2020 - 2021

CSU Vietnam Campus
Student Guide

**COLUMBIA
SOUTHERN**
UNIVERSITY

CSU Vietnam Campus Student Guide | Effective July 1, 2020 through June 30, 2021
21982 University Lane (Shipping) | P.O. Box 3110 (Mailing) | Orange Beach, AL 36561
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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.

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I. INTRODUCTION

The Student's Ultimate Resource

The Columbia Southern University (CSU) Vietnam Campus Student Guide serves as the student's personal guide for campus information, campus-specific policy information, responsibilities, expectations, and the rights of Vietnam students. CSU recognizes the delicate balance of work, family, and other commitments while pursuing higher education. This resource was created to assist you while on your journey to degree completion.

The following institutional documents are the student's resources for policies, procedures, and academic and administrative information.

» CSU University Catalog

» CSU Student Handbook

» Dissertation Handbook

» Institutional Review Board

» CSU Vietnam Campus Website

» CSU Website

» myCSU Student Portal

Scope of the CSU Vietnam Campus Student Guide

The policies and procedures contained in the CSU Vietnam Campus Student Guide (Guide) are specific to students attending the Vietnam campus, including staff, faculty, and administration.

The Guide is supplemental to all other university policies, procedures, and institutional documents. Students are encouraged to speak with the Vietnam Campus Manager should questions arise. Students with disabilities who need assistance with requesting accommodations should contact the Campus Manager.

The University reserves the right to revise or update any provision of the Guide with or without notice. The current edition of the Guide supersedes all previous editions.

II. STUDENT COMMUNICATIONS

Hours of Operation and Contact Information

Address
Columbia Southern University
21982 University Lane (Shipping)
P.O. Box 3110 (Mailing)
Orange Beach, AL 36561
Phone: 800.977.8449
Fax: 251.981.3815

Center for International Training Cooperation (CITC)
CITC is CSU's Representative in Vietnam

Hanoi Campus:
8th floor, Block C, 3 Chua Lang Street
Dong Da District, Hanoi, Vietnam
Phone: (84-24) 3775-7227
Fax: (84-24) 3775-7239

Ho Chi Minh City Campus:
7 Nguyen Binh Khiem Street, Ben Nghe Ward
District 1, Ho Chi Minh City, Vietnam
Phone: (84-28) 3910-6350
Fax: (84-28) 3910-6351

Business Hours (CT)
CSU Main Office Hours (CS)
Monday—Thursday: 8 AM to 5 PM
Friday: 8 AM to 3 PM

CITC Main Office Hours (ICT)
Monday—Friday: 8 AM to 5 PM
Saturday: 8 AM to 12 PM

Technical Support (CS)
Monday—Friday: 8 AM – 8 PM
Saturday: 10 AM –7 PM
Sunday: Closed

CSU Online Library (CS)
Monday—Thursday: 8 AM to 5 PM
Friday: 8 AM to 3 PM
Live Chat Services
24 Hours Per Day/7 Days Per Week

Contact Information
Assistant Provost for Special Programs
Joe.Manjone@columbiasouthern.edu

CSU Vietnam Campus Manager
Quang.TranTrong@columbiasouthern.edu

International Project Manager
Jetta.Williams@columbiasouthern.edu

Support Services
CSU Library
library@columbiasouthern.edu
Phone: 877.268.8046
Main Office Hours

CSU Library Live Chat Services
http://www.columbiasouthern.edu/Library
24 Hours Per Day/7 Days Per Week

Success Center – Writing and Math Center
teamsucceed@columbiasouthern.edu
Phone: 877.875.0533
Main Office Hours
Math Center Request Form
Writing Center Request Form

Technical Support
techsupport@columbiasouthern.edu
Phone: 877.399.1063

2020 – 2021 Observed CSU Holidays
University offices are closed annually in observance of the following holidays:

Holiday	Date(s)
Independence Day	July 4, 2020
Labor Day	September 7, 2020
Veterans Day	November 11, 2020
Thanksgiving	November 25-27, 2020
Christmas	December 23-25, 2020
New Year's Day	January 1, 2021
Martin Luther King Jr. Day	January 18, 2021
Fat Tuesday (Mardi Gras)	February 16, 2021
Good Friday	April 2, 2021
Memorial Day	May 31, 2021

