military fitness that supports and improves the training capabilities of military personnel. Learners explore and analyze fitness concepts and training protocols needed for operational readiness. The course covers basic everyday fitness testing, combat environment readiness as well as nutrition programs that support physical training demands.

### **OPS 3301 Seminar in Military Operations**

Emphasizes decision-making, operational planning, and problem-solving strategies for military and civilian leaders. Students examine operational planning for conventional and unconventional warfare. The course increases learner understanding of planning across different operating environments in order to solve poorly structured problems. Learners analyze different scenarios and case studies to develop operational leadership skills.

### **OPS 3304 Warfare History and Strategy**

Examines historical warfare practices to determine the impact on modern military warfare strategy as well as the potential influences on future warfare strategies. Students explore significant military events in history as it relates to the socio-economic and political impact on modern day societies.

### **OPS 3305 Civil-Military Relations**

Examines the relationship between military organizations and civil society (civil-military relations) to include how civil-military relations are influenced when the United States is involved in contemporary armed conflict and when it experiences social change.

### **OPS 3306 Military Leaders and Leadership**

Examines military leaders and leadership during peacetime and war. Students study leadership concepts along with military case studies, which focus on the areas of relationships, ethics, decision-making, and problem-solving.

### **OPS 4320 Capstone in Military Studies**

Provides an opportunity for students to demonstrate comprehensive knowledge of the concepts learned throughout the military studies program by completing a culminating and innovative research project as a capstone. This course also provides students with the various leadership styles used in the United States military. Additionally, students learn the importance of effective relationships between the public sector, private sector, and non-governmental organizations (NGO's).

### **ORI 7100 Doctoral Student Orientation**

Provides an orientation to doctoral-level study. The orientation provides an overview of areas related to doctoral studies, including time and organizational management skills, writing skills, and research

skills. Successful completion of this course is a prerequisite for coursework in the doctoral program

### **OSH 2301 Introduction to Workplace Safety**

Examines management safety and health responsibilities for frontline workers and emphasizes significant hazards common to the industrial environment. Various hazard control methods are also addressed.

### **OSH 2302 Introduction to Regulatory Compliance**

Provides an introductory overview of the United States regulatory environment as it relates to the responsibilities of the environmental safety and health practitioner. The course introduces important laws and presents the federal- and state-level primary regulatory agencies that oversee the implementation of those laws through the regulatory process.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 2303 Hazardous Materials Safety**

Reviews principles and best practices related to the management of hazardous materials and wastes in the workplace. Covers Occupational Safety and Health Administration (OSHA), Environmental Protection Agency (EPA), and Department of Transportation (DOT) requirements regarding labeling, handling, and transportation of hazardous materials as well as hazard communication and training in the workplace. Hazardous material spill response is also discussed.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 2304 Introduction to Contractor Safety**

Provides an overview of the key elements of contractor safety in the manufacturing and construction industries to include coverage of multi-employer worksite issues, contractor vetting, contractor responsibilities, and accountability.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 2305 Fleet and Driver Safety**

Provides a thorough overview of motor fleet safety and instructional programs. Focus areas include accident prevention, security, job safety analysis, school bus safety, shipping and storage of hazardous materials, driver selection and training, vehicle inspection, and considerations for a small fleet.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 3301 Fundamentals of Occupational Safety and Health**

Provides an overview of key issues and practices related to the occupational safety and health (OSH) profession. Examines the legal aspects of OSH in the United States, the origin and application of OSH-related consensus standards, hazard identification and control, and tools necessary for successful management of OSH-related efforts.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 3302 Legal Aspects of Safety and Health**

Examines the Occupational Safety and Health (OSH) Act and the authority of the Occupational Safety and Health Administration (OSHA). This course includes a review of employers' legal responsibilities and proactive measures to ensure compliance with the OSH legal and regulatory framework in the United States.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 3304 Construction Safety**

Explores regulations and safety practices related to the construction industry. Particular consideration is given to the prevention of fatalities and serious injury common to this industry sector.

*Prerequisite—OSH 2301 and OSH 2304 or equivalent*

### **OSH 3305 Industrial Ergonomics**

Reviews the principles and practices of ergonomics as it applies to the industrial environment. Demonstrates how to collect data on users and operators and how to convert the data to good workplace design.

*Prerequisite—PHY 1301, BIO 1301 and OSH 2301 or equivalent*

### **OSH 3306 Workers' Compensation**

Examines the fundamentals of workers' compensation including the history and legal aspects of state workers' compensation systems, workers' rights, claims management, reporting and recording requirements, and various types of coverage available to employers

### **OSH 3308 Interactions of Hazardous Materials**

Analyzes how hazardous materials escalate an incident or emergency event. Examination of the basic fundamental concepts common to hazardous chemicals with an emphasis on how some key elements, compounds, and mixtures are inherently dangerous.

*Prerequisite—CHM 1301 and OSH 2301 or equivalent*

### **OSH 3309 Training and Development**

Explores various training requirements specified by safety and health standard-setting organizations. This course also includes consideration of training theory and training management techniques to include an evaluation of best practices.

### **OSH 3310 Total Environmental Health and Safety Management**

Provides a comprehensive study of the essential components needed in developing an effective safety management system. Examines the integration of total safety management into all levels of an operation.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 3311 Construction Safety and Health Management**

Includes a comprehensive overview of construction safety management with special attention paid to identifying and managing hazards in a continually changing workplace environment that includes multiple trades and employers cycling through the jobsite over the duration of the project.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 3312 Safety and Health in the Oil and Gas Industry**

Provides an overview of occupational safety and health issues in the oil and gas industry with a focus on analyzing and controlling risks for industrial processes, particularly as they relate to high-consequence events. Previous industrial accidents are examined to assist students in understanding methods to reduce the likelihood of such events.

*Prerequisite—OSH 2301 or equivalent*

### **OSH 4301 OSHA Standards**

Examines federal OSHA standards found in 29 CFR 1902, 1903, 1904, and 1910 regulations. Emphasizes the application of OSHA standards and the basic principles involved in federal regulatory compliance.

*Prerequisite—OSH 2301 or equivalent*

**OSH 4302 Toxicology**

Explores the basic principles associated with the toxic effects of chemicals on the living organism while examining the regulatory aspects and applications of toxicology in the workplace. Among the topics covered are the potential adverse effects of drugs, pesticides, food additives, and industrial chemicals.

*Prerequisite—CHM 1301, BIO 1301, and OSH 2301 or equivalent*

**OSH 4303 Industrial Hygiene**

Introduces the basic concepts of industrial hygiene from a technical level. Focuses on the areas typically encompassed by industrial hygiene and highlights the importance of the industrial hygienist in protecting employee safety and health.

*Prerequisite—MAT 1302, CHM 1301, BIO 1301, and OSH 2301 or equivalent*

**OSH 4304 Process Safety Management**

Examines process safety management regulations and best practices. Topics include methods for conducting process hazard analysis, accident investigation, regulatory compliance, and establishing and maintaining a safety culture.

*Prerequisite—OSH 2301 or equivalent*

**OSH 4305 Accident Investigation**

Provides a study of integrating accident or near-miss investigations as an effective, practical, and a profitable management tool. This course incorporates systematic, procedural, determinative, and corrective applications for investigative accident management.

*Prerequisite—OSH 2301 or equivalent*

**OSH 4306 Risk Management**

Examines risk management principles in the context of safety and health management. Strategies and tactics for reducing workplace hazards are presented through a review of best practices and principles balanced by an organization's use of opportunistic and speculative risks.

*Prerequisite—OSH 2301 or equivalent*

**OSH 4308 Advanced Concepts in Occupational Safety and Health**

Provides a comprehensive overview of the occupational safety and health field of study to include the application of quantitative problem-solving related to workplace safety and health. Prepares students for the Associate Safety Professional (ASP) and Certified Safety Professional (CSP) exams.

*Prerequisite—BIO 1301, CHM 1301, MAT 1302, and PHY 1301 or equivalent*

**OSH 4310 Special Topics in Construction Safety**

Includes in-depth analyses of highly relevant issues that relate to construction safety and health to include consideration of emerging issues in construction, unique high-risk hazards and related controls, and applications of technology that are useful for identifying and controlling hazards at the jobsite.

*Prerequisite—OSH 2301 or equivalent*

**OSH 5301 Safety and Accident Prevention**

Analyzes the theories and principles of occupational safety and health (OSH) and their practical applications in the workplace. Focus is placed on the evaluation and control of workplace safety hazards.

**OSH 5302 Safety Engineering**

Presents a study of providing practical input about design ergonomics, desired safety features, and human factors. Examines how the occupational safety and health (OSH) professional works with the designer to ensure the appropriate product, facility, or equipment is used for a project.

*Prerequisite—OSH 5301 and OSH 6302 or equivalent*

**OSH 5303 Advanced Toxicology**

Presents advanced concepts of toxicology in the occupational environment. Analysis of target organs, adverse health effects, and the systems/organs that are the targets of toxicants. Includes assessments of safety and risk of carcinogenic and non-carcinogenic chemicals.

*Prerequisite—OSH 5301 and OSH 6302 or equivalent*

**OSH 5305 Advanced Interactions of Hazardous Materials**

Presents an advanced examination of how emergency incidents are developed or impacted by hazardous materials using the fundamental concepts of organic and inorganic chemistry understandable to all emergency services personnel. Shows how key elements and compounds undergo important changes during a hazardous materials incident.

*Prerequisite—EMG 6301 or equivalent*

**OSH 6301 Advanced Ergonomics**

Presents a comprehensive study of ergonomics and ergonomic principles with particular attention given to ergonomic development in the workplace. Design and evaluation of ergonomic systems and ergonomic program design and development are given special attention.

*Prerequisite—OSH 5301 or equivalent*

**OSH 6302 Advanced Industrial Hygiene**

Examines advanced practical theory as it applies to the classical industrial hygiene field. Reviews an array of investigative, scientific, engineering, organizational, and social skills that are necessary to effectively control occupational and environmental health hazards.

*Prerequisite—OSH 5301 or equivalent*

**OSH 6303 System Safety Engineering**

Provides an advanced study of system safety with an emphasis on risk control of engineering and technological systems. Addresses basic and essential information about the identification, evaluation, analysis, and control of hazards in components, systems, subsystems, processes, and facilities.

*Prerequisite—OSH 6304 or equivalent*

**OSH 6304 Integrated Safety Management Systems**

Provides a comprehensive, comparative review of environmental safety and health systems-based management standards established by organizations such as the American National Standards Institute (ANSI) and the International Standards Organization (ISO) with an emphasis on shared management systems foundations that have been demonstrated to lead to organizational success.

*Prerequisite—OSH 5301 or equivalent*

**OSH 7301 Research in Industrial Safety**

Reviews the field of occupational safety and health as it applies to various industries to include an in-depth review of peer-reviewed research in the safety sciences.

**OSH 7302 Environmental and Safety Management Systems**

Explores the most recent developments related to environmental safety and health management systems to include advanced readings related to the efficacy of the environmental and safety management systems approach.

*Prerequisite—OSH 7301 or equivalent*

**OSH 7303 Research in Industrial Ergonomics**

Provides a review of recent academic literature in the field of industrial ergonomics and human factors engineering and technology to include a review of cutting-edge research in the field.

*Prerequisite—OSH 7301 or equivalent*

**OSH 7304 Educational Strategies for Adult Learners in Occupational Safety and Health**

Presents pedagogical practices in the adult learning environment as it relates to business and industry. Students focus on educational strategies for both training at the worksite and teaching in a higher education instructional OSH-related environment.

*Prerequisite—OSH 7301 or equivalent*

**OSH 8301 Research in Industrial Hygiene**

Focuses on the assessment and control of workplace hazards to include an in-depth review of recent research in the areas of industrial hygiene, health physics, and safety sciences.

*Prerequisite—OSH 7301 or equivalent*

**OSH 8302 Occupational Safety and Health Leadership**

Provides an in-depth assessment of leadership principles and leadership-related research as it relates to the field of occupational safety and health (OSH).

*Prerequisite—OSH 7301 or equivalent*

**OSH 8303 Research in Special Industry Hazards**

Provides a high-level analysis of hazards and control technologies common to a variety of specific industries to provide students opportunities to focus on an industry and topic of interest. The course culminates with the submission of a draft research prospectus as the first steppingstone to dissertation work.

*Prerequisite—OSH 7301 or equivalent*

**PHI 1301 Critical Thinking**

Explores the principles of effective reasoning in everyday situations through logical argument and critical thinking.

**PHI 2301 Philosophies of World Religions**

Explores the histories, ideas, beliefs, and characteristic practices of the world's major religions.

**PHI 2302 Contemporary Ethics**

Examines ethical theory in application and consideration of contemporary issues.

**PHI 4301 Business Ethics**

Provides an introduction to ethical foundations and the ways ethics influence business decisions, including an examination of the philosophical concepts of ethics, the practical applicability of ethics to business, and the challenges of business ethics on a global scale. Students consider the impact of moral responsibilities as they relate to individuals, businesses, and regulatory organizations; and explore the

regulatory and market-based approaches to ethical financial, marketing, labor, and environmental business practices. Finally, students examine the way that difficult decisions people face in business affect ethical behavior.

**PHI 6301 Business Ethics**

Examines moral assumptions in business from a philosophical perspective. Considers moral principles, obligations, outcomes, and character in the conduct of business to articulate the contrast between ideal business practice and actual business practice. Studies ethical business obligations as they relate to current real-world issues, including environment and global warming, consumer protection and marketing, ethical behavior in the context of high-profile events, and employees' rights. Examines the way that difficult decisions people face in business affect ethical behavior.

**PHY 1301 Physics I**

Provides fundamental concepts of classical physics with minimized computation in a conceptual and practical manner intended for non-science major students. Main topics covered are Newtonian mechanics, properties of matter and energy, and basic ideas of thermodynamics.

**PHY 1302 Physics II**

Explores fundamental concepts of modern physics with minimized computation. Main topics covered are properties of light and sound, electromagnetism, and theories of relativity by Einstein.

*Prerequisite – PHY 1301 or equivalent*

**POL 1301 Introduction to Political Science**

Introduces the key concepts, theories, philosophies, and ideologies of political science and explores the subfields of international relations and foreign policy while examining the various players and their roles. Students discover how the many components of political science are vital in understanding modern society and war.

**POL 2301 United States Government**

Examines government and politics in the United States by exploring the origins, entities, processes, and functions of our political system and the influential role of interest groups and the media.

**POL 2302 American State and Local Politics**

Introduces the institutions, processes, and practices that exist within state and local political systems in the United States. Explains the role of state and local intergovernmental relations within the U.S. federal system. An emphasis is placed on the importance of political leadership in state and local politics, interactions between political leaders and citizens, as well as influences on state- and local-level policies.

**POL 2303 Politics and Terrorism**

Details the actors, motivations, and methods surrounding the utilization of violence to achieve political goals. Through historical analysis and case studies, students investigate the use of terror as historically exemplified by organizations, insurgencies, governments, and individuals. Students develop a deeper insight into how and when terror tactics are utilized to pursue goals and how those tactics have evolved since the mid-20<sup>th</sup> century. Students also review the impact of counterterrorism measures and foreign policy on society.

**PSY 1301 General Psychology**

Surveys the principles, theories, and methods of psychology as a basis for the understanding of human behavior and mental processes.

**PSY 2301 Abnormal Psychology**

Explores the definition of abnormal behavior and causes, classifications, and assessments for psychological disorders.

*Prerequisite—PSY 1301 or equivalent*

**PSY 2302 Psychology of Learning**

Introduces the branch of psychology that addresses how people and animals learn and how their behaviors are changed as a result of this learning.

*Prerequisite—PSY 1301 or equivalent*

**PSY 2303 Psychology of Adjustment**

Examines human adjustments to life events and the changing requirements of the environment. Some of the topics covered in this class include self-understanding, stress coping techniques, and different stages of life. Classic and contemporary theories and research are discussed.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3301 History and Systems of Psychology**

Explores the historical, philosophical, and scientific roots of modern psychology, including the people, cultural aspects, and events that shaped the evolution of psychology.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3302 Social Psychology**

Examines how an individual's mental life and behavior are shaped by interactions with other people. Specific topics include aggression, attitudes, social influence, stereotypes, and group processes.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3303 Developmental Psychology**

Surveys human development across the life span with emphasis on psychosocial, physical, emotional, and cognitive changes.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3304 Theories of Personality**

Analyzes the major theories and systems of personality, and introduces research methods in personality.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3305 Research Methods in Psychology**

Introduces research methods in psychology. The primary emphasis is on behavioral research, but the approach can be applied in other fields as the broad basis of scientific thinking.

*Prerequisite—PSY 1301 and MAT 1302 or equivalent*

**PSY 3307 Forensic Psychology**

Introduces criminal behavior from a psychological perspective. Students explore the role of the forensic psychologist, review various psychological theories of criminal behavior, analyze different crimes from a psychological perspective, and examine current research in the field. Students also learn about how psychologists intersect with law enforcement and the U.S. criminal justice system as well as how

psychological treatment efforts can aid in the rehabilitation of the offender.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3308 Close Relationships**

Explores relationship topics, including theories of attraction, communication in relationships, repair and maintenance of relationships, the nature of friendship, theories of romantic relationships, stress in relationships, conflict management, and the effects of breakups.

*Prerequisite—PSY 1301 or equivalent*

**PSY 3309 Psychology of Gender**

This course examines psychological theories and research related to gender, particularly focusing on empirical investigations that examine gender differences and similarities in behaviors, experiences, and expectations. Topics include gender development, gender roles, and the role of gender in cognitive abilities, physical and mental health, social behavior, power, work, and relationships.

*Prerequisite—PSY 1301 or equivalent*

**PSY 4301 Physiological Psychology**

Presents the physiological correlates of behavior. Explores current problems, theories, and techniques in physiological psychology with an emphasis on central nervous system mechanisms.

*Prerequisite—PSY 1301 and BIO 1303 or equivalent*

**PSY 4303 Cognitive Psychology**

Examines how the mind and brain operate from a psychological and physiological perspective, including cognitive development across the life span, the human memory, and the cognitive processes.

*Prerequisite—PSY 1301 or equivalent*

**PSY 4304 Health Psychology**

Surveys health psychology and behavioral medicine. Examines the science that connects behavior to health in a biopsychosocial model, including the psychological processes and relationships between health and human behavior. Current research into the prevention, treatment, and causes of health-related disorders is also examined.

*Prerequisite—PSY 1301 or equivalent*

**PSY 4305 Psychological Assessment**

Examines the fundamental principles in the development and use of psychological tests. The course explores a variety of psychological tests, including objective and subjective personality tests, intelligence and achievement tests, neuropsychological tests, and other tests used in special settings.

*Prerequisite—PSY 1301 or equivalent*

**PSY 4306 Industrial Organizational Psychology**

Provides an analytical understanding of industrial-organizational (I-O) psychology, one of the major applied areas of psychology. Examines the diverse field that addresses the human side of organizations.

*Prerequisite—PSY 1301 or equivalent*

**PSY 4308 Psychology of Prejudice and Discrimination**

Explores fundamental theories and concepts pertaining to prejudice and discrimination. Topics include the socio-history of prejudice and discrimination; diversity, stereotyping, and social stigmas; and how prejudice and discrimination are manifested. Students will examine prejudicial and discriminatory mental processes and behaviors,

consider their implications, and determine appropriate behavioral and cognitive interventions.

#### **PSY 4309 Diversity and Cultural Inclusion**

Explores social and cultural diversity in today's society and how individuals are influenced by these constructs.

*Prerequisite—PSY 1301 or equivalent*

#### **PSY 4310 Psychology of Crisis Intervention Strategies**

Explores current practices in crisis management across a broad spectrum of settings and situations. Examines crisis intervention plans and models that can be utilized to benefit younger and older populations.

*Prerequisite—PSY 1301 or equivalent*

#### **PSY 4320 Psychology Capstone**

Allows students to thoroughly examine a current psychological topic of interest through an independent theoretical investigation. Students further develop the ability to effectively communicate psychological knowledge through the completion of a research project of their choosing. Students design a research proposal and report hypothetical findings. In addition, various topics and theories within psychology are reviewed as a culmination for their experience in Psychology.

*Prerequisite—PSY 3505 and PSY 4305 or equivalent*

#### **PUA 5301 Administration of Public Institutions**

Focuses on the evolution of the ontological (view of reality) and epistemological (view of knowledge derivation) theoretical foundations that undergird the multidisciplinary applied field of public administration research and practice. Students engage in critical thinking and decision-making in the application of public administration theoretical knowledge to the processes of solving real-world problems facing the field of public administration demonstrated in written evaluation briefings using both analysis and synthesis.

#### **PUA 5302 Public Administration Ethics**

Focuses on meta-ethics, normative ethics, and applied ethics theory in the context of the multidisciplinary applied field of public administration and policy research and practice. Students demonstrate knowledge of ethical theories such as utilitarianism, deontology, and social constructivism, and through analysis, engage in critical thinking and problem solving for comprehension of real problems facing public managers.

#### **PUA 5303 Organizational Theory**

Presents the foundational theories of both organizational theory and organizational behavior in the public administration context. Students evaluate the usefulness and applicability of various organizational, theoretical, and behavioral-based theoretical constructs to specific public sector organization/agency case study scenarios. Students apply theory to practice in solving case study problems, using appropriate and applicable theories from the body of literature addressing organizational theory and behavior in the context of public service.

#### **PUA 5304 Quantitative Research Methods**

Examines applied research, quantitative research, and qualitative research designs and methodologies that are applicable to the public workplace. Outlines each step in the research process for the public sector professional.

#### **PUA 5305 Public Finance and Budgeting**

Presents the foundational theories and methodological tools used in public finance and budgeting. Students apply their knowledge to make use of finance and budgeting methodological tools, such as cost-benefit and cost-effectiveness analysis in the application of finance and budgetary theory to practice. Students also create and oversee public sector fiscal processes. Students evaluate a budget and identify important budget items that public managers must consider in preparation and presentation of a budget. The usefulness of finance and budgeting theoretical constructs and methodological tools are applied to solve real-world public finance and budgetary case studies.

#### **PUA 5306 Public Policy**

Provides a critical overview of the public policy process and effects on public, nonprofit, and private organizations. Students identify the steps in the public policy and analysis process, including problem identification, policy formation, and implementation, as well as evaluate techniques within various public sectors and nonprofit organization environments. Students implement successful strategies using case analysis and demonstrate understanding of the policy steps as students apply them to a public policy moving through their state, city, or county legislature or policy regulation within the public agency.

