



## Addendum

2019 – 2020 University Catalog, Edition II

### April 20, 2020

The April 20, 2020 addendum contains changes and updates as outlined below. Students are encouraged to contact their academic advisor with any questions.

#### **Policies and Disclosures – Effective Immediately**

[19-20.1.1 Academic Credit Policy – Effective Immediately](#)

[19-20.1.2 Graduation Requirements Policy – Effective Immediately](#)

[19-20.1.3 Transfer Credit Policy – Effective Immediately](#)

[19-20.1.4 Withdrawal for Special Circumstance Policy – Effective Immediately](#)

[19-20.1.5 Chapter 31 VA Disclosure – Effective Immediately](#)

#### **Curriculum**

[19-20.1.6 General Education, Humanities and Fine Arts – Effective May 4, 2020](#)

[19-20.1.7 Associate of Science, Occupational Safety and Health – Effective April 22, 2020](#)

[19-20.1.8 Bachelor of Science, Occupational Safety and Health – Effective April 22, 2020](#)

[19-20.1.9 Occupational Safety and Health Undergraduate Certificate – Effective April 22, 2020](#)

[19-20.1.10 Occupational Safety and Health Graduate Certificate – Effective April 22, 2020](#)

#### **Tuition Rates, Policies, and Curriculum – Effective July 1, 2020.**

[19-20.1.11 Tuition Rates - Effective July 1, 2020](#)

[19-20.1.12 Tuition Refund Policy – Effective July 1, 2020](#)

[19-20.1.13 Academic Integrity Policy – Effective July 1, 2020](#)

[19-20.1.14 Doctor of Business Administration \(DBA\), Program Updates – Effective July 1, 2020, Term 1B21](#)

[19-20.1.15 DBA Graduation Requirements Policy – Effective July 1, 2020, Term 1B21](#)

[19-20.1.16 DBA Institutional Academic Progress Policy – Effective July 1, 2020, Term 1B21](#)

[19-20.1.17 DBA Time Limits Policy – Effective July 1, 2020, Term 1B21](#)

[19-20.1.18 DISCONTINUED: DBA Continuous Enrollment Policy – Effective July 1, 2020, Term 1B21](#)

[19-20.1.19 Satisfactory Academic Progress \(SAP\) Policy for Title IV Students – Effective July 1, 2020](#)



## Academic Policies Section Update

### [19-20.1.20 Academic Policies Section Updated to Include Existing Policies](#)

- DBA Academic Course Load Policy
- DBA Candidacy Status Policy
- DBA Leave of Absence Policy
- Grading Policies



## 19-20.1.1

The revised **Academic Credit Policy** is effective immediately.

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### **Academic Credit Policy**

The purpose of this policy is to provide guidance for the assignment of semester credit hours awarded for all courses at Columbia Southern University (CSU).

Semester credit hours at CSU are equivalent to commonly accepted and traditionally defined units of academic measurement. Each course at CSU is measured by achievement of established course learning outcomes and the amount of time a typical student should spend to accomplish these outcomes. Specifically, a one (1) semester 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 semester 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 engagement may include, but is not limited to, the following:

- Reviewing a class lecture
- Taking an examination
- An interactive tutorial
- Computer-assisted instruction
- Contributing to an online discussion
- Attending a study group assigned by the institution
- Initiating a course-related contact with a faculty member

Student preparation may include, but is not limited to, the following:

- Homework (including reading and study time)
- Completing an academic assignment
- Completing an academic project

The CSU Clock/Credit Hour Worksheet is utilized to estimate the amount of time a student should spend to accomplish course learning outcomes in order to substantiate semester credit hours awarded for all courses.

Considering the variety of assignments and assessments that may be used in course development, it is not always possible to develop three semester credit hour courses with exactly 135 hours of student work. Thus, CSU has established a target range of 135 – 150 hours of student work as the requirement for three semester hours of academic credit.