2020 – 2021 CSU Vietnam Campus Holidays
University Vietnam offices are closed annually in observance of the following holidays:

Holiday	Date(s)
Vietnam National Day	September 2, 2020
New Year's Day	January 1, 2021
TET (Lunar New Year)	February 11 – 17, 2021
King HUNG's Commemoration	April 21, 2021
Reunification Day	April 30, 2021
International Worker's Day	May 1, 2021

Communication Guidelines
CSU's Communication Guidelines are located in the Student Handbook. The following items are supplemental to the guidelines to best support Vietnam campus students.

CSU Vietnam Website
The CSU Vietnam Website offers information specific to students enrolled at the Vietnam campus such as tuition, financing, and other resources.

CSU Student Handbook
The CSU Student Handbook is an official document regarding policies, procedures, and resources of Columbia Southern University. The policies and procedures contained in the handbook are applicable to all members of the CSU community, including students, staff, faculty, and administration.

The handbook serves as the student's personal guide, assisting them in answering questions related to policies and procedures that are both academic and administrative in nature, support services available for student success, academic guidance and the responsibilities, expectations, and rights of students.

CSU Vietnam Campus Student Guide and CSU Catalog
The CSU Vietnam Campus Student Guide and CSU Catalog are two important documents that should be utilized by students on a daily basis. Both of these documents are highly referenced throughout correspondence with CSU staff and faculty, as they are guides when needing information related to the student experience. The CSU Vietnam Campus Student Guide outlines policies, guidelines, resources, and contact information; whereas the CSU Catalog outlines program requirements, course descriptions, and much more. The CSU Vietnam Campus Student Guide and CSU Catalog may be found on the CSU Vietnam website or myCSU Student Portal.

Face-to-Face Communication
The primary mode of communication for students enrolled at the CSU Vietnam campus is face-to-face communication. Students should communicate with CITC Student Services staff or the CSU Vietnam Campus Manager with any questions or concerns that may arise.

III. TUITION AND FEES

The following tuition rates and fees apply to Vietnam students. Students are encouraged to speak with the Vietnam Campus Manager should questions arise.

Tuition Rates

Education Level	Cost Per Credit Hour
Online BBA Program	$154.00
MBA Program	$202.00
DBA Program	$307.00

Rates are per credit hour. Most courses are 3 credit hours.

Tuition and fees are payable in U.S. funds. Tuition Rates are subject to change. For the most current tuition information, please visit the Tuition and Financing section of the website.

Students will be responsible for all textbook fees, to include shipping fees. Note: There are no textbook fees for students enrolled in the DBA program. However, DBA students will be responsible for all textbook shipping fees.

Student Fees

Fees are charged when services are rendered.

Student Fees	Amount
Application - Vietnam	$0
CSU Library Fee (One-Time Fee)	$35
CSU DBA Library Fee (One-Time Fee)	$50
DBA Term Late Enrollment	$50
Petition to Graduate	$100

TRAINING SUPPORT FEES

Training support fees are charged for each course in each online and hybrid program. The fees vary by program and can be viewed in the Tuition and Financing section of the CSU Vietnam website.

The student will be informed of the amount of the support fees prior to enrolling in a program. This fee will not increase as long as the student stays active in the enrolled program. Students who go inactive or withdraw from their program and then return, will be charged the

fee in effective at the time of the resumption of their studies.

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
In-Program Re-Evaluation	$25
Priority Evaluation	$25
Registration Fee *(One-Time Fee)*	20%
Remote Proctor Now	$19
Replacement Diploma/Certificate	$25
Subsequent Evaluations	$35
Term Late Enrollment	$50
Commencement Ceremony *Includes four (4) guests*	$145
Additional Guests	$25/person

***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).*

Proctoring Fees

Additional fees may apply for students utilizing the standard proctoring option. The standard proctoring option is not available for students enrolled in the Vietnam Term option.