#### **PUA 5307 Strategic Planning**

Provides an in-depth examination of strategic planning in the public and nonprofit sectors. Highlights how the lack of strategic planning has negatively impacted the efficiency and effectiveness of public and nonprofit agencies historically. In addition, the course presents real-world applicable strategies and techniques that can empower public and nonprofit agencies to craft strategic plans that will help ensure their health and success during an era of cutback management, reduced budgets and revenues, and increased citizen and stakeholder demand.

#### **PUA 5308 MPA Seminar**

Integrates the theoretical constructs and methodological tools that students have learned throughout the public administration program. Students apply theory to practice and evaluate the usefulness of technology in a public sector context. Students develop a final project based on current and near future technological innovation and evaluate the usefulness of the technological innovation to enhancing the service provision of a governmental or nonprofit organization or agency.

*Prerequisite - PUA 5301, PUA 5302, PUA 5303, PUA 5304, PUA 5305, PUA 5306, and PUA 5307 or equivalent*

#### **PUH 5301 Public Health Concepts**

Introduces students to the major public health disciplines, including community health, environmental health, health administration, biostatistics, epidemiology, population health, and disease prevention and control. Includes information on how these functions interact to provide society with the health safeguards in effort to achieve population health.

#### **PUH 5302 Applied Biostatistics**

Identifies patterns in data and guides students to interpret the findings in a public health context. Examines topics in biostatistical concepts and reasoning as they are used in health sciences and public health. Specific topics include descriptive statistics, probability,

sampling, study designs, hypothesis testing, and non-parametric statistics as they pertain to health research. Summarizing scientific evidence is emphasized.

### **PUH 5303 Concepts of Epidemiology**

Introduces students to epidemiology, the scientific discipline studying the etiology for developmental defects, diseases, disorders, and injuries occurring in human populations. Focuses on assessment of the nature and scope of public health problems, considering morbidity and mortality impacts in communities. It emphasizes the evaluation of clinical and public health interventions that are designed to address these problems. In short, epidemiology focuses on the cause and treatment of human health problems.

### **PUH 5304 Principles of Health Behavior**

Examines the psychosocial, behavioral, and educational principles that determine health behavior. Theoretical models synthesizing these principles are also examined. The course also presents ethical principles of professional and personal concern to health educators.

### **PUH 5305 Concepts of Environmental Health**

Introduces the major topic areas of environmental health. Examines sources, routes, media, and public health outcomes associated with biological, chemical, and physical agents in the environment and how these agents affect human disease, water and air quality, food safety, and land resources in the community. This course also explores the genetic, physiological, and psychosocial factors that influence environmentally compromised public health outcomes. Students use theories and methods presented in the course to assess current solutions and consider new solutions to environmental threats and public health hazards.

### **PUH 5307 Grant Writing in Public Health**

Addresses skills and techniques necessary for writing successful public health grant proposals and provides a general overview of the grant-seeking process. Students learn the different types of grant proposals and examine types of projects that generally receive funding, sources that can be used to identify prospective funders, and the essential components of a well-written grant. In addition, students build grant writing and reviewing skills by designing a grant proposal and using a real-life scenario that needs a statement, a project that will address that need, clear goals and objectives for that project, a realistic grant budget, and an evaluation tool that could be used to measure outcomes for the project.

### **PUH 6301 Public Health Research**

Introduces research design methodology. The class prepares students for formulating questions that can be translated into research designs. Students follow the steps of the research process from the specification of the original idea to the reporting of the results of the study. A variety of research approaches are covered including program evaluation, meta-analytic designs, non-experimental observational research, survey research, and experimental designs. Students study classic research literature and design their own research projects.

### **PUH 6302 Law and Ethics in Public Health**

Reviews the conceptual foundations of health law, ethics and human rights, and issues relating to these fields. Topics covered include how government public health policy can conflict with the rights of individuals and businesses.

### **PUH 6304 Public Health Policy and Management**

Provides an overview on management processes/roles of public health professionals, health service organizations, policy issues and resource utilization/control, human resources management, and public health trends.

### **PUH 6305 Problem Solving in Public Health**

Illustrates the problem-solving process in public health. Students define problems in public health, measure the magnitude of problems, understand the key determinant of problems in public health, develop conceptual frameworks, and develop intervention and prevention strategies. Students also discuss barriers to intervention and preventions strategies and evaluation and develop a communication strategy.

### **PUH 6320 Public Health Capstone**

Presents a comprehensive overview of the organizational structure of public health at the local, state, and national levels. Prompts students to analyze current public health issues and efforts to ameliorate public health concerns with an emphasis on preventive approaches. Serves as the capstone for the Master of Public Health curriculum, requiring students to demonstrate acquired skills that will equip them for positions in public, private, and international health care settings.  
*Prerequisite— PUH 5301, PUH 5302, PUH 5303, PUH 5304, PUH 5305, PUH 6301 and PUH 6302 or equivalent*

### **RCH 5301 Research Methods**

Introduces both the theory and practice of using quantitative and qualitative research methodological approaches to solve problems, leverage opportunities, and help achieve organizational goals. Applied research methods are illustrated, including surveys, interviews focus groups, case studies, observations, and experimentation. Contemporary and actionable statistical procedures as well as data analysis tools are examined. Best practices for presentation of research results also are appraised.

### **RCH 5302 Foundations for Research**

Presents a focused exploration of conducting research. Students are oriented to research practice, methodology, analysis, commonly accepted research values, and the development of a research strategy.

### **RCH 7302 Doctoral Writing and Inquiry into Research**

Examines the basic principles and techniques of doctoral scholarship, offers an overview of the development of theory and research logic, explores the relationship between theoretical and empirical constructs, and provides an overview of the scholarly publication process. Learners develop skills to become an academic writer, such as paraphrasing, analyzing arguments, forming questions, developing theses, and evaluating sources.

*Prerequisite—ORI 7100*

### **RCH 8301 Doctoral Research Methods**

Provides an overview of research design that consists of understanding the preliminary considerations that go into selecting a qualitative, quantitative, or mixed methods research design, which includes philosophical worldviews, use of literature and theory, ethical issues, and writing strategies. The processes related to each approach, which include writing an introduction, specifying a purpose statement, and developing research questions and/or hypotheses as well as the



general procedures for quantitative, qualitative, and missed methods studies, are presented.

*Prerequisite—ORI 7100*

### **RCH 8303 Quantitative Data Analysis**

Emphasizes practicality and flexibility in utilizing statistical methods to augment business decision-making. A practical approach is adopted that prepares students to identify the correct method, calculate the statistics, and properly interpret the results to solve a business question.

*Prerequisite—RCH 8301*

### **RCH 8304 Qualitative Data Analysis**

Trains students in analyzing data collected through qualitative research methods and designs. The course will introduce doctoral students to the various types of data found or created during a qualitative study, first- and second-cycle coding methods, and the use of computer-assisted qualitative data analysis software.

*Prerequisite—RCH 8302*

### **RCH 8305 Applied Research in Safety and Emergency Services**

Provides students with a comprehensive overview of the doctoral research project/dissertation component of the doctoral program to include development of a basic concept paper/prospectus. This course provides a foundation for students to develop their prospectus document as well as providing an overview of the doctoral project/dissertation process.

### **SEC 3301 Security Application Development**

Introduces best practices for securing applications, networks, and databases. Students learn how organizations protect assets from unauthorized access. Students start the initial phase of building applications while documenting security procedures.

### **SEC 3302 Advanced IS Security**

Provides an understanding of intrusion detection practices for organization security. Students become aware of procedures for maintaining information assurance. Students analyze data traffic to determine anomalies or dangers.

*Prerequisite— ITC 4305 or equivalent*

### **SEC 4301 IS Disaster Recovery**

Presents disaster recovery and business continuity practices for information security (IS) environments. Students develop business continuity documentation and assessments to plan for potential operational recoveries.

*Prerequisite— ITC 4305 or equivalent*

### **SEC 4302 Planning and Audits**

Prepares for information systems planning and audits with security as the focus. Students learn how to perform planning to secure information systems deployments and conduct audits on existing information systems to discover potential weakness and opportunities.

*Prerequisite— ITC 4305 or equivalent*

### **SEC 4303 IS Security Policy Analysis**

Provides an introduction and overview to information security policies. Students are introduced to organizational and sociological challenges in general policy implementation and provided a focused dialogue on information security-specific policies within the context of

different organizations. The class discusses the entire lifecycle of policy creation and enactment and presents the students with issue specific policies in different environments of security.

*Prerequisite— ITC 4305 or equivalent*

### **SEC 4320 IS Security Capstone**

Focuses on a final project encompassing all information systems and cyber security programmatic courses. Students apply knowledge learned from planning and audits, disaster recovery, information security policies, application security development, and digital forensics. The culminating project is designed to allow students to develop a real-world interpretation of managing a large corporation security breach.

*Prerequisite – CYB 4301, CYB 4302, CYB 4303, FRN 4302, ITC 4313, SEC 3302, SEC 4301, SEC 4302, and SEC 4303, or equivalent*

### **SEC 5301 Information Security Concepts**

Focuses on the managerial aspects of information security and assurance. Topics covered include access control models, information security governance, and information security program assessment and metrics. Students are immersed in the information security discipline through a combination of intense coursework, open-ended and real-world problems, and discussions.

### **SOC 1301 Introduction to Sociology**

Provides an in-depth study of the basic concepts of sociology. Specific attention is given to culture characteristics, societal changes, inequalities in social classes, and how they relate to different groups in society.

### **SOC 1302 Diversity and Society**

Introduces students to human diversity in society. Students explore social history and contemporary issues to examine how social categories such as race, ethnicity, social class, religion, sex and gender, age, health, (dis)ability, sexual orientation, culture, and language affect society and our life experiences.

*Prerequisite— ENG 1301 or equivalent*

### **SOC 2302 Cultural Geography**

Investigates societal events and trends using geographical concepts to cultivate a better understanding of the interdependence of places and cultures in a globalizing world. Key topics include globalization, cultural diversity, urbanization, population dynamics, economic disparity and development, geopolitics, sustainability, and the environment.

### **SOC 3301 Sociology of Sport**

Provides a study of the development, structure, and functioning of human society through sport. Focus is placed on sports principles, concepts, and strategies related to behaviors as they occur in social and cultural contexts. Concepts, theories, and research are used as tools for students to examine sport as a part of culture and to effectively manage sport organizations.

### **SPM 3301 Sport Marketing**

Examines the theoretical and practical implications of marketing in the sports industry by presenting a framework to help explain and organize the strategic marketing process. Offers a growing appreciation on the globalization of sports and an understanding of the ethical issues emerging in sports and their impact on sports marketing decisions.

**SPM 4301 Sport Facilities**

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Provides students with an understanding of the complexity involved in the planning and design of recreation and sport facilities. Sports facility management also includes staff management, facility marketing, revenue stream development, development of ancillary areas, and facility scheduling and operating.

**SPM 4302 Sport Administration**

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Studies the principles of efficient management and leadership concepts as applicable to the sport industry. Focuses on principles and techniques of management relating to programs, facilities, special events, and personnel. Topics include key personnel issues in sport management situations; ethics, law, and governance in sport management; the role of the marketing process in sport administration; and economics, accounting, and budgeting.

## ACADEMIC POLICIES

### Academic Course Load Policy

#### Full-Time Course Load

Columbia Southern University considers a full-time course load in a nine-week period to be six credit hours for undergraduate and three credit hours for graduate.

Graduate and undergraduate students may take up to three additional credits over a full-time course load per enrollment period, which equals a maximum load of nine credit hours for undergraduate students and six credit hours for graduate students.

#### Course Load Allowance Beyond Allowed Credit Hours

To request a course load allowance beyond the allowed credit hours, students in good standing must work closely with their assigned Academic Advisor to develop a plan that will lead to success. Upon submission of each enrollment request, the Academic Advisor may approve the course load allowance for a maximum of twelve concurrent credit hours for undergraduate and nine concurrent credit hours for graduate. Courses with an Incomplete grade are considered in the requested load allowance. Students are considered “in good standing” when the following requirements are met:

- Has successfully completed at least 12 credit hours (undergraduate), or 6 credit hours (graduate) at CSU in their current degree program
- Has a minimum GPA of 3.0
- Successfully adheres to CSU’s Institutional Academic Progress Policy

The College Dean, Vice Provost of Academic Affairs, or Provost may approve exceptions to the policy and/or course load allowance appeal decisions.

### Accelerated Pathways

Students enrolled in undergraduate accelerated pathways may enroll in 12 credit hours at the time of initial enrollment. Students are required to maintain satisfactory academic progress as described in the Institutional Academic Progress Policy.

Note: Students enrolled in doctoral programs should refer to the Doctoral Academic Course Load Policy.

### Academic Credit Policy

CSU utilizes the Carnegie unit to measure credit hours. Specifically, a one (1) credit hour requires a minimum of 45 hours of student work with one-third of the time (15 hours)

focused on academic engagement and two-thirds of the time (30 hours) focused on student preparation. For a three-credit hour course, a minimum of 135 hours of student work is required divided between 45 hours of academic engagement and 90 hours of student preparation.

### Academic Integrity Policy

#### Academic Integrity Definition

Ethical behavior and conduct are essential to a successful academic career. Students, faculty, and staff must commit themselves to the highest standards of honesty, fairness, and responsibility. Therefore, any deviation from these standards is a breach of the ethics that ensures the quality of CSU’s academic programs, and thus, is a violation of CSU’s Academic Integrity Policy.

Academic integrity demonstrates intellectual honesty by avoiding incidents of cheating, plagiarism, and self-plagiarism (unless otherwise approved). CSU has established the following definitions:

- **Plagiarism** is representing the words, ideas, or works of an author without giving proper attribution to sources used through in-text citations and references.
- **Cheating** is using or attempting to use unauthorized materials, information, study aids, or other information to fulfill scholastic requirements with the intent to defraud. Cheating includes, but is not limited to: contract cheating, submission of another student’s work, purchasing assignments, collusion, or submitting an assignment with the intent to defraud.
- **Self-plagiarism** is submitting previously submitted course work without prior professor approval.

CSU uses the Publication Manual of the American Psychological Association (APA) (current edition) when assignment instructions indicate APA format is required. The APA manual presents explicit style requirements for students, which provides a standardized style format for written assignments while ensuring proper attribution is given to sources used in academic work through in-text citations and references. Resources to assist students in complying with APA standards are located in the myCSU Student Portal under the [Resources tab](#).

CSU students agree to an Honor Pledge through the submission of each course enrollment.

*I promise that I will not be involved in cheating, plagiarism, fabrication, or misrepresentation of sources while enrolled as a student at Columbia Southern University. I have read the Academic Integrity Policy, which outlines disciplinary procedures that will result from failure to comply with this policy. I understand that violation of the Academic Integrity Policy will result in disciplinary action, outlined within the policy.*

Violations of the Academic Integrity Policy include, but are not limited to:

- Using unauthorized materials, or receiving unauthorized assistance in connection with any work completed or submitted
- Presenting the work or ideas of another as one's own without proper acknowledgment of the source, whether that material is paraphrased or copied in the verbatim or near-verbatim form
- Sharing, selling, buying, or uploading work or information related to any graded assignments
- Using another student's graded work to complete an assignment(s)
- Resubmitting, in whole or any portion of, a previously written work by the student without professor consent
- Using sources deemed as inappropriate by the University such as
  - Internet essay/paper generators
  - Homework assistant websites
  - Artificial intelligence, such as ChatGPT
- Using an alternate, stand-in, or proxy during an examination

Violations to the Academic Integrity Policy are a very serious matter, are officially documented in the student's record, and preclude students from graduating with honors. Students found in violation of this policy are subject to disciplinary action based on the type of violation. Violations are cumulative throughout the students' tenure at CSU. Violations that occur during a final examination are also included in the cumulative number of violations and are subject to the same sanctions outlined herein. Dropping or withdrawing from a course in which there is an Academic Integrity violation does not void the violation.

Sanctions include but are not limited to:

- Point(s) deduction
- Assignment failure
- Course failure
- Probation
- University dismissal
- Degree revocation

The following procedures are followed to address situations wherein students exhibit behavior in violation of academic integrity standards. Matriculation from one offense to the next is based upon formal notification from the University. Please note: CSU reserves the right to amend the procedure as appropriate based upon the severity of the violation.

## Plagiarism

Students found guilty of plagiarism, as defined within this policy, will receive sanctions as outlined below. Sanctions are issued at the discretion of the course professor, College Dean, Vice Provost for Academic Affairs, or Provost:

### First Offense

Students are permitted to resubmit the assignment in question within 14 calendar days. The course professor has the authority to decide whether resubmission of work and/or a penalty of up to one letter grade will be applied.

### Second Offense

Students receive a zero on the assignment in question with no opportunity to resubmit and are placed on Academic Integrity Probation for 12 credit hours.

### Third Offense

Students receive a course failure, are placed on Academic Integrity Probation for 12 credit hours, and are required to complete a training module with the Office of Student Resolution and Conduct within four weeks of notification. Students who fail to complete the required training module are referred to the college dean/associate dean of the student's degree program for additional sanctions.

### Fourth Offense

Students are dismissed from the University.

## Cheating

Students who choose to participate in cheating, as defined within this policy, will receive sanctions as outlined below. Sanctions are issued at the discretion of the course professor, College Dean, Vice Provost for Academic Affairs, or Provost.

### First Offense

Students receive a zero on the assignment in question, are placed on Academic Integrity Probation for 12 credit hours, and are required to complete a training module with the Office of Student Resolution and Conduct within four weeks of notification. Students who fail to complete the required training module are referred to the college dean/associate dean of the student's degree program for additional sanctions.

### Second Offense

Students are dismissed from the University

## Academic Integrity Probation

Students are placed on Academic Integrity Probation for 12 credit hours (unless otherwise specified) wherein they must exhibit integrity throughout their coursework and complete aforementioned training module. Students may also be limited to enrolling in one course at a time if it is determined necessary.

Students are removed from Academic Integrity Probation after 12 credit hours (unless otherwise specified) provided they have not received additional academic integrity-related infractions during their probationary status. Students who fail to complete their probationary status without academic infractions and/or fail to complete the required training module are referred to the college dean/associate dean of the student's degree program for additional sanctions, up to and including dismissal.

There is no statute of limitations that precludes the University from acting on the discovery of alleged violations. Discovery may take place during an active course enrollment, after the course has ended, or after the student has graduated. Academic integrity violations discovered after degree conferral, are reviewed by the provost/chief academic officer who renders a final decision.

Students found in violation of the Academic Integrity policy may contest the infraction by following the process outlined within the Academic Complaint and Grievance Policy.

Exceptions to the Academic Integrity Policy, and all items encompassed within, must be approved by the College Dean, Vice Provost of Student Affairs, Vice Provost of Academic Affairs, or Provost.

## Academic Program Improvement Policy

The University regularly performs comprehensive reviews of its academic programs (courses, concentrations, certificates, or full degree programs) and considers the current needs of students and industry. As a result, academic leadership may determine improvement or discontinuation of an academic program is necessary.

New programs or improvements to existing programs are approved through the Institutional Decision Procedures, Track II, Academic Affairs Curriculum Improvement Procedures. A subcommittee of the New Program Launch Committee convenes to prepare and discuss the launch and communication plans. The subcommittee ensures the communication plan is carried out. New or changed programs will be relayed using approved University communication mediums.

## Teach-Out Plan

A Teach-Out Plan is developed for all discontinued programs to provide eligible, enrolled students with information, support

services, and an appropriate schedule for the successful completion of their program. Eligible students are those actively enrolled or registered in the program scheduled for discontinuation.

The Office of the Registrar notifies students via email before the program is no longer available for enrollment registration. This notification will include active students who may need to repeat program requirements. Active students who do not respond to the teach-out notification may be required to change programs once the program is discontinued. Students readmitted to the University are required to choose a different program after the final enrollment registration period of the discontinued program.

## Academic Records Privacy Policy

CSU is responsible and accountable for protecting the privacy of students enrolled in its distance education programs and as required by the Family Educational Rights and Privacy Act of 1974 (FERPA). The purpose of this policy is to provide written procedures CSU takes to effectively provide this protection.

### Procedures for Protecting Distance Learning Student Privacy

- CSU protects the privacy of all its distance learning students through the strict adherence to the rules of FERPA. The official FERPA statement is available for student and public view through the CSU website. All CSU employees and faculty complete required annual training in FERPA rules and acknowledge by signing a Confidentiality Notice.
- Students may wish to authorize consent to share student record information with another individual. In this case, a FERPA consent form must be on file and the person authorized consent may only access information by providing an assigned password. Consent only provides authorization to release information, not to take action on a student record. Students may also revoke the release of student record information.
- CSU students are assigned a secure, individual Student Identification Number (SID) and password upon enrollment. These assigned identifiers are used to access Blackboard, CSU's Learning Management System (LMS), to complete coursework and myCSU Student Portal to access grades and related information. Students who contact the University by phone, chat or email must provide this information and a second source of personally identifiable information in order to discuss matters pertaining to their student record. Students may refer to the Student Identity Verification Policy to learn more.
- Information contained within the CSU Student Information System (SIS) is also viewed as sensitive, personally identifiable information and the University

makes reasonable efforts to ensure all information contained within is secure from modifications or deletion by unauthorized personnel. In addition, employees who do not have a vested interest to perform a relative job function are not granted access to information contained in the SIS. Servers containing the SIS are located in a secure environment.

The Office of the Registrar is responsible for the privacy of all CSU student record information. Students who wish to discuss privacy of student records, FERPA, or wish to express concern may contact the office at [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu) or 877.316.0219.

## Accommodation for Disabilities Policy

It is the policy of CSU to provide reasonable educational accommodation(s) for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, as amended, and all other local and state requirements. A request for accommodations will be granted provided that it is based on individual needs, does not compromise the basic requirements of the course or degree program, and does not require a financial burden on CSU beyond what is viewed as customary and reasonable.

It is the student's responsibility to self-disclose a disability to the Office of Disability Services and provide the appropriate documentation if requesting specific educational accommodations. Although students may register for disability services at any time during a degree program, the time required for accommodation provision can vary with the type of request, so a general recommendation is to submit the request and documentation at least six weeks in advance.

For questions regarding the services provided through the Office of Disability Services, please see our [Office of Disability Services Handbook](#) or contact us by phone or email at 1-888-785-3005 or [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu).