## 19-20.1.2

The **Graduation Requirements Policy** has been updated and is effective immediately.

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### **Graduation Requirements Policy**

Students must successfully complete all degree requirements with passing grades, meet the minimum GPA requirements, 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 sixty (60) semester hours in the associate's program and 120 semester hours in the bachelor's program. At least 25 percent of the courses that comprise the program must be completed with CSU, which is a minimum of 15 semester hours (5 courses) in an associate's program and a minimum of 30 semester hours (10 courses) in a bachelor's program. Students must also maintain a 2.0 cumulative GPA to be eligible for graduation. Though 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 semester hours. At least 50 percent of the courses that comprise the program must be completed with CSU, which is 18 semester hours (6 courses). Grades below a "C" are not considered passing in the graduate program, consequently, students may be required to repeat a course in which a "C" is earned if this grade results in a substandard cumulative GPA.

### **Graduation with Honors**

Students enrolled in baccalaureate degree programs who achieve high level of academic achievement may qualify for honors if certain criteria is met. Honors are noted both on the students' diplomas and transcripts.

### **Types of Honors**

Cum laude signifies a high level of academic achievement in a baccalaureate degree program and is translated as graduation with praise. This honor requires a 3.5 – 3.79 cumulative GPA.

Magna cum laude signifies a very high level of academic achievement in a baccalaureate degree program and is translated as graduation with great praise. This honor requires a 3.8 – 3.99 cumulative GPA.

Summa cum laude signifies the highest level of academic achievement in a baccalaureate degree program and is translated as graduation with great praise. This honor requires a 4.0 cumulative GPA.



## Qualifying for Honors

Graduating with honors is a tribute that recognizes academic achievement and represents a student's academic experience. A cumulative "honors GPA" is calculated by combining all coursework attempted at CSU. Students must have no grade lower than a "C", must have no record of academic integrity violation, and must not have repeated any course taken at CSU due to non-satisfactory grades. Honors designation is only awarded for bachelor degree programs.

## Letter of Pending Graduation

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 Pending Graduation Letter from the Office of the Registrar by submitting the request to [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu) or 1.800.977.8449 ext. 6526.

Note: Students enrolled in the DBA program should refer to the DBA Graduation Requirements Policy.



## 19-20.1.3

The **Transfer Credit Policy** has been updated and is effective immediately.

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### Transfer Credit Policy

Columbia Southern University (CSU) evaluates transfer credit when a student submits official post-secondary transcripts, military and employer courses that have been reviewed by the American Council on Education (ACE), credit by examination score sheets, or professional training certificates. Courses accepted for transfer credit must be relevant to the program of study and equivalent in both content and degree level. Transfer credit evaluations are conducted in the Office of the Registrar. Exceptions must be approved by the Academic Program Director. Transfer credit appeal decisions are determined by the Dean of the College.

### Sources of Transfer Credit

#### Academic Credit

CSU accepts transfer academic credit from institutions accredited by agencies recognized by the U.S. Department of Education and/or the Council for Higher Education Accreditation (CHEA). Transferrable 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. “D’s” are not accepted as transfer credit for English composition or any mathematics requirement for any degree program. Transferrable 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 that are not in English must be evaluated by an approved third party, such as those recognized by the National Association of Credential Evaluation Service (NACES), and translated into English or evaluated by a trained transcript evaluator fluent in the language on the transcript. Evaluators possess expertise in the educational practices of the country or origin and must include an English translation of the review. All translated materials must be official.

#### Credit by Examination

CSU accepts credit by examination and uses guidelines established by ACE to determine if the examinations warrant awarding academic credit. Provided minimum passing scores are met, CSU accepts credit by examination from testing centers, to include but not limited to, the following examples:

- [The College Level Examination Program \(CLEP\)](#)
- [DSST](#)
- [Excelsior’s UExcel](#)

#### Professional Licenses, Certificates, and Training Programs

CSU uses guidelines established by ACE to determine if certain training programs, certificates, professional licenses, and/or military training warrant awarding academic credit. The following ACE publications are used:

- [The National Guide to 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 in cases where industry curriculum standards can be determined and will require approval by the Academic Program Director from the applicable college.