Rush/Ancillary Fees

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

Incomplete Course Fees

LifePace Learning and Vietnam Term:

LifePace Learning and Vietnam Term	Amount
15 day	$25
30 day	$50

60 day	$100
Term	
30 day	$50

Note: Only students enrolled in the DBA program are eligible for this Term incomplete option.

Fees and shipping & handling charges are non-refundable and subject to change.

Payment Options

FULL PAYMENT

This plan allows students to pay 100% of their tuition upon submission of an enrollment.

INSTALLMENT PLAN

This plan allows students to pay tuition in two installments. The first installment (50% of the total tuition) will be due upon submission of an enrollment. The second installment (remaining 50% of the total tuition) will be paid seven months after the first installment. Examinations will not be graded if the student's account is past due.

Note: For alternate payment options, please contact CSU's Vietnam Campus Manager.

Tuition Refund Policy

VIETNAM TERM, LIFEPACE LEARNING, AND TERM

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 provided by CSU Vietnam office; however, students may withdraw in any manner by contacting the Office of the Registrar. Any refunds due will be issued within 30 calendar days from the date the course/drop withdrawal request is submitted to CSU Vietnam office. All students who drop/withdraw from a course after the drop date (7 calendar days) will be charged a one-time 20 percent 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.

VIETNAM TERM

Table 1 displays the percentage of tuition returned to the student minus the application and/or registration fee AFTER the listed timeframes.

Table 1 – Percent Return

*Percent return is effective after the timeframe.

Timeframe*	Percentage returned to student
1st week	80%
2nd week	70%
3rd week	60%
4th week	50%
5th week	40%
6th week	30%
7th week	20%
8th week	10%
9th 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.

Note: There may be additional Vietnam Supporting Fee and Textbook charges not included in the sample refund calculations below. Please consult the CSU Vietnam Campus Manager for more information.

Table 2 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-credit graduate course)	$606
One-time Registration Fee – 20%	$121.20

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 graduate course)	$606
One-time Registration Fee	($121.20)
Net Remaining Tuition	$484.80
Refund Percentage	80%
Eligible Refund	$484.80 x 80% = $$387.84

LIFEPACE LEARNING

Table 4 displays the percentage of tuition returned to the student minus the application and/or registration fee AFTER the listed timeframes.

Table 4 – Percent Return

*Percent return is effective after the timeframe.

Timeframe*	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 4 denotes the

institutional charges. Table 5 is a sample refund calculation.

Note: There may be additional Vietnam Supporting Fee and Textbook charges not included in the sample refund calculations below. Please consult the CSU Vietnam Campus Manager for more information.

Table 5 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-credit undergraduate course)	$462
One-time Registration Fee – 20%	$92.40

Table 6 – Sample Refund Calculation
*Student requests to drop course AFTER the second week, i.e. in Week 3, (and after the 7-day cancellation period from the time of enrollment):

CSU Institutional Charge	Eligible Refund
Tuition (3-credit undergraduate course)	$$462
One-time Registration Fee	($92.40)
Net Remaining Tuition	$369.60
Refund Percentage	60%
Eligible Refund	$369.60 x 60% = $221.76

TERM
Table 7 displays the percentage of tuition returned to the student minus the application and/or registration fee AFTER the listed timeframes.

Table 7 – Percent Return
*Percent return is effective after the timeframe.

Timeframe*	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 7 denotes the institutional charges. Table 8 is a sample refund calculation.

Note: There may be additional Vietnam Supporting Fee and Textbook charges not included in the sample refund calculations below. Please consult the CSU Vietnam Campus Manager for more information.

Table 8 – Institutional Charges

CSU Institutional Charge	Amount
Tuition (3-credit doctoral course)	$921
One-time Registration Fee – 20%	$184.20

Table 9 – Sample Refund Calculation
*Student requests to drop course AFTER the second week, i.e. in Week 3, (and after the 7-day cancellation period from the time of enrollment):

CSU Institutional Charge	Eligible Refund
Tuition (3-credit doctoral course)	$921
One-time Registration Fee	($184.20)
Net Remaining Tuition	$736.80
Refund Percentage	60%
Eligible Refund	$736.80 x 60% = $442.08

IV. ONLINE LEARNING OPTIONS

Vietnam Term

Students enrolling at the CSU Vietnam campuses are enrolled in a cohort learning option. This option consists of four starts per academic year with each term being 12 weeks in length and a three-week break provided for Tet (Vietnamese New Year) in February each year. The academic year for the Vietnam learning option begins in Term 1 and ends with Term 4, except that every four years, there are only three terms offered in a year due to the difference between the solar and lunar calendars. All course content is provided in English.