## Assignment Make-Up Policy

CSU delivers curriculum through a variety of assignments and methodologies. Assignments are unique and carry specific submission requirements. Assignment submission information is provided in the assignment instructions in each course. The CSU Technical Support Department is available to assist students in resolving technical issues. Students should refer to the Technology Requirements located in the myCSU Student Portal.

Due dates must be met as outlined in each course. However, a one-week grace period is granted on all due dates in Units 2-7

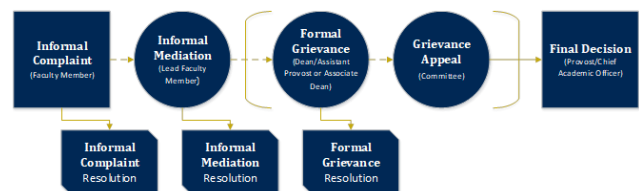
to allow additional flexibility, when needed. If students need additional time outside of the grace period or for Units I or VIII, they are encouraged to contact the course professor directly. Special consideration may be granted by the course professor to make-up or re-submit an assignment. Students should follow the specific instructions or assignment due dates for make-up work. Requests should be emailed to the course professor prior to the course end date. The course professor will review and render a decision based upon the merits of the case.

Exceptions to the policy may be made by the College Dean, Vice Provost of Academic Affairs, or Provost.

## Academic Complaint and Grievance Policy

Columbia Southern University (CSU) acknowledges that students have the right to seek a remedy for a dispute or disagreement through a comprehensive complaint procedure. The purpose of the Academic Complaint and Grievance policy is to provide students with a pathway to have a complaint reviewed and a resolution rendered, within the academic or classroom context. An academic complaint is based on a case or circumstance that the student feels violates a published policy, syllabus, or rubric. Academic complaints include, but are not limited to, academic integrity, grading, feedback, etc.

The process to file an academic complaint is as follows:



### Informal Complaint

Within five business days of the specific occurrence, the student may provide the faculty member (whom the complaint is against) with a clearly written complaint that includes the specific policy, syllabus item, and/or rubric information that has been allegedly violated. The faculty member is responsible for reviewing the complaint and providing a response in writing to the student within three business days.

If the complaint is related to the lack of email response of the faculty member, the student should make a final attempt to contact the faculty member and allow 48 hours for response prior to moving to Informal Mediation.

### Informal Mediation

If the resolution rendered remains unsatisfactory upon receiving the faculty member's response, the student may contact the lead faculty member\* of the course within five business days of the informal complaint response. The student

will provide the lead faculty with the faculty member's response and the specific policy, syllabus item, and/or rubric information that has allegedly been violated. The lead faculty is responsible for reviewing/investigating the complaint and providing a written response to the student within three business days.

\*Students may contact the [Office of Student Resolution and Conduct](#) to gain understanding and contact information for the appropriate lead faculty member.

### Formal Grievance

If the resolution rendered remains unsatisfactory upon receipt of a response from the lead faculty member, within 10 business days the student may submit a formal letter to [Grievance@columbiasouthern.edu](mailto:Grievance@columbiasouthern.edu) outlining their grievance to be formally recorded by the institution. The student will be responsible for providing dates and documentation wherein they attempted an informal resolution for their complaint. The grievance will be provided to the dean/assistant provost or associate dean responsible for the course in question. The dean/assistant provost or associate dean will notify the faculty member that a formal grievance has been received and may choose to schedule a phone/virtual conference with the student and faculty member in order to gain more details regarding the formal grievance. The dean/assistant provost or associate dean is responsible for reviewing/investigating the formal grievance and providing a written response within 10 business days of receiving the formal grievance.

### Grievance Appeal

If the resolution rendered remains unsatisfactory upon receipt of a response from the dean/assistant provost, the student may submit a formal letter within 10 business days to [Grievance@ColumbiaSouthern.edu](mailto:Grievance@ColumbiaSouthern.edu) outlining the desire to appeal the grievance decision and request a hearing before the Academic Grievance Appeals Committee. The student must submit all evidence to support that informal and formal processes have been completed, in addition to a clearly articulated expected outcome.

The Academic Grievance Appeals Committee shall be comprised of:

- Vice Provost for Student Affairs, Chair
- Vice Provost for Academic Affairs
- Vice Provost for Institutional Effectiveness, Planning, and Compliance

In addition to the aforementioned committee, a member of faculty will be brought in as an advisor but will not serve as a member of the committee.

A virtual/in-person hearing shall be scheduled within 15 days of receipt of the grievance appeal. During the hearing, the student will be required to present their perspective to the

committee. The Office of Student Resolution and Conduct will be responsible for scheduling the hearing with the committee, student, and faculty member. The faculty member will be present to provide rationale for the decision rendered. Within five business days of its conclusion, the committee will provide a formal recommendation to the provost/chief academic officer. The provost/chief academic officer will make a final decision and a written decision will be provided to the student within five business days of receipt of the Academic Grievance Appeals Committee's recommendation. The decision of the provost/chief academic officer shall be the final action taken by the institution.

Students who wish to file a complaint as a result of discrimination or harassment on the basis of protected class status, and/or allegations of retaliation should review the [Equal Opportunity, Harassment, and Non-discrimination policy](#) and follow the steps outlined therein.

Students who wish to file a complaint with an external agency may review agency contact information on the [CSU Website](#). Students are encouraged to proceed through university processes before filing a complaint with an external agency.

## Non-Academic Complaint and Grievance Policy

Students have the right to seek a remedy for a dispute or disagreement through a comprehensive complaint procedure. The Non-Academic Complaint and Grievance policy provides students with a pathway to have a complaint reviewed and a resolution rendered, for situations that arise outside the context of the classroom. A non-academic complaint is based on a case or circumstance that the student feels violates a published policy, procedure, or agreement made between the student and the institution. Non-academic complaints include, but are not limited to: financial decisions\*, refunds, honors status, disparate treatment, etc.

\*Satisfactory Academic Progress (SAP) and any other appeal that has a separate policy/procedure is excluded from this policy.

The process to file a non-academic complaint is as follows:



### Informal Complaint

Within five business days of the specific occurrence, the student may provide the department director\*\* with a clearly identified complaint. The written complaint should include the specific policy/agreement that has been violated, and their desired resolution. The department director will review/investigate the complaint and provide a written decision to the student within three business days.

\*\*Students may contact the [Office of Student Resolution and Conduct](#) to gain understanding and contact information for a specific department director.

### Formal Grievance

If the student considers the resolution unsatisfactory, the student may submit a formal letter, within 10 business days, to [Grievance@columbiasouthern.edu](mailto:Grievance@columbiasouthern.edu), which must outline their grievance to be formally recorded by the institution. The student will provide dates and documentation wherein they attempted informal resolution for their complaint. The formal grievance is provided to the appropriate division head for review and investigation. The division head notifies the department director that a formal grievance has been received. The division head provides a response to the student within 10 business days. However, he/she may choose to schedule a phone/virtual conference with the student and department director to gain additional details regarding the formal grievance.

### Grievance Appeal

If the student considers the resolution unsatisfactory, the student may submit a formal grievance letter, within 10 business days, to [Grievance@ColumbiaSouthern.edu](mailto:Grievance@ColumbiaSouthern.edu), which must outline the desire to appeal the grievance decision and request a hearing before the Non-Academic Grievance Appeals Committee. The student must submit all evidence to support that informal and formal processes have been completed, in addition to a clearly articulated expected outcome.

The Non-Academic Grievance Appeals Committee shall be comprised of:

- Director of Student Resolution and Conduct, Chair
- Vice Provost for Student Affairs
- Vice Provost of Institutional Effectiveness, Planning, and Compliance
- Associate Vice President of Finance

A virtual/in-person hearing will be scheduled within 15 days of receipt of the grievance appeal wherein the student will be required to present their perspective to the committee. The Office of Student Resolution and Conduct will schedule the hearing with the committee, student, and department director. The department director will provide rationale for the decision rendered. The committee will review the evidence and conduct the hearing, at which time the Chair provides a formal

recommendation to the Provost within 5 business days of the hearing. The Provost provides a written decision to the student within 5 business days thereafter. The decision of the Provost is the final action taken by the institution.

Students who wish to file a complaint as a result of discrimination or harassment on the basis of protected class status, and/or allegations of retaliation should review the [Equal Opportunity, Harassment, and Non-discrimination policy](#) and follow the steps outlined therein.

Students who wish to file a complaint with an external agency may review agency contact information on the [CSU Website](#). Students are encouraged to proceed through the university processes before filing a complaint with an external agency.

## Course Access Policy

Students enrolled at Columbia Southern University are subject to time-sensitive course access as stated in the Course Access Policy.

At the conclusion of a completed course, students will retain course access for a period of 21 days. Any course which is unfinished, further defined as a course with outstanding assignments, will be closed for access at the conclusion of the term. Students who have been granted an Incomplete (I) will retain course access until the conclusion of the incomplete period; in addition, the student will retain course access for an additional 21 days in excess of the incomplete period for all completed courses. The final course grade will be calculated utilizing the weighted score assigned to each course assignment, as indicated in the course syllabus. Once the course access period has elapsed, all coursework submitted therein is archived and future access to the course through Columbia Southern University's Learning Management System is restricted. Students are encouraged to save their work through use of technology. Please review the Technology Policies for suggested methods of saving coursework. Course access will not be granted to archived courses unless approval is granted by the Assistant Provost for the college in which the course in question is located.

## Course Add Policy

Columbia Southern University (CSU) grants new and currently enrolled students the ability to enroll in additional courses, subject to the Academic Course Load Policy, up to six calendar days from a course start date. Students will not pay a late enrollment fee during the add-period.

Students who add a course during the drop/add period are dropped if they have not made a payment or do not have an active payment plan in place. The drop/add period ends at 11:59 PM Central, the Tuesday after the term start date. Please



refer to the CSU Academic Calendar for term start and drop dates.

Students should refer to the appropriate Institutional or Doctoral Institutional Academic Progress Policy and Satisfactory Academic Progress Policy for Title IV Students.

Any exceptions to this policy must be approved by an Academic Advisor.

## Course Completion Policy

Final course grades are calculated utilizing the sum of weighted scores assigned to each course assignment. Students are encouraged to complete all assignments within a course.

Course assignments not completed by the original or adjusted course end date are assigned a grade of zero (0) unless students request an Incomplete (I), Incomplete for Special Circumstances (ISC) or withdraw from the course (See Incomplete Grading Policy).

Students who plan to withdraw from a course should review the Official Course Drop/Withdrawal Policy and contact their academic advisor prior to submitting a withdrawal request. Note, academic and financial consequences may occur if students withdraw after week one of the course.

Exceptions to the Course Completion Policy, and all items encompassed within, must be approved by the College Dean, Vice Provost of Academic Affairs, or Provost.

## Course Retake Policy

Undergraduate students must earn a cumulative GPA of 2.0 or higher. Students who earn a “D” or below may be required to repeat a course to satisfy program requirements.

Graduate students must earn a cumulative GPA of 3.0 or higher. A course in which students earned a grade below “C” must be repeated at CSU. Students may be required to repeat a course with a grade of “C” to satisfy graduation requirements.

When students repeat a course, the original course is issued a grade of “R” upon completion of the course retake. If a course must be repeated to satisfy GPA requirements for graduation and the previously earned grade is normally considered passing, the course retake is eligible for Federal Student Aid (FSA) one time, provided the student is eligible for FSA.

## Doctoral Academic Course Load Policy

Doctoral programs consist of two phases. Phase one, didactic courses, fulfill the major requirements and applicable

concentrations, where available. Phase two fulfills the doctoral research study or dissertation.

### Didactic Course Load

Didactic courses are three credit hours each. A full-time load is considered one or more didactic courses.

### Doctoral Research Study/Dissertation Course Load

Research Study/Dissertation courses are one credit hour each. A full-time load during this phase is considered two or more courses.

### Funding Considerations

Students interested in the use of alternative funding, such as corporate, military, or other sources, should review the related information and policies to determine the appropriate number of credit hours allowed for full financial benefits.

Exceptions to the Doctoral Academic Course Load Policy, and all items encompassed within, may be approved by the College Dean, Vice Provost of Academic Affairs, or Provost.

## Doctoral Candidacy Status Policy

Students earn Doctoral Candidacy Status following the successful completion of all didactic coursework, which the Office of the Registrar verifies.

## Doctoral Graduation Requirements Policy

Students must successfully complete all degree requirements, as follows. Students have:

- completed all required didactic and research study/dissertation courses with passing grades.
- met the minimum GPA requirements.
- successfully defended the dissertation.
- met all financial obligations to the institution.
- all official transcripts on file.

Honors designation is not awarded for doctoral programs. A grade of “C” is considered the minimum passing grade. However, students may be required to repeat a course in which a “C” is earned if this grade results in a substandard cumulative GPA.

Upon approval of a successful dissertation defense, students are eligible to apply for graduation by submitting a Petition for Graduation.

Exceptions to the Doctoral Graduation Requirements Policy, and all items encompassed within, must be approved by the College Dean, Vice Provost of Academic Affairs, or Provost

## Doctoral Institutional Academic Progress Policy

Academic standards of performance are established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Dismissal

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

### Good Standing (Active)

Students must maintain a minimum cumulative GPA of 3.0 to be in good standing. Students performing research in support of their dissertation must maintain successful academic progress.

### Academic Probation

The University may place students on academic probation under the following circumstances:

- Cumulative GPA falls below 3.0
- Unsatisfactory Progress (“U”) in a dissertation research course
- Withdrawal from the same course twice
- Repeat pattern of consecutive withdrawals from courses impeding academic progress

The Office of the Registrar specifies the conditions of academic probation to students in writing.

Students placed on academic probation due to a cumulative GPA below 3.00 are allowed 6 credit hours to raise the GPA to 3.0 or higher. A student placed on probation due to receiving a “U” in a dissertation research course must receive an “S” in the next dissertation research course. Students placed on probation for repeated withdrawals from the same course must complete the course on the third attempt. Students must demonstrate academic progress and avoid repeated patterns of withdrawing from courses to avoid academic dismissal.

### Academic Dismissal

Students successfully progress through a doctoral program in a timely manner; therefore, academic dismissal due to substandard academic performance is final. The University will dismiss a student from the program under the following circumstances:

- Students do not achieve a cumulative GPA of 3.0 or higher at the conclusion of the probationary period
- Students withdraw from the same course three times

- Students earn two consecutive grades of “U” in dissertation research courses

### Appeal Process

Students dismissed from a doctoral program for earning consecutive “U” grades in dissertation research courses may submit a written appeal via email, within ten business days of the date the decision was sent. The written appeal must clearly state the reasons and remedy sought.

The Academic Program Director will appoint three faculty to an ad hoc Appeals Board to evaluate the appeal. The Appeals Board composition will consist of the Lead Faculty of the doctoral program, acting as chair, and two faculty members unrelated to the student’s committee.

The Appeals Board will review all submissions, obtain additional information and opinions if necessary, and provide the student with a written response within ten business days of receipt. The Academic Program Director will receive a copy of the response. The findings and recommendations of the Appeals Board are final.

Exceptions to the Doctoral Institutional Academic Progress Policy, and all items encompassed within, may be approved by the College Dean, Vice Provost of Academic Affairs, or Provost.

### Doctoral Leave of Absence Policy

Doctoral students who are unable to maintain continuous enrollment may apply for a temporary Leave of Absence (LOA). Students are eligible for one (1) LOA per 12-month period.

Students may apply for an LOA by contacting their academic advisor and completing the Leave of Absence Request Form. Administrative staff will review the request and notify students of the decision within 10 business days of the submission.

The University does not grant an LOA in the middle of a term. Students enrolled in a term are expected to complete all courses and may apply for an LOA to begin at the start of the next term. Students unable to complete a course(s) within the enrollment period may request an Incomplete or withdraw from the course(s).

Note: If the student wishes to withdraw, the University may require a Return of Title IV calculation.

Students are not required to apply for re-admission to the University upon return from an LOA. For purposes of Title IV Federal Financial Aid, students on an LOA are considered withdrawn from the University. Therefore, federal student loans are not eligible for an in-school deferment.

Military/Special Services Leave of Absence Provision

Doctoral students may request a provisional LOA for a designated deployment period up to 12 consecutive months. Students may apply for an LOA by contacting their academic advisor and completing the Leave of Absence Request Form. Students must also provide supporting documentation regarding the nature and period of deployment from their commanding officer or supervisor. If the military or special services deployment occurs during a course(s), policy requires students to withdraw from the course(s) or request an Incomplete for Special Circumstances.

Exceptions to the Doctoral Leave of Absence Policy, and all items encompassed within, must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost. Note: Students enrolled in Dissertation/Research courses are not eligible for the Incomplete for Special Circumstances and must work with their dissertation chairs regarding any special circumstances that arise during this period of their programs.

## Doctoral Time Limits Policy

Doctoral students are expected to complete their program in no fewer than three years and no more than seven years from the date of initial enrollment. Students must meet the following program milestones:

- Complete all didactic coursework within four years
- Successfully defend the dissertation within three years of completing didactic coursework

In some cases, due to extenuating circumstances, students may appeal the milestone time limits, not to exceed ten years from initial enrollment in their program. The Academic Program Director will appoint an ad hoc Appeals Board, which consists of the Lead Faculty of the doctoral program, acting as chair, and two faculty members unrelated to student's committee.

Students must submit a formal appeal letter to the Academic Program Director. The written appeal must clearly state the reason(s) and remedy sought. The Appeals Board will review all submissions, obtain additional information if necessary, and provide the student with a written response within ten business days of receipt. The Academic Program Director will receive a copy of the response.

The findings and recommendations of the Appeal Board are subject to review or exception made by the College Dean, Vice Provost for Academic Affairs, or Provost.

## Family Educational Rights & Privacy Act (FERPA) Policy

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

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

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

Requests by students to inspect, review, or amend must be submitted in writing and identify the information below.

- Record the student wishes to inspect
- Signature and date

For requests to amend, students must clearly identify the portion of the educational record the student is requesting be changed and specify why the record should be changed. If the requested change is not approved, the student will be notified of the University's decision and the student's right to a hearing. FERPA regulations now allow the request to be submitted electronically.

Students are informed of those instances where FERPA authorizes disclosure without consent in the university catalog information (electronically and in print).

However, FERPA allows schools to disclose student records, without consent, to the parties listed below.

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

Release of student directory information is also permitted by FERPA. CSU identifies directory information as name, address, telephone number, email address, date and place of birth, honors and awards, dates of attendance, major field of study,

enrollment status, previous institutions attended, photograph or other comparable information.

Personally identifiable information (or non-releasable information) includes all information not defined as directory information and may not be released without the express written consent of the student.

The Consent to Release must:

- identify and authenticate a particular person as the source of the consent (whether in writing or transmitted electronically) and
- indicate that person's approval of the information contained in the electronic consent.

Students may control the release of directory information by completing the [CSU Request to Revoke Directory Information Release Form](#). Upon receipt of this form, a Privacy Hold will be placed on the student's record.

#### To Whose Record Does the Act Apply?

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

#### To What Records Does the Act Apply?

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

#### Enforcement and Penalties

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

#### FERPA Compliance

Students who need assistance or who wish to file a complaint under FERPA should do so in writing to the Family Policy Compliance Office, sending pertinent information through mail, concerning any allegations to the following address:

#### Family Policy Compliance Office

U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-5920  
Phone: 1.800.U.S.A.LEARN (1.800.872.5327)

#### Contact Us

Please contact the Office of the Registrar at 800.977.8449 or [registrar@columbiasouthern.edu](mailto:registrar@columbiasouthern.edu) if you have any additional questions or concerns about our academic records privacy policy. For questions and concerns regarding our University Privacy Policy, please contact the data security officer at [datasecurityofficer@columbiasouthern.edu](mailto:datasecurityofficer@columbiasouthern.edu).

We accept the following forms by email, fax and mail.

- [Student Release for Education Records](#)
- [Request to Revoke Directory Information Release Form](#)

For complete FERPA information, visit the [FERPA](#) section of the website.

## Grading Policies

Columbia Southern University's (CSU) grading system uses the following scale to determine final course grades, which are recorded on the CSU transcript, unless otherwise noted.

#### Table A – Grading System

The following scale is used to determine final course grades and are recorded on the CSU transcript unless noted:

	Grading Scale	Quality Points Per Credit Hour	Included in Cumulative GPA	Counted Toward Hours Attempted to Determine SAP
A	90-100	4.00	Yes	Yes
B	80-89	3.00	Yes	Yes
C	70-79	2.00	Yes	Yes
D	60-69	1.00	Yes	Yes
F	59-0	0.00	Yes	Yes
W	Withdrawn	0.00	No	Yes
W/F	Withdraw/Fail	0.00	Yes	Yes
I	Incomplete or Extension	0.00	No	Yes
IP	In Progress	0.00	No	No
R	Retake	0.00	No	Yes
DN*	Dropped for Non-Attendance	0.00	No	No
DP	Dropped from Course	0.00	No	No
DC*	Institutional Drop	0.00	No	No
S	Satisfactory Progress	0.00	No	Yes

Grading Scale	Quality Points Per Credit Hour	Included in Cumulative GPA	Counted Toward Hours Attempted to Determine SAP	
U	Unsatisfactory Progress	0.00	No	Yes

*\*Not recorded on the CSU transcript.*

### Final Course Grade Descriptions – Table A

**A, B, C, and D** generate quality points, are included in the cumulative grade point average (GPA) and are calculated as attempted hours to determine Satisfactory Academic Progress (SAP).

**W, I, IP, R, DN, DP, DC, S, U,** and do not generate quality points and are not included in the cumulative GPA. However, grades of **W, I, R, S,** and **U** are calculated as attempted hours to determine SAP.

**F** and **W/F** do not generate quality points, are included in the cumulative GPA, and are calculated as attempted hours to determine SAP.

When a student is in the process of completing a course during original course start and end dates, a grade of **IP** is assigned as a placeholder until an earned grade is determined.

When a student is granted an Incomplete, a grade of **I** is assigned as a placeholder until an earned grade is determined.

### Grade Point Average

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

### Grading Rubric

Functional scoring rubrics are established for all assignment types (e.g., research paper, case study, article critique). Faculty apply the rubrics to evaluate the assignments and enter the scores and feedback directly into the rubric. Students may access assignment rubrics within each course unit in the learning management system.