### **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. A PLA review is performed by subject matter experts with experience in the evaluation of prior learning and follows the [Council for Adult and Experiential Learning's \(CAEL\) Ten Standards for Assessing Learning](#).

Interested CSU students are responsible for collecting documentation to build a portfolio and are encouraged to submit the portfolio to LearningCounts® for a comprehensive review. To learn more about a PLA review, please visit <https://earncollegecredit.org/csu/>.

### **Technical Credit**

Technical credit will require a review and decision by the appropriate Academic Program Director in order to assess comparable course content and learning outcomes alignment to determine transferability.

### **Maximum Allowable Transfer Limits**

#### **Undergraduate Degrees**

A maximum of 45 semester hours may be awarded as transfer credit for an associate's degree program and 90 semester hours for a bachelor's degree program. Transfer credit for experiential learning may not exceed 25% of the degree program.

#### **Master's Degrees**

A maximum of 18 semester hours may be awarded as transfer credit for a master's degree. Transfer credit for experiential learning may not exceed 25% of the degree program.

#### **Doctoral Degrees**

A maximum of 9 semester hours may be awarded as transfer credit for doctoral programs. No credit for experiential or equivalent credit may be considered.

### **Additional Transfer Credit Limitations**

Please note that transfer credit does not apply towards CSU certificates.

Developmental and remedial coursework is not transferrable towards CSU degree programs. In addition, other transfer credit decisions made at previously attended colleges or universities involving auditing or waiving of program requirements are not applicable at CSU.

Transfer credit may be limited in order to satisfy specific degree program requirements.

Credit for experiential or equivalent learning may only be applied to CSU undergraduate and master's level course offerings, excluding General Education requirements.



## **Transfer Credit Decision Appeal**

Students may appeal transfer credit decisions by submitting the Transfer Credit Decision Appeal form to the Office of the Registrar, which will be escalated to the appropriate Academic Program Director for consideration. Appeals must be submitted to [Registrarappeals@columbiasouthern.edu](mailto:Registrarappeals@columbiasouthern.edu).

## **Transfer of CSU Credit**

CSU recognizes that students pursue education in a variety of institutional settings to meet educational goals. Transfer credit decisions are made at the discretion of each institution and in accordance with its academic mission and transfer credit policies. It is, therefore, recommended that students seek prior approval of CSU credits for purposes related to transferability of credit, credentialing, tuition reimbursement, or other academic and professional reasons. Students who wish to learn more about transferring CSU credit may send inquiries to [Registrar@columbiasouthern.edu](mailto:Registrar@columbiasouthern.edu).





## 19-20.1.4

The **Withdrawal for Special Circumstances Policy** has been updated to reflect the correct address for email communication. The correct email address is [RegistrarAppeals@columbiasouthern.edu](mailto:RegistrarAppeals@columbiasouthern.edu). No other changes have been made to this policy. This update is effective immediately.

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### 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.

#### Policy

Columbia Southern University (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: DBA 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.



## 19-20.1.5

The **Chapter 31 VA Disclosure** applies to students utilizing VA Benefits and is effective immediately.

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### 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 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.



## 19-20.1.6

The revised **General Education** curriculum is effective May 4, 2020.

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### GENERAL EDUCATION CURRICULUM

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General Education courses may be taken simultaneously with the program courses. These required General Education courses can be completed either through the University or via the CLEP examination if available.

Be sure to visit <http://www.columbiasouthern.edu/Degree/GS-Courses> for the most current list of available courses.