Students enroll through the CSU Vietnam campus offices located in Hanoi, Vietnam and Ho Chi Minh City, Vietnam. Two courses per term are offered in both locations. Courses offered in this learning option are in a hybrid format. These courses utilize asynchronous delivery through the Blackboard Learning Management System; lectures by course faculty using Adobe Connect; tutor-led sessions held two days per week at each location; and face-to-face review of course materials by CSU faculty, who travel to Hanoi and Ho Chi Minh City during the last weeks of each term to review for and administer the final exam. Course learning outcomes, assignments, and assessments in this cohort learning option align with courses offered in the previously mentioned learning options.

The cohort learning option is only for courses offered in each city that have 10 or more students enrolled. Vietnam students in courses with fewer than 10 students are enrolled in the CSU Term or LifePace Learning options.

LifePace Learning

LifePace Learning (LPL) is an online correspondence learning model and provides a flexible, asynchronous learning format for CSU students. The flexibility of this learning option allows the student to complete courses within a timeframe that aligns with the student's schedule and learning preference.

Students may enroll in LPL courses at any time. Start dates are defined and communicated to the student following enrollment processing. Although the standard length of an LPL course is ten consecutive weeks (the end date is set ten weeks from the course start date), students can progress through a course in as few as four weeks or extend the course to as many as 18 weeks.

Additional time beyond the normal course length of ten weeks requires the purchase of a course extension. The course end date is the only required deadline. Students in LPL courses can submit assignments and complete assessments throughout the duration of the course; however, all course work must be submitted before midnight on the evening of the course end date to receive credit for the completed academic work.

The Doctor of Business Administration (DBA) program is not offered in this learning option.

Term

The Term learning option has defined start and end dates consisting of nine weeks (56 days) of instruction in eight units of study. Instruction begins on Wednesday and ends on Tuesday. The Term learning option is designed for distance education students to interact with their instructor weekly. Students enrolled in the Term option follow defined submission dates for all academic work. This learning option provides a structured framework that facilitates on-time course completion, allowing students flexibility throughout the week for assignment completion. Designated login times are not required. Students complete and submit course work at a continuous and pre-determined pace throughout the term. In addition to weekly assignment/assessment due dates, students also interact with course faculty and other class members through weekly discussion boards.

All CSU degree programs are eligible for this learning option.

V. ACADEMIC POLICIES

The following policies contain non-substantive modifications to better serve the CSU Vietnam community. This section contains a complete list of policies and their respective locations. Students are encouraged to speak with the Vietnam Campus Manager should questions arise.

Academic Course Load Policy

Columbia Southern University (CSU) expects students to progress through their program of study at a pace in which students can be successful. CSU encourages continuous, full-time enrollment to ensure timely graduation.

Some students may wish to progress through their program of study at a faster pace. These students are encouraged to work closely with the CITC Student Services staff and/or the CSU Vietnam Campus Manager when accelerating course completion beyond the normal course load described below, to develop a plan that will lead to success.

LIFEPACE LEARNING COURSE LOAD POLICY

Normal course load in the LifePace Learning option is 6 semester hours (2 courses) in a given 10-week period. This online learning option allows students to complete their course(s) as quickly as 4 weeks or extend beyond the normal 10 weeks for an additional fee, not to exceed 18 weeks. Students may enroll in 9 semester hours (3 courses) concurrently with the CSU International Project Manager's approval. CSU International Project Managers review and approve course load upon submission of the enrollment request, and students requesting to exceed normal course load must meet the following requirements:

- Have completed at least 12 semester hours (undergraduate), or 6 semester hours (graduate), at CSU in current degree program
- Have a minimum established GPA of 3.0
- Maintain reasonable academic progress
- Read and understand the CSU probation, suspension, and dismissal policies

The waiver is granted on an individual enrollment basis and students are expected to meet the above requirements for each waiver approval. The maximum course load allowed is 9 concurrent semester hours.