Non-functional scoring rubrics are established for written response assessment items and discussion forums. Faculty apply these rubrics in scoring the items and provide summative feedback in the “Feedback to Learner” section, which is found in the gradebook.

- The **written response rubric** is found in the unit assessment directions.

- The **discussion forum rubric** is found in the Unit I Discussion Board

### Grading Timeframes

CSU requires all assignments to be graded in a timely manner, as follows.

- **Undergraduate and Master’s program assignments: allow up to a five-day grading period**
- **Doctoral program assignments:** allow a seven-, ten-, or fourteen-day grading period.

Note: Extenuating circumstances may cause a delay in grading. Students are informed of any grading delays by the appropriate faculty or staff.

### Assignment Submission Timeframes

The following list defines information regarding expectations for CSU student submissions:

- **Weekly course assignments** are expected to be submitted during the week they are assigned.
- **Posts to the Discussion Board prompt** are expected to be submitted by Saturday, 11:59 PM CT
- **Response to another student's post** within the discussion board forum are expected to be submitted by Tuesday, 11:59 PM CT.

### Contesting Grades

Students who feel an awarded grade is inconsistent with published policy, course syllabi, rubric item, or assignment requirements should address the grade with their faculty member during the course. At the conclusion of the course, if the student remains dissatisfied with the rendered grade, the student may contest the grade by following the steps outlined within the Academic Complaint and Grievance Policy.

Exceptions to the Grading Policies, and all items encompassed within, must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

### Related Policies

Students are expected to meet participation requirements and should refer to the Participation Policy.

Students interested in federal student aid eligibility should familiarize themselves with the Satisfactory Academic Progress Policy.

Students interested in learning more about incomplete grades should refer to the Incomplete Grading Policy.

## Graduation Requirements Policy

Students are required to complete all degree requirements, obtain the minimum cumulative GPA, meet all financial obligations to the institution, have all official transcripts on file, and apply for graduation by submitting a Petition for Graduation. Students who use Federal Student Aid to cover any portion of tuition are also required to complete Direct Loan Exit Counseling.

## Undergraduate Requirements

Students enrolled in undergraduate programs must:

- complete a minimum of 60 credit hours in an associate program.
- complete a minimum of 120 credit hours in a bachelor's program.
- complete at least 25 percent of the courses within an undergraduate program at CSU.
- maintain a 2.0 cumulative GPA to be eligible for graduation.

Although a grade of "D" is considered passing, students may be required to repeat a course in which a "D" is earned if the grade results in a substandard cumulative GPA.

## Graduate Requirements

Students enrolled in a master's program must:

- complete a minimum of 36 credit hours.
- complete a minimum of 33 percent of the courses within a graduate program at CSU.
- maintain a 3.0 cumulative GPA to be eligible for graduation.

Although a grade of "C" is considered passing, students may be required to repeat a course in which a "C" is earned if the grade results in a substandard cumulative GPA.

## Graduation with Honors

Students enrolled in bachelor's degree programs who accomplish a high level of academic achievement may qualify for honors if certain criteria are met. Honors are noted both on the students' diplomas and transcripts.

A cumulative "honors GPA" is calculated by combining all coursework attempted at CSU. Students must have no grade lower than a "C", must not have been found in violation of the Academic Integrity Policy, and must not have repeated any course taken at CSU due to non-satisfactory grades. Honors recognition is only awarded for bachelor's degree programs.

The following minimum GPAs are required for honors recognition:

Latin Honors	GPA
<i>Cum Laude</i>	3.50 – 3.79 cumulative GPA

<i>Magna Cum Laude</i>	3.80 – 3.99 cumulative GPA
<i>Summa Cum Laude</i>	4.0 cumulative GPA

## Posthumous Degree Recognition

Family members or relatives of a deceased student may qualify for posthumous degree recognition if the student was in good standing and successfully completed at least ninety percent of the degree program. Once the University is notified and has confirmed that the student is deceased, a formal degree audit will be conducted. Upon verification of the degree, the deceased student's diploma and official transcript will be presented to family member or relative at no charge. Next-of-kin who would like more information about possible award of a posthumous degree should contact the Office of the Registrar.

Note: Students enrolled in a doctoral program should refer to the Doctoral Graduation Requirements Policy.

## Inactive Status Policy

Students who do not submit coursework within 12 months are considered inactive and automatically forfeit tuition held by the University.

Returning students are re-evaluated and subject to current academic requirements, tuition, and policies in force at the time of re-enrollment.

Returning active-duty service members that have not submitted coursework within 24 months may elect to enroll in the original program of study, provided the courses/programs remain available.

Exceptions to the Inactive Status Policy must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

Students are assessed a \$25 processing fee.

Note: Students enrolled in a doctoral program should refer to Doctoral Time Limits for additional information.

## Incomplete Grading Policy

Students may request an Incomplete or Incomplete for Special Circumstances, which provides additional time to successfully complete coursework beyond the allotted enrollment period. An approved Incomplete grade provides an additional 30 or 60 calendar days for course completion.

An Incomplete or Incomplete for Special Circumstances may affect future course enrollments. Students should review the Academic Course Load Policy for more information. The grade of "I" may affect Satisfactory Academic Progress and Federal Student Aid eligibility. Students should contact their academic advisor.

### Incomplete Eligibility Requirements

Students must demonstrate satisfactory progress in the course(s) by meeting the following minimum requirements:

- Students must have participated in/submitted requirements for units 6, 7, or 8.
- Student must request an Incomplete on or before the course end date.

Exceptions to the Incomplete Grading Policy, and all items included herein, may be made by the faculty member, Lead Faculty, Academic Program Director, Dean of the College, Vice Provost of Academic Affairs, or Provost.

### Incomplete Grading

The Incomplete will be automatically processed for students who meet the eligibility requirements. Faculty will review ineligible requests and provide a decision.

### Approved Requests

A course grade of "I" is assigned and the student is granted an additional 30 or 60 calendar days to complete the remaining coursework.

### Fee Information

- No fee to submit the request.
- **Granted 30 Days:**  
\$50 Non-Refundable Processing Fee
- **Granted 60 Days:**  
\$100 Non-Refundable Processing Fee
- Title IV or VA funds may not be applied toward the payment of the Incomplete fee

### Assignments

Students should submit assignments by adhering to the goal dates provided. Assignments not submitted by 11:59 PM CT at the conclusion of the approved Incomplete period will be assigned a grade of zero (0), and the final course grade will be calculated. The final course grade will replace the grade of "I" assigned at the time of an approved request.

### Incomplete for Special Circumstances Eligibility Requirements

Students may encounter extenuating circumstances which inhibits their ability to complete a course(s). Such circumstances may include, but are not limited to: deployment, medical circumstances, natural disaster, family emergency, death in the immediate family, or job relocation.

Students may request one (1) Incomplete for Special Circumstances (ISC) per course. A maximum of two (2) ISCs will be granted, upon approval, per calendar year.

### Submission Requirements

Students must submit an *Incomplete for Special Circumstances* request on or before the course end date. Requests received after the course end date are considered on a case-by-case basis.

### Documentation

Students must provide supporting documentation to substantiate the stated circumstance. Documentation must be dated and correlated with the hardship and time parameter in which the student is/was unable to complete coursework. Additional or alternate documentation may be requested for verification purposes.

### Approved Requests

Students approved for an ISC will receive a maximum of 60 calendar days to complete the course. Students who received a previously approved Incomplete may later determine an ISC is needed. Under this circumstance, students will follow the ISC approval process. Note: the maximum time allowed is 60 calendar days from the original course end date. Thus, a student who has already received 60 days under the Incomplete Grading Policy will be ineligible for the ISC.

### Fee Information

There are no fees associated with an ISC.

### Assignments

Students should submit assignments by adhering to the goal dates provided. Assignments not submitted by 11:59 PM CT at the conclusion of the approved Incomplete period will be assigned a grade of zero (0), and the final course grade will be calculated. The final course grade will replace the grade of "I" assigned at the time of an approved request.

### Other Considerations

- An Incomplete request should **not** be submitted for a course in which assignments need to be resubmitted or if all assignments have been submitted and/or graded.
- Students approved for an Incomplete forfeit the option to withdraw from the course after the original course end date, pursuant to the *Official Course Drop/Withdrawal Policy*.
- Service members utilizing Tuition Assistance should contact their education officer to report an Incomplete to avoid inaccurate recoupment of funds. Students are responsible for notifying their education officer of the final course grade at the conclusion of the Incomplete period.
- Students approved for an Incomplete are expected to meet attendance requirements in the course.
- When determining the amount of Federal Student Aid students have earned, the original course start and end dates are used for withdrawal calculations. The time period of an Incomplete is not taken into

consideration. Therefore, it is important that students continue to participate in the course within the original timeframe even when an Incomplete has been granted. Failure to participate within the original start and end dates could result in a return of Federal Student Aid funds. Eligibility for Federal Student Aid may also be affected if the student does not make up the Incomplete or if the Incomplete converts to a failing grade.

- When calculating students' pace of completion for Satisfactory Academic Progress, a course grade of "I" will be considered as an attempted credit, but not earned credit. A course grade of "I" will not be calculated in the student's cumulative grade point average.
- The student should allow up to five (5) business days for processing of an Incomplete or an ISC prior to the first assignment goal date. If more than one assignment remains at the time of the request, each assignment goal date should be spaced apart to ensure successful completion.
- When an Incomplete is approved, the time added begins from the previous course end date, not the date processed.
- Students will be notified of the approval/denial decision via email.

Note: The Incomplete Grading Policy does not apply to students enrolled in dissertation courses.

## Iowa Military Deployment Policy

Columbia Southern University will offer the following options to a student who is a member, or the spouse of a member if the member has a dependent child, of the Iowa National Guard or reserve forces of the United States and who is ordered to state military service or federal service or duty:

- Withdraw from the student's entire registration and receive a full refund of tuition and mandatory fees. CSU's Registrar's Office processes all withdrawal requests and notifies Student Accounts to calculate the refund.
- Make arrangements with the student's instructors for course grades, or for incompletes that shall be completed by the student at a later date. This option is available to the student under CSU's Incomplete for Special Circumstances policy. Requests may be sent directly to the instructor for approval. If such arrangements are made, the student's registration shall remain intact and tuition and mandatory fees shall be assessed for the courses in full.
- Make arrangements with only some of the student's instructors for grades, or for incompletes that shall be completed by the student at a later date. If such arrangements are made, the registration for those

courses shall remain intact and tuition and mandatory fees shall be assessed for those courses. Any course for which arrangements cannot be made for grades or incompletes shall be considered dropped and the tuition and mandatory fees for the course refunded.

*Note: Supporting documentation must be submitted to CSU describing the order to state military service, federal service, or duty.*

## Institutional Academic Progress Policy

Academic standards of performance are established to ensure satisfactory progress toward a degree. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Suspension

Guidelines and procedures for placing students in the above classifications include the following.

### Good Standing (Active)

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

### Academic Probation

Upon completion of 12 credit hours, a student is placed on academic probation at any time the cumulative GPA drops below the required minimum. A student remains on academic probation for 12 credit hours.\*

While on academic probation, a student must demonstrate sustained satisfactory progress and develop an action plan for academic improvement. The plan is approved by the academic advisor, which may include referral to the Success Center. A student may be limited to enrolling in one course at a time until a cumulative GPA of 2.0 undergraduate/3.0 graduate is achieved. In addition, a student may be delayed from enrolling in the next course pending evaluation of academic progress.

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

The student is removed from probation and placed in good standing if the cumulative GPA (2.0 or higher undergraduate/3.0 or higher graduate) is achieved after completing the required 12 credit hours during the probationary period. If the student does not raise the cumulative GPA to good standing, the student is placed on suspension. Please refer to the Academic Suspension section of this policy for details.



## Secondary Probation

If the GPA for the probationary period is 2.5 or higher for undergraduate or 3.5 or higher for graduate, but the student does not raise the cumulative GPA to the minimum 2.0 or higher for undergraduate or 3.0 or higher for graduate, a secondary probation period may be required.

\*Note: A student who shows substandard academic progress in their first 12 credit hours may be academically dismissed without a probationary period. See the Academic Dismissal section of this policy for details.

## Academic Suspension

If the probationary student fails to demonstrate satisfactory progress, the student is academically suspended for a period no less than 9 weeks. A student may request reinstatement after the suspension period has expired. If a second suspension occurs, the student is suspended for a minimum of six months before they are eligible to request re-instatement. If a third suspension occurs, the student is suspended for a minimum of 12 months before they are eligible to request reinstatement.

The student must contact the Office of the Registrar to request reinstatement no less than one month prior to the desired term. Reinstatement following academic suspension is not automatic and is determined by the Reinstatement Committee.

A student enrolled in other colleges or universities while on academic suspension from CSU is not eligible for reinstatement to CSU until the cumulative grade point average from other colleges and universities is 2.0 or higher for undergraduate or 3.0 or higher for graduate.

Once reinstated, the student returns to academic probation status for 12 credit hours. The student is expected to demonstrate academic progress while on probation, as outlined above.

## Academic Dismissal

CSU reserves the right to dismiss students whose academic progress is substandard. Factors considered will include, but are not limited to, the number of failing grades, past academic performance, the number of withdrawn courses, and the probability of achieving satisfactory academic standing within a reasonable time frame. A student is subject to academic dismissal (without a probationary period) for 12 months if the cumulative GPA falls below 1.0 or if they withdraw from the majority of courses within the last 12 credit hours.

The Appeals Board through the Office of the Registrar reviews and approves/denies academic dismissal appeals or reinstatement request.

Exceptions to the Institutional Academic Progress Policy must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

Note: Students enrolled in a doctoral program should refer to the Doctoral Institutional Academic Progress Policy.

## Leave of Absence Policy

Students who are unable to enroll for a period of time, may apply for a temporary Leave of Absence (LOA) from the University. A temporary LOA is granted only to students who plan to return to their academic program at the end of the LOA. Students may apply for an LOA by submitting the Leave of Absence Request Form located in the myCSU Student Portal. Students should contact their Academic Advisor and the Office of Financial Aid to discuss potential academic and financial implications prior to taking an LOA.

Important facts concerning an LOA:

- All requests must be submitted a minimum of three (3) weeks prior to the start of the requested LOA.
- LOA requests for undergraduate and graduate students may not exceed more than three calendar months.
- Students may request more than one LOA during their academic program, not to exceed three months within a 12-month period.
- Students are not required to apply for re-admission to the University upon return from an LOA.
- The University does not grant an LOA in the middle of a term.
- For the purposes of Title IV, students considered withdrawn from the University while on an LOA; therefore, federal student loans are not eligible for an in-school deferment.
- A student is not eligible to receive federal student aid while on an LOA;
- Students are expected to complete all courses in which they are currently enrolled, and apply for an LOA upon completion.
- Students having difficulty or who are unable to complete all courses for which they are enrolled, may apply for an incomplete, an incomplete for special circumstances, or withdraw, in which case a Return of Title IV calculation may be required.
- Students who fail to return from an LOA are required to reapply for admission to the University after a period of 12 months of inactivity in their academic program.

## Military/Special Services Leave of Absence Provision

Undergraduate and graduate students may request a provisional LOA for a designated deployment period up to 12 consecutive months. A student may apply for a provisional LOA by submitting the Leave of Absence Request Form located in

myCSU Student Portal. Students must provide supporting documentation regarding the nature and period of deployment from their commanding officer or supervisor. If the military or special services deployment occurs during a course, students may be required to withdraw from the course or request an incomplete for special circumstances.

Exceptions to the Leave of Absence Policy, and all items encompassed within, must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

*Note: Students enrolled in doctoral programs should refer to the Doctoral Leave of Absence Policy.*

## Official Course Drop/Withdrawal Policy

Students who wish to drop or withdraw from a course or program should notify the Office of the Registrar at [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu) or submit the Course Drop/Withdrawal form located in the Student Portal.

### Course Drop

Students may drop a course by the term “drop date,” as listed on the academic calendar, without financial penalty. The course drop date is determined by the date the request is received. A grade of “DP” is recorded for the course. Dropped courses appear on the official transcript but do not count as hours attempted in the Satisfactory Academic Progress (SAP) calculation.

### Course Withdrawal

A course withdrawal is a request submitted after the course drop date and before or on the original course end date. A grade of “W” is issued and will appear on the student’s transcript but will not affect the cumulative GPA. However, the course does count toward hours attempted (completion ratio and maximum timeframe) and may affect Federal Student Aid eligibility. Students using military Tuition Assistance must inform their education services officer when withdrawing from a course. Students who demonstrate a pattern of withdrawals are at risk for academic dismissal per the Institutional Academic Progress Policy.

### Program Withdrawal

Students who wish to withdraw from a CSU program may do so by indicating these intentions on the Course Drop/Withdrawal form. We encourage students to reach out to their assigned academic advisor to discuss options that promote success before submitting a program withdrawal.

Students should review the following policies when electing to drop or withdraw: Tuition Refund Policy, SAP Policy, and Institutional Academic Progress Policy.

Exceptions to the Official Course Drop Withdrawal Policy, and all items encompassed within, must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

## Participation Policy

CSU students are expected to make academic progress in courses. To ensure students are participating, the Office of the Registrar reviews participation at the conclusion of Unit 1 and Unit 8. A lack of participation will result in drop for non-attendance or unofficial withdrawal.

Exceptions to the Participation Policy, and all items encompassed within, must be approved by the Dean of the College, Vice Provost of Academic Affairs, or Provost.

### Drop for Non-Attendance

CSU will verify participation in each registered course at the end of unit 1. The Unit 1 assignment is due by the end of unit 1 to meet the participation requirement. Students who do not submit the required discussion board by the end of the first unit will be institutionally dropped from the course, and a grade of DN will be recorded in the student’s record.

### Unofficial Withdrawal

Students should submit an official Course Drop/Withdrawal request or contact the Office of the Registrar to notify the school of his or her withdrawal.

Students are reported as “unofficially withdrawn” when they:

- do not officially notify the institution that they have ceased or will cease attending the school
- do not complete the course(s) by the term end date
  - The last day of attendance is determined by the course mid-point or last assignment date, whichever is later.
  - If students do not submit course assignments in Units 6, 7 or 8, they are withdrawn from the course and a grade of “W/F” is assigned.
  - All non-submitted assignments are recorded with a score of “0” and the final grade is calculated.
  - A final grade of “W/F” is calculated in the GPA as a grade of “F”, counted as attempted hours, and affects Satisfactory Academic Progress (SAP).
  - Students approved for an Incomplete “I” grade are expected to submit assignments in Units 6, 7, or 8.

Note: Title IV students should refer to the Satisfactory Academic Policy.

## Student Code of Conduct Policy

Ethical behavior and conduct is essential to a successful academic career. Students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. Therefore, any deviation from these standards is a breach of ethics identified in CSU's Student Code of Conduct. Furthermore, violation of ethical standards may lead to disciplinary actions.

Students must comply with the Student Code of Conduct and other academic and student affairs policies. Students are expected to demonstrate honesty and integrity with faculty, staff and other students throughout all interactions online and/or at university-sanctioned even.

Students are prohibited from engaging in conduct that includes, but is not limited to:

- Disrespect of university personnel.
- Inappropriate communication including, but not limited to, harassment, prejudice, stalking, offensive language, threats, abuse, insults, or humiliation made within the university environment. The university environment consists of email correspondence, phone conversations, text messages, live or recorded video sessions, or other university communication mediums.
- Demeaning comments including, but not limited to, an individual's religion, race, age, sexual orientation, and unwanted sexual advances or intimidations.
- Breaches of privacy, hacking passwords or systems, distribution or replication of copyrighted material(s), unauthorized distribution of instructional materials, use of illegal or unlicensed software.
- Intentional breach of university policy or procedures.
- Reproduction of university materials to include course content, assessments, or other materials deemed to be the property of the university.
- Use and/or purchase of work that is not his/her own.
- Disruptive behavior that hinders or interferes with the educational process.
- Harassment or intimidation that has the effect of creating an offensive educational environment for any student, faculty, or staff member.
- Conduct that is disorderly, lewd, lascivious, indecent or otherwise inappropriate.
- Violation of any local, state, or federal law.
- Display harmful or threatening behavior towards students, faculty, or other university personnel.

## Investigation

The director of student resolution and conduct or designated university official will conduct investigations of the Student Code of Conduct in a prompt and reasonable manner. The investigation will determine if adequate evidence exists to support a formal review. While an alleged violation is under investigation, interim action may be initiated. These actions include, but are not limited to, removal from a course(s), prohibited attendance to university-sanctioned events and other functions, and/or a no-contact order.

In those instances where CSU determines the conduct does not warrant a specific charge, CSU may choose to issue a warning.

Note: Students may not appeal a warning.

In the event of a threat or imminent harm, the university reserves the right to take immediate action prior to the investigation in accordance with sanctions outlined therein.

## Notification and Response

Students charged with a violation of the Student Code of Conduct are notified of the specific violation in writing. Students are provided 10 business days to submit a written response to the designated university official. The response must indicate responsibility for or denial of the charged offense(s). Students who fail to respond to the official letter constitutes a violation of the Student Code of Conduct and may result in additional sanctions by the university, up to and including dismissal from the university. A student denying the charge(s) will follow the below process.

## Review of Response

Reviews are conducted according to the following guidelines:

- The director of student resolution and conduct assembles a committee of three university personnel to review the response.
- Students must provide additional documentation to substantiate a denial of the charge. All documentation must be submitted to the director of student resolution and conduct.
- The determination of misconduct is made on the basis of whether it is more likely than not that a violation of the Student Code of Conduct has occurred.
- The committee will review and consider evidence and provide a recommendation to the director of student resolution and conduct or a designated university official.

## Decision

- The Director of Student Resolution and Conduct or a designated university official communicates the final decision in writing to the student.
- In accordance with the requirements under the Higher Education Opportunity Act (HEOA), upon written

request, CSU will disclose to an alleged victim of a crime of violence, or a non-forcible sex offense, the results of any disciplinary review conducted by the institution against the student who is the alleged perpetrator of the crime or offense.

- In accordance with the requirements under HEOA, in cases of an alleged sex offense, both the accuser and the accused will be informed of the determination involving an alleged sex offense, including any imposed sanction(s).
- A summary report containing findings of fact, decision, and sanctions, will be placed in the student's file.

## Sanctions

Disciplinary sanctions are based upon the seriousness of the charge(s) and may include, but are not limited to: warning, probation, loss of academic credit, suspension, and conduct dismissal.