#### Humanities and Fine Arts

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

##### Group A

ART 1301	Art Appreciation I	3
ART 1302	Art Appreciation II	3
HUM 2301	Historic Tour of Italy	3
PHL 2350	Philosophies of World Religions	3

##### Group B

Any course from Group A or one of the following:

COM 1301	Introduction to Communication	3
COM 2301	Professional Communication	3
EH 3341	Technical Writing	3
PHL 1010	Critical Thinking	3
SP 1010	Fundamentals of Speech Communication	3

##### Social and Behavioral Sciences

BBA 2401	Principles of Macroeconomics	3
BBA 2501	Principles of Microeconomics	3
PS 1010	American Government	3
PS 2000	Introduction to Political Science	3
PS 2010	American State and Local Politics	3
PSY 1010	General Psychology	3
PSY 2010	Abnormal Psychology	3
SOC 1010	Introduction to Sociology	3
SOC 2010	Cultural Geography	3



## Natural Sciences

BIO 1030	General Biology I	3
BIO 1040	General Biology II	3
BIO 1100	Non-Majors Biology	3
BIO 1302	Ecology and the Environment	3
CHM 1030	General Chemistry I	3
CHM 1040	General Chemistry II	3
PHS 1110	Principles of Classical Physical Science	3
PHS 1120	Principles of Modern Physical Science	3

## Mathematics

MAT 1301	Liberal Arts Math	3
MAT 1302	Algebra I	3
MAT 1303	Algebra II	3
MAT 1304	Finite Math	3
MAT 2301	Elementary Statistics	3
MAT 2302	Pre-Calculus	3
MAT 2303	Calculus	3

## History

HY 1010	Western Civilization I	3
HY 1020	Western Civilization II	3
HY 1110	American History I	3
HY 1120	American History II	3
HY 2000	American Military History I	3
HY 2020	American Military History II	3

## English Composition

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



## 19-20.1.7

The enhanced curriculum for the **Associate of Science, Occupational Safety and Health** degree program is effective April 22, 2020.

### ASSOCIATE OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

<b>Total Program Requirements</b>	<b>60</b>
General Education Requirements	21
Major Courses	18
Program Electives	9
Open Electives	12

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 in each area below.

<i>Humanities and Fine Arts</i> .....	6
<i>Social and Behavioral Sciences / History</i> .....	3
<i>Natural Sciences</i> .....	6
<i>BIO 1100, Non-Majors Biology is required.</i>	
<i>PHS 1110, Principles of Classical Physical Science required.</i>	
<i>Mathematics</i> .....	3
<i>MAT 1302 Algebra 1 or higher is required.</i>	
<i>English Composition</i> .....	3

#### Major Requirements ..... 18

Course	Title	Semester 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 Services Safety and Survival	3

Select 3 courses from the following.

**PROGRAM Electives ..... 9**

<b>Course</b>	<b>Title</b>	<b>Semester Hours</b>
BOS 3001	Fundamentals of OSH	3
BEM 3101	Assessment Environmental Science	3
BEM 3201	Environmental Assessment	3
BOS 3551	Environmental Issues	3
BOS 3651	Total Environmental Health and Safety	3
BOS 3701	Industrial Ergonomics	3
BOS 3751	Training and Development	3
BEM 3701	Hazardous Waste Management	3

**Open Electives ..... 12**

Students may select electives from courses not used to meet other requirements.



## 19-20.1.8

The enhanced curriculum for the **Bachelor of Science, Occupational Safety and Health** degree program is effective April 22, 2020.

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### BACHELOR OF SCIENCE IN OCCUPATIONAL SAFETY AND HEALTH

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<b>Total Program Requirements</b>	<b>120</b>
General Education Requirements	30
Major Requirements	39
Program Electives	18
Open Electives	21-33
Concentration	12

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 in each area below.

<i>Humanities and Fine Arts</i> .....	6
<i>Social and Behavioral Sciences</i> .....	3
<i>Natural Sciences</i> .....	9





BIO 1100, Non-Majors Biology is required. CHM 1030, General Chemistry is required. PHS 1110, Principles of Classical Physical Science required.