A full-time load in a ten week period is six semester hours for undergraduate and three semester hours for graduate.

VIETNAM TERM COURSE LOAD POLICY

Normal course load is 6 semester hours (2 courses) in a given 12-week period. This learning option allows students to complete their course(s) as quickly as 12 weeks or extend beyond the normal 12 weeks for an additional fee, not to exceed 20 weeks. Students may enroll in 9 semester hours (3 courses) concurrently with approval from the CSU International Project Manager. The CSU International Project Manager will review and approve course load upon submission of the enrollment request, and students requesting to exceed normal course load must meet the following requirements:

- Have completed at least 12 semester hours (undergraduate), or 6 semester hours (graduate), at CSU in current degree program
- Have a minimum established GPA of 3.5
- Maintain reasonable academic progress
- Read and understand the CSU probation, suspension, and dismissal policies

The waiver is granted on an individual enrollment basis and students are expected to meet the above requirements for each waiver approval.

A full-time load in a twelve week period is nine semester hours for undergraduate and six semester hours for graduate.

Note: Students enrolled in the DBA program should refer to the **DBA Academic Course Load Policy** *in the Student Handbook.*

Grading Policies

Columbia Southern University (CSU) students can view course grades at any time through Blackboard or by visiting the myCSU Student Portal. The myCSU Student Portal provides students the option to print course grade

reports, review all assignment grades for courses completed at CSU, and print an unofficial transcript.

Course specific grading information is available within each Course Syllabus, to include assignment weights.

GRADING SYSTEM
The following scale is used to determine final course grades and are recorded on the CSU transcript unless noted:

Grading		Quality Points per Credit Hour
A	90-100	4.00
B	80-89	3.00
C	70-79	2.00
D	60-69	1.00
F	59-0	0.00
W	Withdrawn	0.00
W/F	Withdraw/Fail	0.00
I	Incomplete/Extension	0.00
IP	In Progress	0.00
R	Retake	0.00
*DN	Dropped for Non-Attendance	0.00
DP	Dropped from Course	0.00
*DC	Institutional Drop	0.00
S	Satisfactory Progress	0.00
U	Unsatisfactory Progress	0.00
W/U	Withdrawal/Unsatisfactory	0.00

*Not recorded on the CSU transcript.

GRADE DESCRIPTIONS
Final course grades of A, B, C, and D generate quality points as described in the grading system table, are included in the cumulative grade point average (GPA), and are counted towards hours attempted to determine Satisfactory Academic Progress (SAP).

Course grades of W, I, IP, R, DN, DP, DC, S, U, and W/U do not generate quality points and are not normally included in the cumulative GPA. However, grades of W, I, R, S, U, and W/U are calculated as attempted hours to determine SAP.

While final grades of F and W/F do not generate quality points, they are included in the GPA and counted towards hours attempted to determine SAP.

A grade of IP is assigned as a placeholder when a student is in the process of completing a course during original course start and end dates. In cases where a student has been granted additional time to complete course assignments (Incomplete or Extension), a grade of "I" will be 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
Columbia Southern University has established functional scoring rubrics for all assignment types (e.g., research paper, case study, article critique). The rubrics are located in Blackboard units with the assignments and are available for student review. Faculty apply the rubrics to evaluate the assignments and enter the scores and feedback directly into the rubric located with the assignment. There are also non-functional scoring rubrics for written response assessment items and discussion forums. The written response rubric is found in the unit assessment directions, and the discussion forum rubric is found in the Unit I Discussion Board. Faculty apply these rubrics in scoring the items and provide summative feedback in the "Feedback to Learner", which is found in the gradebook.

GRADING TIMEFRAMES
CSU requires all assignments to be graded in a timely manner.