Exceptions to the Student Code of Conduct Policy, and all items encompassed within, must be approved by the College Dean, Vice Provost of Student Affairs, Vice Provost of Academic Affairs, or Provost.

## Student Identity Verification Policy

CSU complies with the provisions of the United States Federal Higher Education Opportunity Act (HEOA) of 2008, Public Law 110-315, concerning the verification of student identity in distance education. CSU's student identity verification processes confirm that a registered student is the same individual who participates in and completes a course/program for which they receive academic credit. The Student Identity Verification Policy is applicable to all students throughout their tenure at the University.

## Student Identity Verification Methods

Students enrolled in courses/programs are subject to one or more of the following student identity verification methods:

### A. Government-Issued Photo Identification

At the time of application, students are required to submit a color image of a government issued photo identification, such as a state driver's license, state identification card, or U.S. passport. CSU reserves the right to require additional sources of identity as described in the Admission Requirements Policy.

### B. Secure, Individual Login and Passcode

Students are assigned a secure, individual Student Identification Number (SID) and password once enrolled. The assigned login credentials are used to access Blackboard, CSUs learning management system, to complete coursework and the myCSU Student Portal to access course grades and related information.

## D. Administrative or Academic Practices

Students are subject to identity verification, at the institution's discretion, through use of personally identifiable information provided by the student. Students must provide their assigned Student Identification Number and a secondary source of personally identifiable information when contacting the University. Changes in academic performance or writing style may be monitored and prompt a faculty request for student identity verification.

## Protection of Student Information

CSU practices methods of student identity verification that protects the privacy of student information. Additional information can be found in the Information Security Policy and Technology Policies.

## Notification of Student Fees

Students are notified at the time of registration regarding any fees associated with student identity verification. Associated costs are the responsibility of the student.

## Student Responsibilities

Students are responsible for the appropriate use of technology. Unauthorized use of University systems, further defined as myCSU Student Portal, Columbia Southern University's websites, university networks, Internet, online classroom, or other hardware or software utilized in association with the University is prohibited as identified in Technology Policies, Acceptable Use Policy. This includes unauthorized access to other user accounts or transfer of user login and password credentials to others. Misuse of any University system is subject to the Student Code of Conduct Policy and sanctions contained therein.

## Student Rights and Responsibilities Policy

Provides students with an online environment that fosters academic success and achievement. CSU is dedicated to exceptional academic and student support services that support student learning with humility, flexibility, and excellence.

Students who choose to attend CSU accept these student rights and responsibilities as members of the university community and agree to abide by policies set forth in the University Catalog and Student Handbook. Each student holds the right and ability to make individual decisions about their personal conduct and is responsible for their behavior. Furthermore, each student also holds the responsibility to live with the consequences of their personal decision making.

## Student Rights and Responsibilities

The following student rights and responsibilities are governed by the Student Rights and Responsibilities Policy.

## Student Rights

- Right to freely express their own thoughts, concerns, or suggestions with professional propriety and in a manner that does not violate the **Student Code of Conduct Policy**
- Right to privacy pursuant with the **FERPA Policy**, **Academic Record Privacy Policy** and **Privacy Policy**
- Right to freedom from discrimination on the basis of race, national origin, sex, marital status, religion, age, physical or mental disability, hearing status, color, pregnancy, ethnicity, citizenship status, sexual orientation, gender identity, gender expression, family responsibilities, veteran or military status, or predisposing genetic characteristics, in accordance with the [Equal Opportunity, Harassment, and Non-Discrimination policy](#)
- Right to freedom from discriminatory harassment based on actual or perceived membership in a class protected by policy, or federal, state, and local civil rights, laws, and regulations
- Right to file a complaint with the institution pursuant to the **Academic or Non-Academic** Complaint and Grievance policies
- Right to review educational record in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA)
- Right to request reasonable educational accommodations with the [Office of Disability Services](#) under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended
- Right to receive prompt responses from university staff and faculty that promotes support and encouragement
- Maintain communication with assigned academic advisor concerning enrollments, course load, and degree program completion requirements
- Communicate with faculty member concerning course requirements, missing assignments, grades, feedback, etc.
- Reference instructions listed in course syllabi, course schedules, and other pertinent areas within courses in Blackboard
- Stay abreast of important dates, such as course registration deadlines, assignment due dates, and course end dates
- Read, understand, and adhere to all Academic and Student Affairs policies and procedures outlined within the Student Handbook

## Technology Policies

CSU is dedicated to the success of its students through the use of a variety of technologies and technology support within the University. Collectively, the Technology Policies communicate institutional expectations for its users and constituents by providing instructional principles for use of all university systems including the myCSU Student Portal, CSU website, university networks, Internet, online classroom, and other hardware or software utilized in association with the user's interaction with Columbia Southern University or its partners and affiliates.

## Technology Requirements

Proficient use of e-mail, the Internet, and standard desktop software is recommended to successfully complete online, distance learning courses. CSU utilizes an online curriculum delivery method through the Blackboard Learning Management System (LMS.)

To view a detailed list, please visit the **CSU Technical Requirements** section of this catalog.

## Additional Technology Requirements

Additional technology requirements may be necessary in some programs of study. Specific requirements are notated in the Course Description of courses requiring additional technology.

CSU reserves the right to update technology requirements, including both hardware and software, throughout the duration of the program. CSU strives to be innovative in its curriculum delivery to support student engagement in coursework.

## Technical Support

Technical Support services are available and offer a variety of support services including desktop support, diagnostics, and Blackboard support. Students encountering technical difficulty are encouraged to contact the CSU Helpdesk through the following methods:

## Student Responsibilities

- Exhibit and maintain integrity when providing student contact, financial, or any other requested information or documentation to the university
- Ensure all contact information, including email address and phone number, is current and on file with the university
- Ensure all documents are on file in accordance with the [Admission Documentation Guidelines](#)
- Read, understand, and adhere to enrollment terms and conditions, including tuition and fee requirements
- Remain in good academic standing throughout their tenure at CSU, to include upholding standards of integrity while completing course assignments, pursuant with the **Academic Integrity Policy**
- Review emails sent from CSU on a regular basis, as email is considered the official form of communication between the student and university

- Phone: (877) 399-1063
- E-mail: [techsupport@columbiasouthern.edu](mailto:techsupport@columbiasouthern.edu)
- Live Chat

For Helpdesk availability, please visit the [Technical Support page](#) in the myCSU Student Portal.

FAQs, Software Downloads, and Tutorials are available within the myCSU Student Portal under the Technical Support Navigation Tab.

### myCSU Student Portal

The myCSU Student Portal is the gateway to the University. A few of the features available through the portal include the ability to view grades, submit course enrollments and access an individual student account. Upgraded applications, features, or functionality may be installed within the myCSU Student Portal and are subject to change. Occasionally, technology requirements will be revised accordingly to meet new university standards and initiatives.

### E-mail Policy

Columbia Southern University considers e-mail the official form of communication. Important student information and announcements are communicated through this method. An appropriate, individual (non-shared) e-mail address is required for all CSU students. Students are expected to maintain a current e-mail address on file with the University. In the event a student's e-mail address is no longer valid, access to the myCSU Student Portal may be restricted until such time the address is updated. E-mail communications are subject to all applicable university policies, including the Student Rights and Responsibilities and Student Code of Conduct policy.

### Student Technology Responsibilities

Online, distance learning utilizes technology as a platform for curriculum delivery and student engagement. Although most technologies can be viewed as stable, there may be occasions when technology fails. In our efforts to support students during technology failure, it is recommended students maintain an alternate technology plan. A student's ability to request a grade change, late assignment submission, or similar request will be reviewed on a limited basis by the course professor and may be verified by CSU Helpdesk Support.

The following recommendations are made to maintain an alternate technology plan:

- Periodically save written work as progression is made on assignments.
- Hard Disks or Memory sticks are recommended to back-up data storage. Computer or hard disk failures do occur and can be detrimental to student course progress.

- In the event the technology failure is severe enough to disrupt course completion, the student should contact the course professor for alternate arrangements.
- Regular use of the back-up device is recommended for effective retrieval.
- A plan of action is recommended when the user's primary computer fails. Examples of other alternatives include work computers, libraries, Internet Cafés, or a friend or family member.

The following student requirements are maintained in the event of technology failure:

- Continued course participation and assignment completion is expected unless the student makes alternate arrangements with the course professor or campus, within the limitations of CSU Institutional Policy.
- Accidental assignment submission is not a basis for an opportunity to re-submit an assignment. Students encountering this circumstance should contact their course professor for a decision.

### User Information Compilation and Use

CSU is the sole owner of user information, further defined as applicant and/or student information, collected within the constraints of user interaction with the University. Directory information may be disseminated to specific parties pursuant to FERPA (Family Educational Rights and Privacy Act). CSU does not sell or share user information to outside parties without prior written consent of the user; however, the University may share any user information with its employees, affiliates and partners, or independent contractors with a vested interest. In addition, CSU may share user information with parties who provide educational, operational, or technical services or products on behalf of or directly to the University.

### Student Portal and Blackboard Access

Blackboard user access will terminate in the event that a student's status is changed to Inactive; further defined as inactivity in any 365-day period.

Individual course access is outlined in the Course Access Policy and is separate from the Student Portal and Blackboard Access Policy. CSU alumni will receive the official university newsletter, the CSU Communicator.

### Electronically Transmitted Messages

CSU may retain electronically transmitted messages, defined as e-mail or other data, for an indefinite amount of time. Electronically submitted information, defined by this policy, is distinct and does not pertain to information collected and contained in the official student record. CSU does not retain electronically transmitted messages for any specified period other than time periods dictated by law. Users should not have

an expectation any electronically transmitted messages will be retained for a specified time period.

## Security of Information

CSU takes security of information seriously and as such, takes all reasonable precautionary measures to protect sensitive user information. CSU uses encryption and Secure Sockets Layer Web Server Certificates (SSL) for sensitive information requested for submission through the World Wide Web.

Information contained within the CSU Student Information System (SIS) is also viewed as sensitive, personally identifiable information and the University makes reasonable efforts to ensure all information contained within is secure from modification or deletion by unauthorized personnel. In addition, employees who do not have a vested interest to perform a relative job function are not granted access to information contained in the SIS. Servers containing the SIS are located in a secure environment.

Users of technology systems should acknowledge security of the aforementioned information cannot be guaranteed as systems can be compromised by unauthorized third parties. All users further acknowledge there is no expectation user information is confidential or private when transmitted through or stored upon equipment or systems owned by the University.

## Acceptable Use Policy

The Acceptable Use Policy governs all university systems used in association with the user's interaction with Columbia Southern University or its partners and affiliates. Such systems include but are not limited to the following:

- myCSU Student Portal
- Columbia Southern University's Website
- University networks
- Internet
- Online classroom
- Other hardware or software utilized in association with the University

All content transmitted to and from systems or networks are subject to the Student Code of Conduct Policy and sanctions contained therein.

### Permitted Uses:

Columbia Southern University technology systems are to have beneficial uses for all users for the sole purpose of instructional delivery in connection with academic, administrative, and operational activities of the University.

### Prohibited Uses:

#### Harassment

- Sending other users threatening, inappropriate, or unwelcome messages
- Sending unsolicited, bulk spam to other users
- Any other form of harassment

#### Privacy Breach

- Accessing, reading, copying, altering, or deleting another users work without authorization or permission
- Unauthorized access to other users' accounts
- Transfer of user passwords to others
- Accessing unauthorized electronic communications
- Invasion of personal privacy

#### Willful Damage

- Purposefully damaging or corrupting hardware, software, or data systems
- Malicious uses of network and university systems
- Committing malicious attacks on university networks or systems
- Hacking passwords or systems

#### Copying

- Distribution or copying copyrighted material
- Copying other's work as your own; plagiarism
- Unauthorized distribution of instructional material to other users
- Use of illegal or unlicensed software in conjunction with university systems

#### Abstract

- Engagement in illegal activities
- Unjustified accusations or slander of any person associated with the university

## Indemnification of the University

Users granted access to Columbia Southern University Systems agree, by authorization of access and use, to exempt the university and hold it harmless from damages to include lawsuits, losses, and expenses. Damages also include but are not limited to attorney fees and litigation costs which could arise from breaches of transmitted content, violation of sensitive information and privacy, user violation of the Acceptable Use Policy or any other of the Technology Policies associated with use of university systems.

## Textbook and Course Material Policy

CSU provides course material for all courses. Material may vary from course to course and may be in the form of electronic textbooks (eTextbooks), Integrated Learning Resources (ILR), or printed textbooks. CSU faculty determine the most effective material to ensure a positive learning experience for students.

## eTextbooks

An eTextbook is an interactive, electronic version of the course textbook that can be accessed and downloaded on the course start date. eTextbooks are provided at no cost. Digitally stored eTextbooks may contain audio, video, and animations that enhance the student learning experience. A clickable table of contents allows students to quickly navigate to the desired page(s), highlight(s), and take notes directly within the eTextbook.

Students gain access to the eTextbook in Blackboard on the course start date. The eTextbook remains active for at least 180 days from the initial time it is accessed, and any page printing limits are set by the publisher.

eTextbooks can be accessed by utilizing iOS, Android, Kindle Fire, Mac, and PC computers and devices. Video tutorials are available in Blackboard to assist students on how to utilize eTextbooks. The tutorials outline tips for using the eTextbook on and offline, highlighting, note taking, and any other capabilities.

Students should contact their course professors or CSU Technical Support with any technical issues that may arise.

## Integrated Learning Resources (ILR)

To improve and enhance learning, select CSU courses do not require a printed or electronic textbook. ILR material contains library resources, labs, lectures, faculty-created content, and video presentations. Subsequently, courses may have extended study guides or interactive material that enhances the learning experience and enables students to learn and grow in their disciplines in a practical way.

## Printed Textbook

CSU provides printed textbooks to students at no cost contingent upon the student's successful completion of the course, which is defined as earning a passing grade in the course.

If a student drops, withdraws from, is institutionally withdrawn from, or fails a course, the student is responsible for the cost of the textbook unless one of the following occurs:

- The student returns the textbook postmarked within 30 days to have the charge reversed.
- The student plans to retake the same course in the next consecutive term and submits an enrollment within 30 days. The student should return the textbook if the course is not available in the next consecutive term.

CSU also offers printed textbooks through a Loan-a-Book program for select courses at no cost contingent upon the student successfully completing the course. Printed textbooks

provided in the Loan-a-Book program are required to be returned to CSU within 30 days after course completion.

A return label is provided with the textbook and should be utilized when returning the textbook to CSU. Instructions are emailed to students that outline additional requirements. Students who do not return textbooks and/or do not pay the textbook charge may be prohibited to enroll in future courses.

Textbook charges are based on the retail textbook price listed at the CSU website or 70% of the listed retail price if the student was issued a used textbook.

Note: Textbooks may be in new or used condition.

## Title IX Policy Statement

CSU adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The university does not discriminate in its admissions practices (except as permitted by law), in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, CSU is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status.

CSU also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by CSU policy.

Any member of the campus community, guest, or visitor who acts to deny, deprive, or limit the educational, employment, residential, or social access, opportunities, and/or benefits of any member of the university community on the basis of sex is in violation of the CSU's policy on [Equal Opportunity, Harassment, and Non-Discrimination](#).

Any person may report sex discrimination (whether or not the person reporting is the person alleged to have experienced the conduct), in person, by mail, by telephone, by video, or by email, using the contact information listed for the Title IX coordinator (below). A report may be made at any time (including during non-business hours) by email.

Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX coordinator. For a complete copy of the policy or for more information, please visit



<https://www.columbiasouthern.edu/consumer-information/title-ix> or contact the Title IX coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of CSU policy should contact the following:

#### **Title IX Coordinator**

**Alexis Harris, M.A., M.B.A**

Columbia Southern University  
21982 University Lane, Orange Beach, AL 36561  
Telephone: 800-977-8449 ext: 1352  
Email: [CSU-Title-IX@columbiasouthern.edu](mailto:CSU-Title-IX@columbiasouthern.edu)

A person may also file a complaint with the appropriate federal, state, or local agency within the time frame required by law. Depending upon the nature of the complaint, the appropriate agency may be the federal Equal Employment Opportunity Commission (EEOC), Office for Civil Rights (OCR) of the U.S. Department of Education, and/or the U.S. Department of Justice (DOJ).

#### **For complaints involving employees:**

##### **Equal Employment Opportunity Commission (EEOC)**

Ridge Park Place  
1130 22nd Street South, Suite 2000  
Birmingham, Alabama 35205

#### **Regional Contact:**

U.S. Department of Education  
Office of Civil Rights, Region IV  
61 Forsyth St., Southwest, Suite 19T70  
Atlanta, GA 30303-8927

#### **Assistant Secretary for Civil Rights**

##### **Office for Civil Rights, National Headquarters**

U.S. Department of Education

Lyndon Baines Johnson Dept. of Education Building  
400 Maryland Avenue, SW  
Washington, DC 20202-1100  
Telephone: 800-421-3481  
Fax: 202-453-6012; TDD: 800-877-8339  
Email: [OCR@ed.gov](mailto:OCR@ed.gov)

Within any resolution process related to this policy, CSU provides reasonable accommodations to persons with disabilities and religious accommodations when that accommodation is consistent with state and federal law.

## **Withdrawal for Special Circumstances Policy**

### **Purpose**

The purpose of the Withdrawal for Special Circumstances Policy is to provide students who encounter special circumstances the opportunity to withdraw from a course when such withdrawal would normally not be considered. Eligible students fall under the following categories:

- The student has a course on Incomplete.
- The student has a course that has ended with a final grade.

CSU recognizes students may encounter life situations that impede successful course completion. Students experiencing an extenuating circumstance, such as a prolonged illness, death in the immediate family, military deployment, or similar incident, have the option to request a Withdrawal for Special Circumstances (WSC). Requests for a WSC are limited to students who have a course(s) on Incomplete or have a course that has ended with a sub-standard, final course grade directly related to the incident.

Students are eligible to request one WSC per calendar year and the request must be within one calendar year from original course end date. Each withdrawal request may include all courses in which the student is enrolled during the period of special circumstance. Requests for a WSC are not automatically granted and are reviewed independently through the Student Appeals process. Students who wish to withdraw under special circumstances must submit documentation which supports the extenuating circumstance. Acceptable documentation should include applicable dates to justify the request and may include:

- Medical documentation by a licensed practitioner
- Deployment notice documentation
- Officially signed letter from a Unit/Battalion Commander or Employer
- Death certificate
- Any other documentation deemed acceptable to CSU

Students approved for a WSC will receive a grade of “W” for the course, which will be recorded in the student record. The grade of “W” will have no effect on the cumulative CSU GPA, but will count toward hours attempted when determining Satisfactory Academic Progress (SAP) and may affect Federal Student Aid (FSA) eligibility. Students using FSA should contact their academic advisor to discuss SAP standing and the Office of Financial Aid to discuss FSA eligibility.

An approved WSC is subject to the Tuition Refund Policy, Official Course/Drop Withdrawal Policy, and requirements outlined within the Textbook and Course Material Policy.

Students applying for a Withdrawal for Special Circumstances should submit a formal letter to [Registrarappeals@columbiasouthern.edu](mailto:Registrarappeals@columbiasouthern.edu) and include necessary documentation to support the request. Students will be notified of a decision within 7 calendar days.

Note: Doctoral students enrolled in Dissertation/Research courses are not eligible for the Withdrawal for Special Circumstances and should be working with their dissertation chair regarding any special circumstances that arise during this period of their program.

## STUDENT RESOURCES AND INFORMATION

### Hours of Operation and Contact Information

#### Address

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

**Main Telephone Number** 800.977.8449  
**Local Telephone Number** 251.981.3771  
**Main Fax Number** 251.981.3815

#### Main Business Hours (CST)

Monday-Thursday 8AM to 5PM  
Friday 8AM to 3PM

### Department Information

#### Academic Advising Center

**Hours:** M – Th 7AM to 7PM Fri 8AM to 5PM  
Sat 8AM to 3PM  
**Email:** Students should contact their assigned academic advisor listed in the student portal.  
**Phone:** 877.977.8449

The Academic Advising Center at Columbia Southern University develops strong relationships with students through coaching and mentoring on a consistent basis. Advisors guide students in their pursuit of educational goals through personal and purposeful advising strategies.

Academic advisors always strive to offer exceptional customer service and act as the student’s central point of contact. Their goal is to establish a solid relationship with students that is built on mutual respect, trust, and open communication. Advisors encourage students to identify personal strengths and weaknesses so that they can reach their full potential as successful college students by listening and empowering them to make the right choices regarding their education and future.

#### Admissions

**Hours:** M – Th 8AM to 6PM Fri 8AM to 5PM  
**Email:** [admissions@columbiasouthern.edu](mailto:admissions@columbiasouthern.edu)  
**Phone:** 877.347.6050  
**Fax:** 251.224.0540

Admissions counselors help students every step of the way, from submitting an application to enrolling in their first course. Students have the flexibility they need to fit education into their busy schedules. Courses are designed to accommodate anyone who is balancing school with other life commitments.

#### Bookstore

**Hours:** M – Fri 8AM to 5PM  
**Email:** [bookstore@columbiasouthern.edu](mailto:bookstore@columbiasouthern.edu)  
**Phone:** 877.323.4474  
**Web:** <http://bookstore.columbiasouthern.edu>

The Bookstore Operations include shipping textbooks to students, processing incoming and outgoing mail for the university, as well as managing the online bookstore and physical store located on the CSU campus in Orange Beach, Alabama.

#### Career Services

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [careerservices@columbiasouthern.edu](mailto:careerservices@columbiasouthern.edu)  
**Phone:** 877.297.6192

Columbia Southern University Career Services promotes student success by providing quality programs, services and resources that empower students to explore, define, prepare for and pursue their career aspirations. Services are provided to all students and alumni at no additional charge and include assistance with:

- Career exploration & assessment
- Professional correspondence review
- Employer/job market research
- Job search strategies
- Interview preparation/mock interviewing
- Networking techniques
- Personal online branding
- Direct access to employers across the globe via CareerQuest

Career Services provides general information and support to students and alumni to assist in the achievement of career-related goals. Career Services is neither a placement office nor a resume writing service. Please allow two to three business days for correspondence to be reviewed.