Mathematics ..... 3  
MAT 1302, Algebra I or higher is required.  
History ..... 3  
English Composition ..... 6

### Major Requirements ..... 39

Course	Title	Semester Hours
OSH 2301	Introduction to Workplace Safety	3
BOS 3001	Fundamentals of OSH	3
BOS 4025	OSHA Standards	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3701	Industrial Ergonomics	3
BOS 3401	Construction Safety	3
FIR 4311	Fire Prevention and Code Enforcement	3
BOS 3640	Interactions of Hazardous Materials	3
BOS 4301	Industrial Hygiene	3
BOS 4201	Toxicology	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BEM 4351	Environmental Technology	3
OSH 4308	Advanced Concepts in ESH	3

Select 6 courses from the following.

### Program Electives ..... 18

Course	Title	Semester Hours
OSH 2303	Hazardous Materials Safety	3
FIR 2302	Principles of Fire and Emergency Services Safety and Survival	3
BEM 3101	Assessing Environmental Science	3
BOS 3751	Training and Development	3
BOS 4520	Risk Management	3
BOS 4601	Accident Investigation	3
BOS 4725	Process Safety Management	3
OSH 2302	Introduction to Regulatory Compliance	3
OSH 2304	Introduction to Contractor Safety	3
OSH 2305	Fleet and Driver Safety	3



## **OPEN Electives .....21-33**

Students may select electives from courses not used to meet other requirements. If a concentration is completed, only 21 semester hours of electives are required.

## **Concentration ..... 12**

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. Concentrations require a minimum of 12 semester hours and are recorded on the student’s transcript. In addition, the concentration completed by the student is listed on the graduation diploma. For example, if a student completes a fire science concentration, the diploma would indicate that he or she earned a Bachelor of Science in Occupational Safety and Health with a concentration in Fire Science.

### ***Fire Science Concentration .....12***

Provides occupational safety and health students with specialized curricula 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.

Select 4 courses from the following.

<b>Course</b>	<b>Title</b>	<b>Semester Hours</b>
FIR 2301	Principles of Fire and Emergency Services	3
FIR 3311	Legal Aspects of Fire Protection	3
FIR 4305	Fire Investigation & Analysis	3
FIR 4313	Terrorism Incident Management & Emergency Procedures	3



## 19-20.1.9

The enhanced curriculum for the **Occupational Safety and Health Undergraduate Certificate** is effective April 22, 2020.

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### Undergraduate Certificate Options

Students select and complete four undergraduate courses (12 semester hours) to earn an undergraduate certificate.

#### **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	Semester Hours
OSH 2301	Introduction to Workplace Safety	3
OSH 2304	Introduction to Contractor Safety	3
BOS 3001	Fundamentals of OSH	3
BOS 4025	OSHA Standards	3
BOS 3525	Legal Aspects of Safety and Health	3
BOS 3401	Construction Safety	3
BOS 3651	Total Environmental, Health, and Safety Management	3
BEM 4351	Environmental Technology	3
BOS 3751	Training and Development	3
BOS 4520	Risk Management	3
BOS 4601	Accident Investigation	3



## 19-20.1.10

The enhanced curriculum for the **Occupational Safety and Health Graduate Certificate** is effective April 22, 2020.

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### Graduate Certificate Options

Students select and complete four graduate courses (12 semester hours) to earn a graduate level certificate.

#### ***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.

<b>Course</b>	<b>Title</b>	<b>Semester Hours</b>
MOS 5101	Safety and Accident Prevention	3
MOS 5301	Fire Protection Technology	3
MOS 6301	Advanced Industrial Hygiene	3
MOS 5525	Integrated Safety Management Systems	3
MOS 6701	Advanced Ergonomics	3
MOS 6625	System Safety Engineering	3



## 19-20.1.11

The following **tuition rates** are effective July 1, 2020.