- Unit Assessments and Final Examinations are required to be graded within three days of submission.
- Papers, Projects, Article Critiques, and Case Studies are required to be graded within five days of submission.
- Assignments in the DBA program may allow a seven, ten, or fourteen day grading time period.

Please Note: There may be times in which a grading delay could occur due to extenuating circumstances. These delays will be communicated appropriately.

ASSIGNMENT SUBMISSION TIMEFRAMES
LifePace Learning Option
The following list defines information regarding assignment submissions for students enrolled in the LifePace Learning option:

- Weekly course assignments must be turned in during the week they are assigned. Students have the option to submit assignments one week in advance, unless otherwise indicated by

the university.
- Students are required to respond to the Discussion Board assignment by Saturday, 11:59 PM CT and comment on another student's response by Tuesday, 11:59 PM CT.
- Assignments not turned in by the deadline may be penalized as follows:
    - One day late – 10 points deduction
    - Two days late – 20 points deduction
    - Three days late – 30 points deduction
    - Assignments will not be accepted after the third day. The student will earn a zero on assignments not turned in by the third day after the deadline unless otherwise approved by the course professor, per the Assignment Make-Up Policy.
    - Students earn zero points if Discussion Board assignments are submitted late unless otherwise approved by the course professor.

Vietnam Cohort Term Learning Option:
- Cohort Term courses are 12 weeks in length.
- All assignments are required to be submitted by the end of the 10th week according to the submission dates as outlined above.
- The last two weeks of the term are designated time for the US professor to visit, lecture, and administer the Final Exam.
- A 50/50 policy on turning in assignments is applied. The first half of course assignments must be completed and submitted by the end of week five. Students will turn in the assignments for the second half of the course by week ten of the course.
- Any assignments not submitted by the required deadline may result in the following grade reductions:
    - 7 days past due – 5 points
    - 8-14 days past due – 10 points
    - 15 days or more past due – 15 points

CONTESTING GRADES
Students who feel that a grade awarded 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, should the student remain dissatisfied with the rendered grade, the student may contest the grade by following the steps outlined within the Academic Complaint and Grievance Policy.

RELATED POLICIES
Students enrolled in CSU courses, including the DBA dissertation courses, are expected to meet attendance and participation requirements. Please refer to the Attendance Policy and Unofficial Withdrawal Policy to learn more details.

To learn more about incomplete grades and course extensions, students may wish to refer to the Incomplete Grading Policy and Course Extension Policy.

Course Extension Policy
Students enrolled in LifePace Learning and Vietnam Cohort Term courses may request additional time to successfully complete coursework in excess of the allotted enrollment period. Requests for a course extension should be the exception during a student's tenure, as academic progress throughout the course promotes student success.

If the student has an extenuating circumstance or a hardship, and needs additional time, the student should refer to the Incomplete for Special Circumstances section of the Incomplete Grading Policy for more information.

Course Extensions
Any student who needs time in excess of 10 weeks (Lifepace) or 12 weeks (Vietnam Cohort Term) to complete a course may request an extension from the University. Students are encouraged to submit the Course Extension Request Form on or before the course end date; however, requests must be submitted no later than three (3) calendar days after the course end date, unless approved by the Lead Faculty. Three extension options are available to students, each with associated, non-refundable processing fees: 15 days for $25, 30 days for $50, and 60 days for $100. The total length of the course extension is not to exceed 60 days. Additional time applied to a course will begin at the previous course end date. The student should allow up to three (3) business days to process an extension prior to the first assignment due date.

Students provided an extension will see a grade of "I" until the course is complete. A grade will replace this placeholder upon completion of the extension period. At that time, unsubmitted course assignments will be assigned a grade of zero. The student's grade will be calculated on the weighted scores earned on all course assignments. The final course grade will replace the placeholder of "I".

Other Considerations
- A course extension 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 extension forfeit the option to withdraw from the course after the original course end date, pursuant to the *Official Course Drop/Withdrawal Policy.* Students should refer to the *Withdrawal for Special Circumstances Policy* if extenuating circumstances prevent course completion.
- A service member utilizing Tuition Assistance should contact his or her education officer to report an extension in order to avoid inaccurate recoupment of funds. It is the responsibility of the student to notify the education office of his or her final course grade at the conclusion of the extension period.