### Community and Alumni Relations

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [CSU-Community-Alumni-Relations@columbiasouthern.edu](mailto:CSU-Community-Alumni-Relations@columbiasouthern.edu)

The mission of Community and Alumni Relations is to promote and foster connectivity by engaging and promoting relationships between students, alumni, staff and faculty and the broader community. We encourage personal and professional development and career success by instilling pride and loyalty in CSU through innovative engagement. Community and Alumni Relations provides support through the following:

- Planning social networking events for students, alumni and key relationships identified by Columbia Southern University.
- Building a network of ambassadors to represent the university
- Connect with CSU Alumni in the Facebook Chapters.
- Promote and foster connectivity by engaging and promoting relationships in the local and broader community.

### Continuing Education

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [ContinuingEd@columbiasouthern.edu](mailto:ContinuingEd@columbiasouthern.edu)  
**Phone:** 800.313.1992

The Continuing Education Department offers training, workshops, conferences, and professional development opportunities beyond a student's degree program. Courses are offered online and face-to-face across the nation. For more information and a current list of available courses, please visit <https://www.columbiasouthern.edu/online-degree/continuing-education>.

### CSU Library

**Hours:** M – Th 8AM to 7PM Fri 8AM to 6PM  
**Email:** [library@columbiasouthern.edu](mailto:library@columbiasouthern.edu)  
**Phone:** 877.268.8046  
**Chat:** 24/7, 365 Days per Year  
**Web:** [www.columbiasouthern.edu/library](http://www.columbiasouthern.edu/library)

Located strictly online, the collection contains a variety of electronic formats including books, journals, newspapers and more. Access to online resources is available 24/7. The CSU Library is staffed with professional librarians available to assist students with each step of their research journey. To better assist students in an online environment there are multiple avenues for library instruction: chat, phone, email, and research appointments. Chat service is provided 24/7. Phone,

email, and research appointments are provided during normal business hours.

### Learning Partnerships

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [learningpartners@columbiasouthern.edu](mailto:learningpartners@columbiasouthern.edu)  
**Phone:** 800.344.5021

CSU provides flexible degree and certificate programs designed to move adult learners forward in their careers. We work closely with over 3,800 companies and organizations to provide their employees or members with our educational programs. A student who is an employee or member of an active Learning Partnership is eligible to receive a tuition discount. Spouses and children are also eligible.

### Military Support Group

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [militarysupportgroup@columbiasouthern.edu](mailto:militarysupportgroup@columbiasouthern.edu)  
**Phone:** 888.394.5738  
**Web:** <https://www.columbiasouthern.edu/military/overview/military-support-services>

CSU's Military Support Group can answer any questions students may have before enrolling in courses. Every day, the support group interacts with military members who are pursuing academic and professional goals. The support group regularly fields questions regarding Veterans Affairs, military discounts, course structure, and degree programs. It is important to our team that service members receive the proper support and respect as they move forward in completing their degrees.

### Office of Disability Services

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu)  
**Phone:** 888.785.3005  
**Web:** <https://columbiasouthern.edu/student-support/disability-services/>

Consistent with the mandates of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, the mission of the Office of Disability Services is to ensure an accessible learning experience in which students with disabilities have equal opportunity for participation in all programs, services, and activities. Individuals with disabilities who need to

request accommodations should contact the Office of Disability Services using the contact information above.

### Accommodation Complaints and 504/ADA Grievances

Students should direct any complaints regarding accommodations or disability-related services to the disability services coordinator in the Office of Disability Services at [disabilityservices@columbiasouthern.edu](mailto:disabilityservices@columbiasouthern.edu) or 888-785-3005.

To submit a CSU 504/ADA grievance or to report a university accessibility concern, please email [ADAgrievances@columbiasouthern.edu](mailto:ADAgrievances@columbiasouthern.edu).

### Office of Financial Aid

**Hours:** M – Fri 8AM to 5PM  
**Email:** [financialaid@columbiasouthern.edu](mailto:financialaid@columbiasouthern.edu)  
**Phone:** 877.316.8396  
**Fax:** 251.224.0590

The Office of Financial Aid is responsible for awarding Federal Financial Aid to qualifying students. To be eligible for Federal Student Aid, students must be admitted to the university and meet Federal eligibility criteria. Federal Student Aid (FSA) offers federal grant and loan programs administered by the U.S. Department of Education. For detailed information regarding Federal Student Aid including eligibility, procedures for applying, awarding FSA and loan counseling, students should access the Office of Financial Aid website at <https://www.columbiasouthern.edu/tuition-financing/federal-student-aid>.

### Office of the Registrar

**Hours:** M – Fri 8AM to 5PM  
**Email:** [registrar@columbiasouthern.edu](mailto:registrar@columbiasouthern.edu)  
**Phone:** 877.316.0219  
**Fax:** 251.224.0575

The Office of the Registrar maintains student records and monitors FERPA compliance. Additional responsibilities include evaluating traditional and non-traditional transfer credit, assessing academic requirements and conferring degrees, and processing student requests.

The Office of the Registrar provides student support through the following teams:

- The Evaluation Team provides support by maximizing transfer credit while meeting accreditation and state requirements.
- The Degree Auditor Team completes audits for students nearing graduation to verify the student has completed all graduation requirements. Degree Auditors also receive and process Commencement registrations.
- The Registrar Support Team responds to student requests, monitors students on probation and

suspension, processes transcript requests, receives official transcripts, monitors conditional and temporary students, as well as keep all student records current.

### Student Accounts

**Hours:** M – Fri 8AM to 5PM  
**Email:** [studentaccounts@columbiasouthern.edu](mailto:studentaccounts@columbiasouthern.edu)  
**Phone:** 877.323.4472  
**Fax:** 251.224.0570

Student Accounts is comprised of Enrollments, Accounting, and Collections services. The department is responsible for enrolling students into course(s), submitting certifications and drops for VA students, disbursing financial aid refunds, any other refunds, receipts, invoicing/billing, collections, grad audit approvals, and accounts receivable.

### Office of Student Resolution and Conduct

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [studentresolution@columbiasouthern.edu](mailto:studentresolution@columbiasouthern.edu)  
**Phone:** 800-977-8449 ext. 6527

The Office of Student Resolution and Conduct (OSRC) assists students in resolving issues related to their student experience through advocacy, communication, and administrative support. OSRC seeks to effectively enrich students' learning experiences at the university while augmenting a positive learning environment. The team supports our student body through administration of student complaints and academic integrity issues, and coordination of student conduct processes, which allows for a fair, unbiased assessment.

### Student Support Center

**Hours:** M – Th 8AM to 7PM Fri 8AM to 5PM  
**Email:** [students@columbiasouthern.edu](mailto:students@columbiasouthern.edu)  
**Phone:** 877.323.4471  
**Fax:** 251.224.0550

The Student Support Center serves as the point of contact for general student inquiries. Specialists assist with a wide range of questions related to CSU policies, courses, graduation, and much more. Student support specialists are available to assist students via telephone, email, and chat.

Student support specialists work diligently to ensure that students remain enrolled throughout their educational careers. CSU understands the busy lifestyles of our students and that is why the Student Support Center offers reminders and enrollment assistance to keep students on track with their degree plans.

### Success Center – Math and Writing Centers

**Hours:** M – Th 8AM to 5PM Fri 8AM to 3PM  
**Email:** [teamsucceed@columbiasouthern.edu](mailto:teamsucceed@columbiasouthern.edu)  
**Phone:** 877.875.0533

The Math and Writing Centers provide services to students that will aid in their success throughout their academic careers. The Math and Writing Centers have resources readily available for students, regardless of the degree they are seeking. They provide the following services:

- Academic support in math and writing via email, phone, and live sessions
- Provide instructional resources such as recorded lessons, tutorial, and examples for math, writing, and APA
- Individualized math or writing sessions via interactive technology

For more information regarding the Math Center, please review the [Math Center Processes](#).

For more information regarding the Writing Center, please review the [Writing Center Guidelines](#).

### Technical Support

**Hours:** Mon – Fri 8AM to 8PM  
 Saturday 10AM to 7PM  
 Sunday Closed  
**Extended Hours\*:** Sunday 10AM to 7PM  
*\*3 Days Prior to Term End Dates*  
 Monday 8AM to 11PM  
 Tuesday 8AM to 11PM  
**Email:** [techsupport@columbiasouthern.edu](mailto:techsupport@columbiasouthern.edu)  
**Phone:** 877.399.1063

Technical Support provides support services for Blackboard and any associated 3rd party applications. Students encountering technical difficulty with their courses are encouraged to contact the CSU Helpdesk.

## 2022 - 2024 Observed Holidays

University offices are closed annually in observance of the following holidays:

Holiday	Date(s) Closed
Independence Day	July 4, 2022
Labor Day	September 5, 2022
Veterans Day	November 11, 2022
Thanksgiving	November 23-25, 2022
Christmas	December 23-27, 2022
New Year's Day	January 2, 2023
Martin Luther King Jr. Day	January 16, 2023
Fat Tuesday (Mardi Gras)	February 21, 2023
Good Friday	April 7, 2023

Memorial Day	May 29, 2023
Juneteenth	June 19, 2023
Independence Day	July 3, 2023
Labor Day	September 4, 2023
Veterans Day	November 10, 2023
Thanksgiving	November 22-24, 2023
Christmas	December 25-27, 2023
New Year's Day	January 1, 2024
Martin Luther King Jr. Day	January 15, 2024
Fat Tuesday (Mardi Gras)	February 13, 2024
Good Friday	March 29, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024

Current Hours of Operation and Contact Information may also be viewed on the University website:

<http://columbiasouthern.edu/about-csu/contact>

## myCSU Student Portal

The myCSU Student Portal is the gateway to the University. The portal provides students with access to their information and resources at any time. Some of the main features available to students include the ability to:

- Log in to Blackboard to access and submit coursework**
- View course grades**
- Submit course enrollments**
- View degree-specific information such as a Comprehensive Degree Report**
- Verify course start and end dates**
- Access Learning Resources provided through the Success Center and the CSU Library**
- Access Technical Support resources such as tutorials and Frequently Asked Questions**

Students may access the portal by visiting <http://mycsu.columbiasouthern.edu>

## Graduation

Students within 12 hours of satisfying program requirements are encouraged to file a [Petition for Graduation](#) form. Once submitted, an official audit of the student record is performed which includes, but is not limited to, number of credits earned, financial standing, and official transcript record.

A transcript bearing the University seal and signature of the registrar is the official copy of the student's permanent academic record. Students will receive one official transcript at the time of graduation. Additional transcripts may be ordered by submitting the Official Transcript Request form.

Students who need to verify that they have graduated or are scheduled to graduate due to an upcoming promotion board, school admission, or other work-related circumstance may

request a Letter of Pending Graduation from the Office of the Registrar by submitting the request to [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu)

Refer to the [Student Handbook](#) for a list of degree conferral dates.

Note: Students enrolled in doctoral programs should refer to the Doctoral Graduation Requirements Policy.

## Diploma and Transcript

After degree conferral, students will receive their official transcript within five business days and their diploma within six weeks.

## Commencement Ceremony

Each year CSU hosts a commencement ceremony for students who have completed their programs. CSU encourages all graduates to attend the commencement exercise and accompanying activities. The fees for the ceremony and regalia (cap, gown, and tassel) vary from year to year. Students are responsible for all travel arrangements and accommodations. Students interested in participating in the ceremony should visit the CSU website for additional information.

## Requesting a Transcript

Once a student has completed the first three-credit hour course, and course tuition has been received, the student may request an official CSU transcript. Only transfer credit submitted to the University via official documents is included on the CSU transcript. Unofficial transfer credit is not notated on the CSU transcript. A CSU transcript may be requested by using the Official Transcript Request form and a transcript fee applies. Financial obligations to CSU must be met before the transcript can be released. Please allow 5 business days for processing. The record is mailed as a sealed official transcript to the institution or person indicated on the Transcript Request Form. An unofficial transcript may be emailed or faxed if indicated on the request form. Please note, the transcript processing fee only applies to the official transcript.

## Returning Students

Students not in an active status with the University, or those formally withdrawn from the institution must submit a Re-Enrollment Application.

Upon submission of the Re-Enrollment Application, submission of official transcripts not previously received by the University is required. Students may opt to use the Transcript Request Service for assistance in obtaining official documents. Students re-admitted to the University are subject to the current University Catalog, including academic policies, tuition rates, and program requirements. Once all documentation is received by the University, an applicant evaluation report is issued to the student. Students who are in receipt of an applicant evaluation report may register for courses. Students should seek academic advisement prior to enrolling.

## Returning Graduates

Students returning for a subsequent degree program should submit a Re-Enrollment Application. A graduation audit must be passed for the previous program. Additional official transcripts/documents not previously submitted may be requested through the CSU Transcript Request Service. CSU cannot order copies of CLEP scores or international transcripts. Returning students are required to have an evaluation of credit completed prior to beginning their next degree program with CSU.

## CONTINUING EDUCATION

The Continuing Education Department at Columbia Southern University is committed to a program of public service, outreach and continuing education in order to enhance the intellectual capital of those who desire lifelong learning and development.

### Continuing Education Services

CSU offers the following services.

- Online CEU Courses
- Training Events, Workshops, and Conferences
- Conference Management Services
- CEU Provider Service

### Online CEU Courses

The Continuing Education Department at CSU offers a variety of online CEU courses covering many topics that allow students the opportunity to enhance their current careers or provide relevant training. A list of available courses students can enroll in can be viewed at

[www.ColumbiaSouthern.edu/ContinuingEd](http://www.ColumbiaSouthern.edu/ContinuingEd).

### Training Events, Workshops, and Conferences

CSU's Department of Continuing Education offers courses in a variety of formats including on-site training and webinars.

Continuing Education Units (CEUs) are awarded for eligible classes. A full list of events can be found at

[www.ColumbiaSouthern.edu/ContinuingEd](http://www.ColumbiaSouthern.edu/ContinuingEd).

### Conference Management Services

A variety of conference management services are available to parties seeking assistance with coordinating a conference and/or event. Services include:

- Planning, research and logistics
- Registration hosting and coordination
- Marketing and communication
- Venue selection and coordination
- Vendor registration and coordination
- On-site logistics and coordination
- Speaker selection and coordination
- Evaluation and awarding of CEUs

### CEU Provider Service

Organizations who would like to offer CEUs for their programs can apply to have CSU evaluate their program and award CEUs. A member of the Department of Continuing Education will guide you through the application and approval process.

There is a fee of \$25 per participant who is awarded CEUs. This fee is the responsibility of the requesting organization or student and is paid to CSU prior to delivery of the CEU certificate. Learning Partners qualify for a discounted rate of \$20 per participant who is awarded CEUs.

For more information, please contact the Department of Continuing Education at

[ContinuingEd@ColumbiaSouthern.edu](mailto:ContinuingEd@ColumbiaSouthern.edu) or visit us online at [www.ColumbiaSouthern.edu/ContinuingEd](http://www.ColumbiaSouthern.edu/ContinuingEd).



## ALLIANCES AND PARTNERSHIPS

### Alliances

The Business Development (BD) and Military Initiatives (MI) Department collaboratively builds relationships with Fortune Companies, Associations, and Federal agencies to include the Department of Defense and Homeland Security, to promote both universities under the Columbia Southern Education Group umbrella. The Business Development Department builds relationship alliances with Associations, Fortune 100, Fortune 500, and Global 1000 industry leaders to promote workforce development training through educational benefits. Business Development builds alliances via tuition discounts, customized scholarships, and training evaluations to support corporate diversity and inclusion programs as well as recruitment and retention. The BD Manager and Account Executive provide professional services to over 30 alliance members and more than 15,000 employer groups. Military Initiatives provides financial readiness training to the Army's over 250 financial readiness counselors to ensure they maintain their professional accreditation. Additionally, the MI Manager provides oversight for the Department of the Army's only Career Resource Center located at Fort Bragg NC. This Center's "Hire, Train, and Employ" concept enables transitioning service members, soldiers in transition, and military spouses the opportunity to gain specific workforce development skills from the over 26 companies inclusive in the Army's Career Skills Program. In 2018, the Center played an instrumental role in over 1,700 individuals gaining full-time employment.

### Learning Partnerships

With more than 3,000 Learning Partners across the nation, CSU has already provided training and education to thousands. These Learning Partners include municipalities, corporations, police departments, fire departments, health and safety entities, as well as health care organizations. The exclusive Learning Partner benefits include 10% tuition discounts, waiver of application fee, exclusive scholarships, and partnership administration. Not only are these benefits available to our partners' employees, but they are also available to the employees' spouses and children. CSU Learning Partners sign a non-binding, non-exclusive agreement that allows the partnership to begin. There is no cost to become a Learning Partner with CSU and there are other possible opportunities available to the new partner such as job posting on the CSU CareerQuest for those partners looking for qualified employees. Our CSU Representatives can also make visits to the Learning Partner for employee benefits fairs and other information sharing. We value our CSU Learning Partners and consider them part of the CSU family.

Visit our website at

<https://www.columbiasouthern.edu/tuition-financing/partnerships> for more information about our

Learning partnerships and a listing of our current partners.

### University Academic Partnerships

At CSU, we are committed to providing our students with resources that will enhance their educational experiences.

Our partnerships with the following universities help us fulfill this commitment by offering CSU students a larger selection of degree programs from which to choose. These university partners may offer additional benefits to CSU students, alumni, faculty, and staff, including acceptance of transfer credit, tuition discounts, admission application fee waivers, and access to advising and other services.

#### Alabama Fire College

Alabama Fire College graduates are given advanced entrance into CSU's BS, Fire Science program. CSU accepts courses completed at the Alabama Fire College for equivalent CSU major courses or electives.

#### EC-Council University

This transfer credit agreement supports the transition of CSU students into EC-Council Information Technology and Cybersecurity programs, and EC-Council students into CSU Master of Business Administration and Doctor of Business Administration programs.

#### East Georgia State College

This agreement establishes transfer credit and program acceptance for students who were enrolled in or who graduated from the East Georgia State College Fire and Emergency Services Administration associate and baccalaureate degree programs that were deactivated in 2021.

#### Iowa Valley Community College

This agreement affords the opportunity to transfer undergraduate credit earned through Iowa Valley Community College courses and programs to bachelor degree programs at CSU.

#### Milwaukee Area Technical College

Information on the transfer of credit earned in the Milwaukee Area Technical College Emergency Medical Technician and Paramedic programs to CSU's Bachelor of Science in Emergency Medical Services Administration is provided in this agreement.

**Northern Alberta Institute of Technology**

Northern Alberta Institute of Technology offers its Occupational Health and Safety Diploma Program graduates the opportunity to transfer credits into CSU's Bachelor of Science Degree in Occupational Safety and Health Program.

**Singapore Institution of Safety Officers Academy**

This agreement allows for the transfer of undergraduate credit earned through the Singapore Institution of Safety Officers Academy that can be applied to CSU associate and bachelor's degree programs in Occupational Safety and Health.

**Sonoran Desert Institute**

This agreement permits the transfer of Sonoran Desert Institute associate degree and certificate programs and courses that can be applied to CSU undergraduate level programs.

## FACULTY

# College of Arts and Sciences

### College Leadership

**Megan Bowers, M.A.**  
Dean and Assistant Provost

**Rick Fenwick, Ph.D.**  
Academic Program Director  
*Behavioral Sciences*  
*Orientation*

**Angela Bush, M.A.**  
Academic Discipline Director  
*Humanities*

**Adam Cochran, M.A.**  
Academic Discipline Director  
*Mathematics*  
*Natural Sciences*

**Prebble Ramswell, Ph.D.**  
Academic Discipline Director  
*Social Sciences*

### Full Time Faculty

**Mark Balto, Ph.D.**  
Philosophy  
The New School

**Rachel Beecham, Ph.D.**  
Biological Science  
University of Mississippi

**Stephanie Brazzle, M.A.**  
Psychology  
American Public University System

**Elizabeth Brown, PhD**  
Chemistry  
University of Missouri- St. Louis

**Rose Bunch, Ph.D.**  
Philosophy in English Language  
and Literature  
Florida State University

**Angela Bush, M.A.**  
Philosophy  
Georgia State University

**Jesse Chupp, Ph.D.**  
Political Science  
Texas A&M University

**Thomas Cochran, M.A.**  
Ecology  
University of North Texas

**Renee Courey, Ph.D.**

History  
University of California – Berkeley

**Jenny Diamond, M.A.**  
English/Literature  
University of West Florida

**Nathalie Dodson, M.S.**  
Mathematical Sciences  
University of West Florida

**Heather Does-Krell, M.A.**  
Biology  
University of North Texas

**Heather Ferragut, M.A., M.N.M.**  
Sociology  
Sam Houston State University  
Non-Profit Management  
Regis University

**Robert Finger, M.A.T., M.L.A.**  
Secondary Education: Social Sciences  
Liberal Arts  
Spring Hill College

**Jerri Gerlach, M.A., M.Ed.**  
History/Government  
Texas Woman's University  
Curriculum and Instruction  
Tennessee State University

**Jennifer Gordon, M.A., Ed.S.**  
English  
Media  
University of West Georgia

**Amy Hakim, Ph.D.**  
Psychology  
Florida International University

**Katrina Haynes, Ph.D.**  
Psychology  
Walden University

**Vanessa Holtgrave, Psy.D.**  
Clinical Forensic Psychology  
Chicago School of Professional  
Psychology

**Todd Hughes, Ph.D.**  
Philosophy  
University of Wisconsin-Madison

**Kent Kelso, Ph.D.**  
Education Administration  
Indiana State University

**Namhyung Lee, Ph.D.**  
Physics  
Tufts University

**Elizabeth Legault, M.Ed.**  
Elementary Education  
Salem State University

**Carl Libis, D.A., Ph.D.**

Mathematics  
Idaho State University  
University of Alabama

**Megan Moore, M.F.A.**  
Art  
California State University

**Sheana Mullen, M.S.**  
Education/Math Education  
Troy University

**Sanita Nelson (Jetton), M.F.A.**  
Art/Painting  
Fontbonne University

**Chimere Parker, M.A.**  
English  
Marygrove College

**Donna Purcell, Psy.D.**  
Clinical Psychology  
Florida Institute of Technology

**John Radez, Ph.D.**  
Near Eastern Language & Culture  
Indiana University Bloomington

**Victor Reppert, M.A., M.Div.**  
Philosophy  
Arizona State University  
Theology  
Emory University

**Charles Ross, M.S.**  
Psychology  
Walden University

**Ann Schwalboski, M.A., M.F.A.**  
Mass Communication  
Bowling Green State University  
Creative Writing  
Emerson College