Official Course Drop/Withdrawal Policy

A student's notification to drop or withdraw may be conveyed to CSU in any manner. Students requesting to drop or withdraw from a course or program should submit the Course Drop/Withdrawal form provided by CITC. Details regarding tuition refunds as a result of a drop or withdrawal are described in the Tuition Refund Policy.

COURSE DROP

Students are allowed to drop a course through the term "drop date" as listed on the academic calendar (normally the first week of the course) without financial penalty. A grade of "DP" will be recorded for the course. Dropped courses will appear on the student's official transcript but do not count as hours attempted in the Satisfactory Academic Progress (SAP) calculation. The course drop date is determined by the date the request is received.

COURSE WITHDRAWAL

A course drop/withdrawal request submitted after the term drop date and before or on the original term/course end date will be considered a course withdrawal. A grade of "W" will be issued. The grade of "W" will appear on the student's transcript but will have no effect on the student's cumulative GPA. However, the course will count toward hours attempted (completion ratio and maximum timeframe). Students who demonstrate a pattern of withdrawals are at risk for academic dismissal per the Institutional Academic Progress Policy.

Student Rights and Responsibilities Policy

STATEMENT OF POLICY

Columbia Southern University (CSU) provides students and the University community with an environment that fosters academic success and achievement. The mission of CSU is to provide exceptional service that fully supports student learning with integrity, flexibility, fairness, and respect. Students at CSU are members of a university community committed to basic and broadly shared ethical principles and concepts of integrity, justice, autonomy, commitment to excellence, code of honor, respect and responsibility.

Students who choose to attend CSU accept student rights and responsibilities as members of the university community and agree to abide by policies set forth in the CSU Catalog and CSU Vietnam Student Guide. 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.

CODE OF HONOR

CSU entrusts each student to maintain academic honesty, personal integrity, and responsible citizenship. We find these ideals are essential to the performance of all academic work and other student activities as members of the university community. The Code of Honor is embodied by these ideals with the support of students, faculty, and staff. Student enrollment into a program of study presupposes a commitment to the principles embodied in the Code of Honor. Each student should hold oneself and fellow students accountable to their commitment to the Code of Honor.

Student Rights and Responsibilities

The following student rights and responsibilities are governed by the Student Rights and Responsibilities Policy:

Student rights include, but are not limited to:

- Right to freely express his/her own thoughts, concerns, or suggestions in a manner that does not violate the Student Code of Conduct Policy
- Right to privacy
- Right to freedom from discrimination on the basis of race, national origin, sex, marital status, religion, age, or disability
- Right to freedom from harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by

federal, state, or local laws

▪ Right to appeal any academic or non-academic decision in conjunction with the appeals process outlined in the **Student Appeals Policy**

▪ Right to file a complaint with the institution pursuant to the **Complaint and Grievance Policy**

▪ Right to review his/her own educational record in accordance with the Family Educational Rights and Privacy Act of 1974 (**FERPA**)

▪ Right to receive prompt responses from university staff and faculty that promotes support and encouragement

Student responsibilities include, but are not limited to:

▪ Exhibit and maintain integrity when providing student contact, financial, or any other requested information or documentation to the university

▪ Ensure all contact and email account information is current and on file with the university

▪ Ensure all official transcripts are received and on file with the university

▪ Read, understand, and adhere to the terms and conditions, including tuition and fee requirements, upon submitting an enrollment

▪ Remain in good academic standing throughout his/her tenure at CSU, to include upholding standards of integrity while completing course assignments

▪ Review emails sent from CSU on a regular basis, as email is considered the official form of communication between the student and university

▪ Maintain communication with CITC Student Services staff concerning enrollments, course load, and degree program completion requirements

▪ Communicate with his/her faculty member concerning course requirements, missing assignments, grades, feedback, etc.

▪ Reference instructions listed in course syllabi, course schedules, and other pertinent tabs within courses in Blackboard

▪ Stay abreast of important dates, such as course registration deadlines, assignment due dates, and course end dates

▪ Review the myCSU Student Portal on a consistent basis, as it is the gateway to the university and is resourceful for students

▪ Submit student requests within the timeframes outlined by the university

▪ Save course work as it is completed within each course

▪ Adhere to course withdrawal, refund, and textbook return policies

▪ Read, understand, and adhere to all Academic and Student Affairs policies and procedures outlined within the CSU Vietnam Student Guide

Policy Locations

As a reminder, the Vietnam Campus Student Guide serves as the student's guide to campus-specific policy information. It is supplemental to all CSU policies. The following table provides a list of academic policies and their respective locations. Students are encouraged to speak with the Vietnam Campus Manager for questions and additional information.

Policy	Location
Academic Complaint and Grievance	Student Handbook
Academic Course Load	Vietnam Guide
Academic Integrity	Student Handbook
Academic Program Improvement	Student Handbook
Academic Records Privacy	Student Handbook
Accommodation for Disabilities	Student Handbook
Admission Requirements	University Catalog
Assignment Make-Up	Student Handbook
Attendance Policy	Student Handbook
Course Access	Student Handbook
Course Completion	Student Handbook
Course Extension	Vietnam Guide
Course Retake	Student Handbook
DBA Academic Course Load	Student Handbook
DBA Admission Requirements	Student Handbook
DBA Candidacy Status	Student Handbook
DBA Graduation Requirements	Student Handbook
DBA Institutional Academic Progress	Student Handbook
DBA Leave of Absence	Student Handbook
DBA Time Limits	Student Handbook
Drug and Alcohol Prevention	Student Handbook
FERPA	Student Handbook
Grading Policies	Vietnam Guide
Graduation Requirements	Student Handbook
Inactive Status	Student Handbook

Policy	Location
Incomplete Grading Policy	Student Handbook
Institutional Academic Progress	Student Handbook
Official Course Drop/Withdrawal	Vietnam Guide
Leave of Absence	Student Handbook
Non-Academic Complaint and Grievance	Student Handbook
Official Course Drop / Withdrawal	Vietnam Guide
Privacy Policy	Student Handbook
Proctor Policy	Student Handbook
Student Code of Conduct	Student Handbook
Student Identity Verification	Student Handbook
Student Rights and Responsibilities	Vietnam Guide
Technology Policies	Student Handbook
Textbook and Course Material	Student Handbook
Title IX	Student Handbook
Transfer Credit	Student Handbook
Unofficial Withdrawal Policy	Student Handbook
Withdrawal for Special Circumstance	Student Handbook

VI. VIETNAM TERM SCHEDULE

2020 – 2021 Term Schedule

Course	Course Faculty	Hanoi Onsite Lectures	Ho Chi Minh City Lectures
TERM 3 7/20/20 – 10/11/20			
MBA 6961 Project Management	Dr. Stephen Onu	October 4, 5 and 6, 2020	October 8, 9, 10 and 11, 2020
MBA 5401 Management Information Systems	Dr. Alice McCallister	October 8, 9 and 10, 2020	October 3, 4, 5 and 6, 2020
TERM 4 10/19/20 – 1/10/21			
MBA 6301 Business Ethics	Dr. Clay Owens	January 3, 4 and 5, 2021	January 7, 8, 9 and 10, 2021
ACC 5301 Accounting for Managerial Decision Making	Dr. Arlene Goodman	January 7, 8 and 9, 2021	January 2, 3, 4 and 5, 2021
TERM 1 1/18/21 – 4/18/21			
MBA 6081 Corporate Finance	Dr. Andy Borg	April 11, 12 and 13, 2021	April 15, 16, 17 and 18, 2021
MBA 6053 Economics for Managers	Dr. Seifu Zerihun	April 15, 16 and 17, 2021	April 10, 11, 12 and 13, 2021
TERM 2 4/26/21 – JULY 18/21			
Module 6: MHR 6451 Human Resource Management	Dr. Janice Carter-Steward	July 11, 12 and 13, 2021	July 15, 16, 17 and 18, 20201
MSL 6040 Current Issues in Leadership	Dr. Bari Courts	July 15, 16 and 17, 2021	July 10, 11, 12 and 13, 2021