**Patti Smith, Ph.D.**  
Education/Curriculum, and  
Instruction, Reading  
University of Southern Mississippi

**Lavinia Sparkman, Ph.D.**  
Counselor Education  
Mississippi State University

**Kevin Sweers, Psy.D.**  
Human Services  
Capella University

**Sarah Syrjanen, Ph.D.**  
Literature  
Florida State University

**Peter Trzop, Ed.D.**  
Organizational Leadership  
Argosy University- Phoenix Campus

**John Willey, Ph.D.**  
English

Florida State University

**Brandon Wiese, Ed.D M.Div., Th.M.**  
Higher & Postsecondary Education  
Argosy University- Phoenix Campus  
Biblical Languages, Philosophy of  
Religion  
Southwestern Baptist Theological  
Seminary

**Charles Williams, Ph.D.**  
Ecology  
Virginia Polytechnic Institute and State  
University

**Amy Wynia, Ph.D.**  
Biology  
University of North Texas

### Part Time Faculty

**Caseylyn Allen, M.B.A.**  
Business Administration/Leadership  
for Managers  
Keiser University

**David Auchter, Ph.D.**  
English  
University of Houston

**Miguel Balboa, M.A.**  
Philosophy  
San Francisco State University

**Amal Bassa, M.S.**  
Chemistry  
George Washington University

**Maria Beagle, M.A., M.Ph.**  
Forensic Psychology  
Argosy University  
Forensic Psychology  
Walden University

**Laura Bozovic, Ph.D.**  
Political Science  
The University of Alabama

**Freda Braddock, Ed.D.**  
Curriculum and Instruction  
Liberty University

**Damon Bullock, Ph.D.**  
Sociology  
Texas Woman's University

**Deborah Busby, M.Ed., M.A.**  
Educational Leadership  
English  
Northern Arizona University

**Darrin Bush, M.A.**  
Psychology

University of Arizona

**Brad Castle, Ph.D.**

General Psychology  
Grand Canyon University

**Lauren Cortese, M.B.A., M.A.**

Business Administration  
Education, Adult Education and  
Training  
University of Phoenix

**Stephanie Davis, Ph.D.**

Adult Education  
Auburn University

**Randi Dillard, M.A.**

English  
Southern New Hampshire University

**Rebecca Dunlap, M.S.**

Biology  
University of North Texas

**Scott Duryea, Ph.D.**

International Studies  
Old Dominion University

**Mark Ferguson, Ph.D.**

Political Science  
University of Alabama

**Joseph Fournier, M.A.**

Political Science  
University of Oklahoma

**Amber George, Ph.D.**

Interpretation  
SUNY at Binghamton

**Anthony Gole, M.A.**

History  
University of Washington- Seattle

**Nichole Gotschall, Ed.D.**

Higher Education Leadership  
Walden University

**Julie Hirschboeck, M.A.**

English  
Minnesota State University

**Carol Hoban, Ph.D.**

Biological Science/Cell Molecular  
Biology & Physiology  
Georgia State University

**Noah Horwitz, Ph.D.**

Philosophy  
Loyola University of Chicago

**Pamela Huckins, Ph.D.**

History of Art and Archaeology  
New York University

**Christopher Ineich, M.S.**

Ecology  
University of California - Davis

**Kenneth Ingham, M.S.**

Telecommunications  
Kutztown University of Pennsylvania

Timothy Jacobs, MDiv., ThM

Christian Ministry

The Southern Baptist Theological  
Seminary  
Research: Philosophy, Worldview,  
and Apologetics  
The Southern Baptist Theological  
Seminary

**Henry Johnson, Ed.D.**

Educational Leadership  
Florida Atlantic University

**Frances Jones, M.A., M.F.A.**

Art  
Fontbonne University

**Bokkyoo Jun, Ph.D.**

Physics  
Tufts University

**Rebecca Kurz-Rigby, M.A., Ed.S.**

English  
Long Island University  
Instruction Technology, Media &  
Design  
University of West Georgia

**Amanda Laroche, Ph.D.**

English  
University of Louisiana – Lafayette

**Carina Lewis-Spencer, M.A. ESQ**

English  
Mississippi State University  
Juris Doctor  
University of Mississippi School of Law

**Nicholas Lopes, M.S.**

Biochemistry, Cellular & Molecular  
Biology  
University of Tennessee

**Christy Lowery-Carter, Ed.D.**

Teaching and Learning  
Liberty University

**Pamela Loyd, Ph.D.**

Education  
Capella University

**Tiffany Lubken, Ph.D.**

Psychology/Health Psychology  
Walden University

**Bridget Mallette, M.A.**

Philosophy  
University of Southern Mississippi

**Marcus McArthur, Ph.D.**

History  
St. Louis University

**Aldison Middleton-Hinton, D.S.W.**

Social Work/Clinical Expertise  
Walden University

**Jimmy Morris, M.S.**

Mathematical Sciences  
Tennessee State University

**Patricia Morriss, M.A.**

Philosophy  
Catholic University of America

**Elizabeth Moseley, Ph.D.**

Psychology  
University of Miami

**Sanjay Paul, M.A.**

Sociology  
New Mexico State University

**Matthew Percy, Ph.D.**

United States History  
University of North Texas

**Lise Price, M.S.**

Post-Secondary Education,  
Mathematics  
Troy University

**Brandon Riederer, M.A., M.Ed.**

English  
National University  
Learning and Technology  
Western Governors University

**Kathleen Robinson, Ph.D.**

English Composition/ Literature  
University of South Florida

**Nickalus Rupert, Ph.D.**

English (Creative Writing)  
University of Southern Mississippi

**Darlene Sabio, M.A., M.S.**

Mass Communications  
University of South Florida  
Biology  
Virginia Commonwealth University

**Melvin Sanchez, Ph.D.**

Philosophy  
University of California- Irvine

**Derek Schweigert, M.A.**

Philosophy  
Oklahoma State University

**Crystal Sears, Ph.D.**

Communication  
Wayne State University

**Shannon Segers, M.S., M.B.A.**

Administration/Emergency Planning &  
Admin  
Administration/Marketing  
Lynn University

**Amy Sloan, Ed.D.**

Higher & Postsecondary Education  
Argosy University

**Matthew Smart, M.A.T.**

Language Arts  
University of West Alabama

**Melanie Smith, Ed.D.**

Curriculum and Instruction, Science  
and Social Science  
University of West Florida

**Mitzie Sowell, Ph.D.**

Biology Education  
Auburn University

**Hattie Spencer, Ph.D.**

Environmental Science  
Jackson State University

**Denise Stiglich, M.S.**

Chemistry  
University of California – Riverside

**Sharon Thomas, Ph.D.**

Philosophy  
University of Hawaii at Manoa

**Mark Tolf, M.A.**

Philosophy  
DePaul University

**Paige Tracy, M.A.**

Communication Studies  
Baylor University

**Gregory Underwood, Ph.D.**

English (Literature)  
The University of Southern Mississippi

**Philip Van Vleck, Ph.D.**

History  
Duke University

**Beverly Vchulek, M.A., M.S.**

Psychology/ Clinical Psychology  
Fielding Graduate University  
Counseling & Human Development  
Troy University

**William Verrone, Ph.D.**

English  
Temple University

**James Watkins, Ph.D.**

English  
University of Texas at Austin

**Donovan Weight, Ph.D.**

Historical Studies  
Southern Illinois University

**Raymond Wood, Ph.D.**

Higher Education Administration  
University of Southern Mississippi

**Elizabeth Yaros, M.F.A.**

Fine Arts  
School of the Art Institute of Chicago

# College of Business

## **College Leadership**

**Elwin Jones, Ph.D.**  
Dean and Assistant Provost

**John Hargadon, Ph.D.**  
Academic Program Director  
*Business Leadership*

**Darlene Jaffke, D.B.A.**  
Academic Program Director  
*Professional Business*

**Sancho Manzano, Ph.D.**  
Academic Program Director  
*Information Technology and Cybersecurity*

**Tanesha Morgan, Ph.D.**  
Academic Program Director  
*Public Business*

**Megan Patton, Ed.D.**  
Academic Program Director  
*Health Care*

**Scott Rounds, D.M.**  
Academic Program Director  
*General Business*

## **Full-Time Faculty**

**George Ackerman, Ph.D.**  
Public Safety  
Capella University

**Chukwuemeka Agada, Ph.D.**  
Philosophy in Organization & Management, HR Management  
Capella University

**Alisher Akhmedjonov, Ph.D.**  
Policy Analysis  
Pardee Rand Graduate School

**David Alegre, D.M.**  
Organizational Leadership  
University of Phoenix

**Robert Allen, M.B.A., L.L.M.**  
Business Administration  
Florida State University  
Taxation  
University of Alabama

**John Anderson, D.M.**  
Organizational Leadership  
University of Phoenix

**Michael Aubry, D.B.A.**  
Marketing  
Alliant International University

**Danielle Babb, Ph.D.**

Organization and Management  
Capella University

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

**Shelly Baker, Ph.D.**  
Business Administration Management  
Northcentral University

**Yvonne Balbin, J.D.**  
Law  
Samford University

**Arthur Baldonado, Ph.D.**  
Business Administration, Management  
Northcentral University

**Caira Boggs, D.H.Ed.**  
Health Education  
A.T. Still University of Health Sciences

**Tim Born, M.S.**  
Technology Management  
Mercer University

**Jesse Boyd, D.B.A.**  
Leadership  
Walden University

**Jodine Burchell, Ph.D.**  
Management  
Walden University

**John Burchfield, M.A., M.B.A.**  
Adult Education  
Trident University International  
Business Administration  
University of Phoenix

**Diane Casey, M.S.**  
Accounting  
University of South Alabama

**Susan Cathcart, Ph.D.**  
Philosophy in Organization & Management, HR Management  
Capella University

**Janet Chappell, M.S.**  
Human Resource Management  
Troy University

**Alicia Chatman, D.H.A.**  
Health Care Leadership  
Capella University

**Tammy Corcoran, Ph.D.**  
Educational Leadership  
Trident University International

**Jon Crispin, D.B.A.**  
Marketing  
Nova Southeastern University

**Russell Davis, D.B.A.**  
Business Administration  
Columbia Southern University

**Mary Dereshiwsy, Ph.D.**  
Management  
University of Massachusetts Amherst

**Christopher Earle, M.S.**

Health Sciences, Emergency & Disaster Management Health Sciences, Health Care Management  
Trident University International

**Gregory Evans, Ph.D.**  
Business Economics  
University of Georgia

**Joyvina Evans, Ph.D.**  
Public Health/Community Health  
Walden University

**Abimbola Farinde, Pharm.D., Ph.D.**  
Pharmacy  
Texas Southern University  
Clinical Psychology  
Walden University

**Ted Framer, M.B.A.**  
Business Administration  
University of Texas at Austin

**Robert Freeland, M.B.A.**  
Business Administration  
Auburn University

**Mark Friske, Ph.D.**  
Organization and Management  
Capella University

**Erica Gamble, D.M.**  
Organizational Leadership  
University of Phoenix

**Audra Gardner, Ph.D.**  
Organization and Management  
Capella University

**Angela Golden, M.B.A.**  
Business Administration  
Columbia Southern University

**Robert Goldwasser, D.B.A.**  
Business Administration  
Grenoble Graduate School of Business

**Jonathan Green, Ph.D.**  
Organization and Management  
Capella University

**Dean Gualco, Ed.D.**  
Educational Administration  
University of the Pacific

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

**John Halstead, Ph.D.**  
Finance  
University of Connecticut

**Jan Hinnen, M.D.**  
Medicine  
University of Alabama at Birmingham

**Al Infande, Ed.D.**  
Adult Education/Human Resources Development  
Nova Southeastern University

**Colleen Kenniston, M.A.**  
Organizational Management  
University of Phoenix

**Jodi Krausman, M.S.**  
Information Systems Professional Accountancy  
Walsh College of Accountancy and Business Administration

**Terry Lees, Ph.D.**  
Education: Organizational Leadership  
Northcentral University

**Dana Leland, Ph.D.**  
Business Administration  
Northcentral University

**Chizoba Madueke, Ph.D.**  
Management  
Walden University

**Bethany Marshall, M.A., M.B.A.**  
Organizational Leadership  
Waldorf University  
Business Administration/Public Administration  
Columbia Southern University

**Gillian Martin, D.B.A.**  
Business Administration  
Argosy University

**Gregory McClendon, M.B.A.**  
Health Care Management  
University of North Alabama

**Deanna Melton-Riddle, D.H.A.**  
Health Administration  
Central Michigan University

**David Moody, Ph.D.**  
Business Administration/Human Resources Management  
Northcentral University

**Wendy Morton, Ph.D.**  
Public Policy & Administration/Public Management & Leadership  
Walden University

**Lakina Moseley, DH.Ed.**  
Health Education & Community Health  
A.T. Still University

**Bakali Mukasa, Ph.D.**  
Health Services  
Walden University

**Anthony Muscia, D.B.A.**  
Management  
Nova Southeastern University

**Elisabeth Musil, D.M.**  
Organizational Leadership  
University of Phoenix

**Ahone Ngujede, Ph.D.**  
Public Health/Community Health  
Walden University

**Stephen Onu, D.B.A.**  
Business Administration  
University of Phoenix

**Steven Owens, Ed.D.**

Child and Youth Services  
Nova Southeastern University

**Mark Pantaleo, Ph.D.**  
Public Policy and Administration  
Walden University

**Karli Paterson, Ph.D.**  
Organization & Management,  
Leadership  
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**Marilyn Pike, M.B.A., SPHR,**

**SHRM-SCP**  
Business Administration  
University of Phoenix

**Merle Point-Johnson, D.H.A.**  
Health Administration  
University of Phoenix

**Leana Polston-Murdoch, Ph.D.**  
Organizational Leadership/HR  
Development  
Regent University

**James Ready, D.B.A.**  
Business Administration/Marketing  
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Innovation & Strategic Management  
Salve Regina University

**Thanasak Ruankaew, Ph.D.**  
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Accounting  
Northcentral University

**Stephanie Rynes, J.D.**  
Law  
Samford University

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Alliant International University

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Business Administration  
Walden University

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Organization & Management  
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Secondary Education  
Marymount University  
Human Resource Management  
Troy University

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Improvement  
University of North Texas

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**Kelly Williams, M.B.A.**  
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Management  
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Business Administration/International  
Management  
Argosy University

**Tunde Akinmoladun, Ph.D.**  
Environmental Management  
University of Oklahoma Health  
Sciences Center

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Argosy University

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University of Maryland

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Management  
Sullivan University

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Industrial/Organizational Psychology  
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Agricultural and Applied Economics  
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Texas A&M University

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College

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- Katrina Everhart, M.Ed.**  
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- Robert Freeborough, Ph.D.**  
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Pfeifer University
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Widener University
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- Donald Knight, Ph.D.**  
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Organization Development  
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University of Arkansas, Fayetteville
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Tiffin University
- Addie Mattes, Ed.D.**  
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Vanderbilt University
- Tami McHugh, D.B.A.**  
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California Southern University
- April McKie, J.D.**  
Law  
Western Michigan University
- Pamela McLaughlin, M.A.**  
Human Resources Management  
Webster University
- Kenneth McLeod, Ph.D.**  
Education  
University of Southern Mississippi
- Dmitri Medvedovski, Ph.D.**  
Agriculture, Forestry & Life Science  
Clemson University
- Clarence Mitchell, Ph.D.**  
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Leadership and Organizational Change  
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- Susan Pandey, Ph.D.**  
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Virginia Polytechnic Institute
- Megan Patton, M.Ed.**  
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American InterContinental University
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- Colleen Poitinger, M.B.A.**  
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Keiser University
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University of Phoenix
- Michelle Preiksaitis, Ph.D.**  
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Walden University
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Regent University
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University of Phoenix
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Keiser University
- Kenny Roberts, Ph.D.**  
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Walden University
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University of Stirling
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DeVry University
- Marcia Rose, M.S.**  
Accounting  
Nova Southeastern University
- Monica Sainz, D.S.M.**  
Sports Management  
United States Sports Academy

- Jose Santos, M.A.**  
Health Services Management  
Webster University
- Hans Schmalzried, Ph.D.**  
Health & Physical Education  
University of Toledo
- Peggy Schmidt, Ph.D.**  
Business Administration  
Northcentral University
- Courtney Schoessow, D.H.A.**  
Health Administration  
Medical University of South Carolina
- Loretta Shields, Ph.D.**  
Public Health Sciences  
West Virginia University
- Donesha Scott, D.P.H.**  
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Leadership  
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- Earnell Seay, D.B.A.**  
Business Administration  
Argosy University
- Renee Sinclair, D.B.A.**  
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Leadership/Business Administration  
University of the Cumberlands
- Frederick Snow, Ph.D.**  
International Economics/International  
Business  
Kent State University
- Shekeita Stephens, Ph.D.**  
Health Services/Health Care Admin  
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- Melinda Swigart, Ph.D.**  
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- Kevin Thomas, M.B.A., M.P.H.**  
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Public Health  
Columbia Southern University
- Wendy Thi, M.B.A.**  
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Brandman University
- Aretha Townsend, Ph.D.**  
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Louisiana State University and A&M  
College  
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University of Tennessee - Knoxville
- Felicia Trembath, Ph.D.**  
Comparative Pathobiology /  
Comparative Epidemiology  
Purdue University
- Shana Trotman, Ph.D.**  
Applied Management and Decision  
Sciences  
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- Cathy Vann, Ed.D.**  
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East Tennessee State University
- Devin Warnsley, D.B.A.**  
Business Administration  
Walden University
- Gabriel Warren, D.B.A.**  
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Walden University
- Sandra White, D.B.A.**  
Business Administration  
Wilmington University
- Tim White, D.H.Sc.**  
Health Sciences  
A.T. Still University
- Michael Wilkerson, M.H.A.**  
Health Administration  
Walden University
- Beverly Williams, M.S., M.B.A.**  
Acquisition and Contract Management  
Florida Institute of Technology  
Human Resource Administration  
Central Michigan University  
Business Administration  
Capella University
- Freenae Williams, M.B.A.**  
Health Care Management  
University of Phoenix
- James Yoo, Ph.D.**  
Agricultural, Environmental, and  
Regional Economics  
Pennsylvania State University
- Seifu Zerihun, Ph.D.**  
Economics  
Southern Illinois University



# College of Safety and Emergency Services

## **College Leadership**

**Tamara Mouras, Ph.D.**  
Dean

**Vacant**

**Academic Program Director**  
*Occupational Safety & Health  
Environmental Management*

**Ashley French, Ph.D.**

**Academic Program Director**  
*Criminal Justice  
Homeland Security*

**Vacant**

**Academic Program Director**  
*Emergency Management  
Technology*

**Keith Padgett, M.S., EFO**

**Academic Program Director**  
*Fire  
Emergency Medical Services*

## **Full-Time Faculty**

**Don Adams, Ed.D.**

Organizational Leadership  
Argosy University

**Todd Alt, Ed.D.**

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Nova Southeastern University

**Travis Anderson, M.P.A., CFO,  
Paramedic, EFO**

Public Administration  
Grand Canyon University

**Scott Avery, M.P.A.**

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Southern Illinois University

**Barry Badners, M.S.**

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Columbia Southern University

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Applied Management and  
Decision Science  
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**David Becker, M.A.**

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Webster University

**Michael Beyerstedt, M.A.**

Organizational Management  
Spring Arbor University

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Health Promotion and Behavior  
University of Georgia

**Gregory Boothe, Ph.D.**

Public Health Epidemiology  
Walden University

**Denis Bourcier, Ph.D.**

Toxicology  
Utah State University

**Noel Broman, M.S.**

Management Information Systems  
Nova Southeastern University

**Lisa Bruno, J.D., M.A.**

Law  
Massachusetts School of Law  
Criminal Justice  
Anna Maria College

**Jeffrey Buckau, M.D., ASP**

Osteopathic Medicine  
Midwestern University

**Robert Burdwell, Ph.D.**

Organizational Management  
Capella University

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Public Administration  
Columbia Southern University

**Julie Carter, M.S.**

Occupational Safety and Health  
Columbia Southern University

**Kim Clay, M.P.A.**

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University of South Alabama

**Carl DeCarlo, Ed.D., EFO**

Higher Education & Organizational  
Change  
Benedictine University

**Daniel Coss, D.Sc., CPP, CHSP, CHEP**

National Security Studies: Civil  
Security Leadership, Management &  
Policy  
New Jersey City University

**Robert David, M.S.**

Computer Science/Software  
Engineering  
University of West Florida

**Stephen Demeter, M.S.**

Fire Science  
Grand Canyon University

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Organizational Leadership  
Columbia Southern University

**Kenneth Edwards, Ph.D.**

Civil, Construction Engineer  
Iowa State University

**Christopher Elg, M.P.A., M.S.**

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John Jay College of Criminal Justice  
Administrative Science  
Fairleigh Dickinson University

**Bart Eltz, Ph.D.**

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Information Technology, Info Tech  
Education  
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**Ceceile Flood, Ph.D.**

Philosophy in Pharmacy  
Florida Agriculture and Mechanical  
University

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University of Phoenix  
Human and Organizational Systems  
Fielding Graduate University

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Public Administration  
Columbia Southern University

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University of Southern California

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Loyola College of Maryland

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Murray State University

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University of Texas Health Science  
Center

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Systems/Information Security  
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Studies  
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Justice  
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Public Administration/Fire Science  
Management  
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Management  
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Oklahoma  
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## ADDITIONAL POLICIES

### The Crime Awareness & Campus Security Act of 1990

#### The Jeanne Clery Disclosure Compliance Statement

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is the federal law, originally known as the Campus Security Act, which requires colleges and universities across the United States to disclose information about crime on and around their campuses.

CSU's Annual Campus Security Report includes statistics for the previous 3 years concerning reported crimes that occurred on-campus, in certain off-campus buildings, on property owned or controlled by CSU, and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security (e.g. policies concerning sexual assault) and other matters. A link to a copy of the report is included below.

View the complete [Annual Security Report](#) online.

### Drug & Alcohol Prevention Program

The Drug-Free Schools and Communities Act of 1989 requires that all institutions of higher education (IHE) adopt and implement an alcohol and drug prevention program to prevent the abuse of alcohol and use of illicit drugs by students and employees on institutional premises or as part of any of its activities. The regulations require an IHE to do the following:

1. Prepare a written policy on alcohol and other drugs.
2. Distribute the policy to every student and staff member each year.
3. Prepare a biennial review report on the effectiveness of its alcohol and other drug (AOD) programs and the consistency of policy enforcement.
4. As part of the biennial review, the institution must determine the following:
  - a. The number of drug and alcohol related violations and fatalities that occur on the campus, or as part of any of the institution's activities and are reported to campus officials, and
  - b. The number and type of sanctions that are imposed by the institution as a result of drug and alcohol-related violations and fatalities on the institution's campus or as part of any of the institution's activities.

### Drug and Alcohol Policy

#### I. Standards of Conduct

CSU is committed to providing a drug-free campus and workplace. CSU prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by students, employees, and guests on its premises, or at any activity it sponsors.

Students, employees, and guests must comply with the federal, state, and local laws concerning underage drinking and illegal drug usage. Violations of federal, state, or local laws will be reported to the appropriate law enforcement officials.

Students and employees will be subject to university disciplinary action, up to and including expulsion or separation, pursuant to CSU policies and procedures.

#### II. Legal Sanctions Regarding Unlawful Use, Possession, or Distribution of Alcoholic Beverages and Illicit Drugs

##### A. State Laws and Sanctions

The legal drinking age in the United States is 21 in all 50 states and the District of Columbia. Legal drinking age is 18 in the U.S. Virgin Islands, Puerto Rico, and Guam.

Alabama laws related to the illicit possession, use, and distribution of alcoholic beverages or drugs, and the possible legal penalties for violation of these laws can be found at the following web pages:

- <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm> — Alcohol Sections 28-1-1, 28-1-5, 28-4-20, and 28-3A-25
- <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm> — Drug Offenses Sections 13A-12-211 to 215, 13A-12-250, 13A-12-260
- <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm> — Public Intoxication Section 13A-11-10
- <http://alisondb.legislature.state.al.us/alison/codeofalabama/1975/coatoc.htm> — Driving while under the influence Section 32-5A-191

##### B. Federal Laws and Sanctions

United States Code Title 21, Chapter 13, Section 812 establishes classifications of controlled substances and is located at

<http://uscode.house.gov/view.xhtml?path=/prelim@title21/chapter13&edition=prelim>.

Section 841 makes it unlawful to manufacture, distribute, or dispense, or possess with intent to manufacture, distribute, or dispense, a controlled substance or a counterfeit substance. Federal penalties for controlled substances can be found at <https://www.dea.gov/drug-information>.

### C. Local Ordinances

Local authorities abide by state and federal laws concerning unlawful possession, use, and distribution of alcoholic beverages and drugs.

Penalties for subsequent violations and convictions of the above are progressively more severe than for initial convictions.

### Drug and Alcohol Prevention Program

Columbia Southern University provides the eCHECKUP TO GO software for all students, faculty, and employees. eCHECKUP TO GO is an alcohol and drug prevention program that educates students and other members of the CSU community on drinking patterns and the risks associated with alcohol and marijuana use. Students, faculty, and employees can access the software at <http://interwork.sdsu.edu/echeckup/usa/alc/coll/columbiasouthern>.

### Health Risks

Alcohol and other drug abuse is a significant public health problem and has a detrimental effect on the community in terms of increased medical and workers compensation claims, medical disability costs, decreased productivity, injuries, theft, and absenteeism. To learn more about the health risks of alcohol and drug use, please visit the National Institute on Drug Abuse at <http://www.drugabuse.gov/drugs-abuse>.

### Other Resources

Because CSU's virtual campus does not enable the provision of on-site counseling or treatment, the following information is provided as a resource for those who need assistance with avoiding or recovering from alcohol or drug abuse. Students or employees who need information related to alcohol or drug abuse are encouraged to use directory information, online searches, the telephone book, or referrals from friends and/or professionals.

Below is a list of local and national organizations dedicated to providing information and suggestions.

#### Addiction Center

<https://www.addictioncenter.com/>

#### Alabama Department of Public Health

[www.adph.org](http://www.adph.org)

#### National Institute on Drug Abuse

General Link/Address: [www.nida.nih.gov](http://www.nida.nih.gov)

Specific Link/Address on Club Drugs:

<https://www.drugabuse.gov/drugs-abuse/club-drugs>  
310.443.1124

#### National Institute on Alcohol Abuse and Alcoholism

[www.niaaa.nih.gov](http://www.niaaa.nih.gov)

#### Substance Abuse and Mental Health Services Administration (SAMHSA)

An agency of the US Department of Health & Human Services providing information online regarding alcohol, drugs, and treatment programs.

General Address

<https://www.samhsa.gov/>

Specific Address for Treatment Programs

[findtreatment.samhsa.gov](http://findtreatment.samhsa.gov)

Phone

800.729.6686

#### Alcoholics Anonymous

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

#### Narcotics Anonymous

[www.na.org](http://www.na.org)

### Drug Convictions Policy

Under federal law, a student who has been convicted of the sale or possession of illegal drugs under any federal or state law during a period of enrollment for which the student was receiving financial aid (grant, loans, and/or work-study) is not eligible for federal student aid. To view the policy, please visit the [Drug Convictions Policy](#) online.

## Information Security Policy

### I. Purpose

Columbia Southern University (CSU) takes seriously its obligation to safeguard the information of students, alumni, faculty, and staff in step with information security and privacy principles. This Information Security Policy will reveal privacy and data security safeguards used in accordance with CSU's mission and vision. This policy is not intended to replace or supersede legislative requirements.

### Information Security and Privacy Principles

- A. Safeguard protected or private information.
- B. Execute the agreed upon conditions with third parties.
- C. Only collect protected or private information as needed to support a business process.
- D. Store protected and private information no longer than required by law or business need.

## II. Scope

This Information Security Policy applies to all prospects, students, faculty, staff, contractors and sub-contractors, and associated parties who interact with CSU systems to process, transmit, or store protected or private information on:

- A. CSU-owned computing systems, telecommunication systems, and network systems.
- B. Personally owned devices and telecommunication devices.
- C. Computing, telecommunications, or network services procured from third-party vendors including cloud and colocation services.

## III. Data Classification, Definitions, and Regulations

### A. Classification

1. The Protected classification includes federal, state, or applicable regulated information. This includes contractual obligations in processing any combination of confidential data.
2. The Private classification includes any information that could adversely affect CSU if disclosed without authorization. This is considered the default classification of information within CSU if there is no information indicating that information should be classified as public or protected.
3. The Public classification includes information for which disclosure to the public poses negligible or no risk to the CSU. Certain legislation may designation select information as public.

### B. Definitions

1. Personal identifiable information (PII) refers to private information that could reference an identifiable person.
  - i. An identifiable person is one who can be identified, directly or indirectly – in particular, by reference to an identification number or to one or more factors specific to his or her physical, physiological, mental, economic, cultural, or social identity.
2. Education records refer to records that contain information directly related to a student and which are maintained by an educational agency or institution or by a party acting for the agency or institution.
3. Personal Health Information (PHI) refers to demographic information, medical history, test and laboratory results, insurance information and other information that is collected by a health care professional to identify an individual and determine what type of care that individual should receive.

### C. Related Regulations

1. Family Educational Rights and Privacy Act (FERPA)

2. The European Union General Data Protection Regulation (GDPR)
3. All applicable state privacy regulations
4. The Americans with Disabilities Act (ADA)
5. The Privacy Act of 1974, as amended
6. The Gramm-Leach-Bliley Act (GLB Act) - 15 U.S.C. 6801, implemented by 16 CFR Part 314
7. The NIST 800-171 for Controlled Unclassified Information (CUI) designation of Department of Education's Financial Aid information
8. The Federal Trade Commission (FTC) Rule on "Standards for Safeguarding Customer Information"
9. Payment Card Industry Data Security Standard (PCI DSS)

## IV. Policy

### A. Training

1. CSU will make available to faculty and staff, security awareness training to be completed annually. This training will provide appropriate data security and privacy training for all employees.

### B. Forms

1. Employees sign a statement of understanding regarding acceptable use of technologies and confidentiality of information.

### C. Procedures

1. Procedures are set by department to properly handle data.
2. IT security incident response and reporting procedures are based on the data involved.

### D. Guidelines

1. CSU Information Classification Guidelines are included in annual training.
2. Employees are required to acknowledge guidelines for working from home and using personal cloud computing services for conducting CSU Business.

### E. Access and Use

1. Legal or regulatory requirements may impact who is authorized to view CSU protected or private information access. In all other cases, Protected or Private information shall only be accessed by Authorized Users. Appropriate authorization includes the following:
  - i. The designated trustee of information must authorize access to protected or private information to users as required for them to perform their assigned duties, to complete a business process, or by contractual obligation.
  - ii. Departments or business units with need of contractors, vendors, or third parties not directly employed by CSU to perform

business functions with protected or private information must complete the third-party checklist process.

- iii. The individual whose protected or private information is produced or displayed is authorized to access that information unless restricted by legal or contractual obligations.

#### F. Approved Transfer of Protected or Private Information

1. The following actions involving protected or private information must be authorized by the responsible Director, Department Head, or designee and related approval documentation or contract/agreement maintained on file:
  - i. Transferring protected information between CSU computing resources and third-party vendors or service providers.
  - ii. Allowing system and network administrators to access protected information to perform an approved action to mitigate a system problem or as part of an incident response to a privacy breach investigation.
2. Coordinate with the CSU Legal Team in the event of receiving a valid subpoena, warrant, legal order, to meet a legal or contractual order for the transfer of protected information.

#### G. Third-party Access to Protected or Private Information

1. CSU may choose to contract with a third-party for the collection, storage, or processing of information, including protected or private information. The third-party may offer services in the form of hosting, outsourcing, or private/public cloud computing services.
2. If CSU contracts a third-party for the processing of protected or private information, this must be documented in a written agreement, in which the rights and duties of CSU and the third-party contractor in addition to any subcontractors engaged by the primary third-party contractor are specified. A third-party contractor shall be selected that will guarantee the technical and organizational security/privacy measures required in this privacy policy and provide sufficient guarantees with respect to the protection of the information.
3. A third-party contractor should also be contractually obligated to process protected or private information only within the scope of the contract and the directions of CSU. Processing of protected or private information may not be undertaken for any other purpose.

#### H. Physical Security Access Restrictions

1. Offices and storage facilities that maintain protected or private information locally must:
  - i. Ensure that all protected or private information in all forms is secure in the work area at the end of the day and when employees are expected to be gone for an extended period.
  - ii. Computer workstations that interface with protected or private information must be secured by locked rooms when the workspace is unoccupied.
  - iii. Any protected or private information should be removed from the desk and locked in a drawer when the desk is unoccupied and at the end of the workday if the room cannot be secured.
  - iv. File cabinets containing protected or private information must be kept closed and locked when not in use or when not attended.
  - v. Keys used for access to resources holding protected or private information must not be left at an unattended desk.
  - vi. Passwords may not be left on sticky notes posted on or under a computer, nor may they be left written down in an accessible location.
  - vii. Printouts containing protected or private information should be immediately removed from the printer in unsecured areas.
  - viii. Upon disposal, documents containing protected or private information should be shredded or placed in the locked confidential disposal bins. Electronic media containing protected or private information that is no longer needed should be physically destroyed or wiped by electronic methods to render the information unreadable and unrecoverable as stipulated in National Institute of Standards and Technology-Special Publication 800-88 Revision 1 Guidelines for Media Sanitization.
  - ix. Whiteboards containing protected or private information should be erased unless they are in secured areas. In addition, whiteboards with protected or private information should not be facing external windows unless blinds are drawn down to prevent unauthorized viewing of content.
  - x. Portable computing devices containing protected or private information such as laptops phones, tablets, and removable physical media should be secured in locked rooms, file cabinets, or locked drawers after normal work hours.
2. Additional physical privacy controls may also be required by law or contractual obligation for specific information items.



**I. Online Collection of Protected and Private Information**

1. Protected or private information collected on publicly accessible web pages or Intranet web pages must ensure technical controls provide encryption of protected information communicated between a user's browser and a web-based application through the use of secure protocols.
2. In addition, any storage of protected or private data on publicly accessible servers must be encrypted. CSU websites collecting protected or private information requires a link to the CSU Privacy Policy.
3. Prospective students, current students, faculty, staff, and interested parties residing outside of the United States and providing protected or private information electronically to CSU understand this information will be transferred to the U.S. where it will be processed and stored under U.S. privacy standards or by applicable framework agreements.

**C. EU General Data Protection Regulation**

The European Union General Data Protection Regulation is a privacy law that applies to the personal identifiable information collected in or from the European Union (EU), or that is related to goods or services offered in the EU. The GDPR requires that CSU process personal data lawfully, fairly and in a transparent matter. The personal data collected by CSU must be collected for specified, explicit and legitimate purposes. CSU collects or processes personal data for:

1. Legitimate interests pursued by CSU or third parties in providing education, employment, research and development, and community programs.
2. For the performance of a contract.
3. Compliance with legal obligations to which CSU is subject.
4. CSU is taking measures to protect personal identifiable information that is subject to the GDPR.

**D. Social Security Numbers**

1. CSU collects and stores Social Security Numbers (SSNs) as needed and as permitted by law. Departments and their employees are only permitted to collect or store SSNs when necessary to meet a state or federal requirement or the unit has obtained written approval from the President, Provost, Vice President, General Counsel, IT Security Team, or designated approver to meet an official business process.
2. CSU requires all entities maintain privacy controls over SSNs to meet legal, contractual, or good privacy practice requirements including:
  - i. CSU student IDs are to be used instead of SSNs for routine university business.
  - ii. Collection, storage, or processing of SSNs is restricted to CSU automated systems that serve the Enterprise Resource Planning (ERP) student, financial, and human resource systems.
  - iii. SSNs must not be stored on CSU-owned or privately owned personal computing devices, or transferred to vendor storage services including cloud computing resources, unless appropriate management approval and execution of an information sharing agreement is granted for mission-critical CSU business activities.
  - iv. SSNs must not be stored on CSU-owned or personal portable storage devices or mobile computing devices.
  - v. SSNs or partial SSNs should never be displayed in areas such as public locations where it is not possible to restrict access to only those approved to view SSNs.

**V. Standards for Specific Information Types****A. Public Records**

1. CSU faculty, staff, and contracted business partners must ensure the safekeeping of public records that have archival, administrative, or legal value. Public records have retention, storage, disposal, and archival requirements.
2. Archived information classified as protected or private information must be maintained with the same safeguarding controls, such as encryption, that are legislated or contracted for production systems.

**B. Student Educational Records**

1. The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that ensures access and protects the privacy of student education records. State legislation will also require CSU to protect applicant records and student education records, in accordance with FERPA.
2. CSU has defined certain components of a student's education record as "Directory Information." "Directory Information" means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. These items are classified as Public information unless a student has chosen to restrict their directory information, which places a privacy hold on the student's account including "Directory Information." Students who wish to have their privacy flag removed from their permanent academic record must contact CSU through appropriate channels.

- vi. Any approved business process requiring the transfer of electronic documents containing SSNs over internal CSU network, Internet, or a wireless carrier's network requires the encryption of the transferred documents between the user's computing device and CSU information processing equipment.
- vii. Any required mailing of paper documents containing SSNs must be done in a manner that reduces the risk of displaying SSNs before the document is opened.

#### **E. Gramm-Leach-Bliley Financial Modernization Act of 1999 (GLB)**

1. CSU generates, receives, and stores many financial documents and records classified as protected. This includes, but is not limited to, information about the awarding and issuance of financial aid to students, and the collection of payments from students, parents, and customers via check, money order, wire transfer, Automated Clearing House (ACH) and credit/debit card.
2. GLB (Public Law 106- 102) applies to any record handled or maintained by - or on behalf of - CSU or its affiliates that contains protected financial information about a student or other third-party who has a relationship with CSU.
3. GLB safeguarding provisions pertain to any record containing protected financial information whether in paper, electronic or other form, which is handled or maintained by or on behalf of the CSU or its affiliates. For these purposes, the term protected financial information shall mean any information:
  - i. a student or other third-party provides to obtain a financial service from CSU,
  - ii. about a student or other third-party resulting from any transaction with CSU involving a financial service, or
  - iii. otherwise obtained about a student or other third-party in connection with providing a financial service to that person.
4. Moreover, safeguarding provisions of this policy and the CSU's security policy:
  - i. ensure the security and confidentiality of covered records,
  - ii. protect against any anticipated threats or hazards to the security of such records, and
  - iii. protect against the unauthorized access or use of such records or information in ways that could result in substantial harm or inconvenience to customers.
5. All CSU contracts with providers who are responsible for processing, transferring, or storing GLB-protected CSU information will be required, under the terms of the contract, to stipulate implemented

safeguards that adhere to, and comply with the provisions of the Gramm-Leach-Bliley Act.

#### **F. Branded Credit/Debit Card Transactions**

1. CSU will collect and use information obtained from branded credit/debit card transactions (VISA, MasterCard, American Express, and Discover) only for business purposes upon approval by CSU.
2. The credit card information will be safeguarded in a confidential manner as defined by Payment Card Industry – Data Security Standard (PCI DSS) compliance, and as specified in the merchant agreements as contractual obligations.

#### **G. Research Information**

1. Departments and other units conducting research must be aware of appropriate privacy restrictions for information transmitted, stored, or processed as part of research projects. Research shall also be included in data classification, risk assessment, and risk mitigation planning and activities.
2. Legal privacy restrictions include, but are not limited to, the Health Insurance Portability and Accountability Act (HIPAA), International Traffic in Arms Regulations (ITAR), The Belmont Report (1979) and 2.1 Code of Federal Regulations Title 45 Part 46: The Common Rule concerning the protection of human subjects, other federal or state legal requirements, and contractual research information privacy restrictions.
3. The privacy of protected or private research information shall be safeguarded with appropriate information privacy and security controls such as those published by the National Institute of Standards and Technology (NIST), ISO, or Federal Information Security Management Act (FISMA). Required information privacy and security controls extend to any device used to transmit, store or process protected or private research information.

### **VI. Enforcement, Violations, and Incident Reporting**

- A. Disciplinary action for violating this policy will follow CSU's standard for adherence to university policies. Consequences for violating privacy and data security laws will be commensurate with applicable laws and regulations.
- B. Privacy violations occur when a CSU student, staff, contractor, or faculty member violates this policy, specific legal privacy requirements, or contractual obligations. For the purpose of this policy there are three primary classifications of privacy violations at CSU:
  1. Incidental disclosure which occurs when an unauthorized party overhears or sees protected or

- private information during a permitted use or disclosure in a workspace.
2. Accidental disclosure occurs when privacy control weaknesses allow unauthorized access to protected or private information. Privacy control weaknesses include human error or a fault in privacy control procedures that leads to a loss of ability to limit access to protected or private information to only authorized users.
  3. Intentional disclosure occurs when privacy controls are overridden to allow unauthorized access or disclosure of protected or private information. This type of insider threat event can be done with or without malicious intent.
- C. It is the responsibility of each CSU student, staff, contractor, or faculty member to immediately report suspected or confirmed incidents to their supervisor or contract administrator including accidental incidents. Incidents are evaluated and resolved according to the CSU Incident Response Guidelines.
- D. If the supervisor or contract administrator is unavailable or if there is a potential conflict of interest, the report should be directed to the Director, Department Head, IT Security Team, or through the CSU Help Desk. This designee must inform the Data Security Officer of any suspected or confirmed privacy breaches within 24 hours
- disparaging comparisons of secondary or postsecondary institutions,
  - engaging in aggressive or high-pressure marketing and recruitment tactics, which include
  - making multiple unsolicited contacts (3 or more) including contacts by phone, email, or in-person, and
  - engaging in same-day recruitment and registration for the purpose of securing enrollments.
  - misrepresenting abilities required to complete intended program, and
  - offering money or inducements other than educational services of the institution in exchange for student enrollment. (Except for awards of privately endowed restricted funds, grants or scholarships are to be offered only based on specific criteria related to merit or financial need.)
- Policy violations (and/or associated procedures), as determined by CSU administration, may result in appropriate disciplinary measures in accordance with the CSU Employee Handbook and Code of Ethics. Student recruitment policy and procedure inquiries may be sent to the Vice Provost, Institutional Effectiveness, Planning, and Compliance at [IEPC@columbiasouthern.edu](mailto:IEPC@columbiasouthern.edu).

## Student Recruitment Policy

CSU strives to treat all students ethically, respectfully, equitably, and professionally in all interactions, prior to, during, and after their academic careers.

The Student Recruitment Policy ensures that CSU and its employees/representatives are well-qualified and trained to:

- conduct appropriate, professional, and ethical recruitment processes.
- follow federal guidelines regarding compensation for student recruitment and admission activities.
- comply with applicant and prospective student requests to remove themselves from contact lists.
- adhere to the CSU Employee Code of Ethics.
- refrain from the following recruitment practices to comply with the SACSCOC *Principles of Accreditation*, U.S. Department of Education, and U.S. Department of Defense regulations:
  - assuring employment unless employment arrangements have been made and can be verified,
  - misrepresenting job placement and employment opportunities for graduates,
  - misrepresenting program costs,

## University Privacy Policy

CSU respects your privacy and is committed to protecting it through our compliance with this policy.

This policy is located in its entirety on the website here:

<https://www.columbiasouthern.edu/consumer-information/privacy-policy/>.

It describes the types of information we may collect from you or that you may provide when you visit the website [columbiasouthern.edu](http://columbiasouthern.edu) and our practices for collecting, using, maintaining, protecting, and disclosing that information.

This policy applies to information we collect:

- On the Website.
- In email and other electronic messages between you and the Website.
- When you interact with our advertising and applications on third-party websites and services, if those applications or advertising include links to this policy.
- Offline, in accordance with relevant law, including, but not limited to, the California Consumer Privacy Act of 2018, as amended by the California Privacy Rights Act of 2020 (“CCPA”).

It does not apply to information collected by:

- Us offline or through any other means, including on any other website, application, or service operated by CSU or any third party, including our affiliates and subsidiaries; or
- Any third party, including through any application or content (including advertising) that may link to or be accessible from or on the Website.

### **Questions**

To ask questions about this Privacy Policy and our privacy practices, contact us at:

Columbia Southern University  
c/o Data Security Officer  
P.O. Box 3110  
Orange Beach, AL 36561

or via email at: [DataSecurityOfficer@columbiasouthern.edu](mailto:DataSecurityOfficer@columbiasouthern.edu).