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CSU tuition rates are priced competitively to allow your dream of achieving a quality education to be within reach. Tuition and other student fees are payable in U.S. funds by check, credit card, money order, or other approved financing programs. A complete listing of payment options can be found on the CSU website.

Education Level	Cost Per Credit Hour
Undergraduate	\$235.00
Graduate†	\$325.00
Doctoral	\$420.00

*Rates are per credit hour. Most courses are three (3) credit hours. Tuition and fees are payable in U.S. funds. Tuition Rates are subject to change. CSU Learning Partners receive a tuition discount that is applied to the full tuition rate. For the most current tuition information, please visit <https://www.columbiasouthern.edu/tuition-financing/tuition-financing>.*

*†The tuition rate for graduate courses per credit hour is \$250 for all active-duty military members using military tuition assistance (not applicable for CSU learning partners). The lower rate is offered to keep the tuition rate at the DoD cap of \$250.*



## 19-20.1.12

The **Tuition Refund Policy** is effective July 1, 2020.

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### Tuition Refund Policy

#### LifePace Learning, Term and Veterans Flexible Enrollment

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 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. 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 timeframes.

**Table 1 – Percent Return**

\*Percent return is effective after the timeframe.

Timeframe*	Percentage returned to student
1 <sup>st</sup> week	80%
2 <sup>nd</sup> week	60%
3 <sup>rd</sup> week	40%
4 <sup>th</sup> week	20%
5 <sup>th</sup> 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)	\$705
One-time Registration Fee – 20%	\$141

**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)	\$705
One-time Registration Fee	(\$141)
Net Remaining Tuition	\$564
Refund Percentage	80%
Eligible Refund	$\$564 * 80\% = \$451.20$

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



## 19-20.1.13

The **Academic Integrity Policy** is effective July 1, 2020.

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### Academic Integrity Policy

Ethical conduct is foundational to a successful academic career at Columbia Southern University (CSU). 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 of plagiarism, cheating, and self-plagiarism:

- **Plagiarism** is representing the words, ideas, or works of an author without giving proper attribution to sources used through the use of 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 style of 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 in the preparation of written assignments. APA is used to provide a standardized style format for written assignments while ensuring proper attribution is given to sources used in academic work through the use of 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
- Using an alternate, stand-in, or proxy during an examination
- Violations outlined within the Final Examination Proctor Policy

Violations to the Academic Integrity Policy are a very serious matter and are officially documented in the student's record and preclude students from graduating with honors. Students who are found to violate this policy are subject to disciplinary action which are based on the type of violation and are cumulative throughout the student's 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, shall receive sanctions as outlined below:

- **First Offense**  
Students will be allowed to resubmit the assignment in question within 14 calendar days with corrections. Faculty have the discretion to penalize up to one letter grade.
- **Second Offense**  
Students will receive a zero on the assignment in question without the opportunity for resubmission and will be placed on Academic Integrity Probation for 12 credit hours
- **Third Offense**  
Students will receive a course failure for the course in question, be placed on Academic Integrity Probation for 12 credit hours, and will be required to complete a training module with



the Office of Student Resolution and Conduct within four weeks of notification. Students failing to complete the required training module will be referred to the academic dean/assistant provost of the student's degree program for additional sanctions

- **Fourth Offense**  
Students will be dismissed from the university

### ***Cheating***

Students who choose to participate in cheating, as defined within this policy, shall receive sanctions as outlined below:

- **First Offense**  
Students will receive a zero on the assignment in question, be placed on Academic Integrity Probation for 12 credit hours, and be required to complete a training module with the Office of Student Resolution and Conduct within four weeks of notification. Students failing to complete the required training module will be referred to the academic dean/assistant provost of the student's degree program for additional sanctions
- **Second Offense**  
Students will be dismissed from the university

### **Academic Integrity Probation**

Students placed on Academic Integrity Probation will remain on Academic Integrity Probation for 12 credit hours (unless otherwise specified) wherein they must exhibit integrity through submission of coursework and complete a required training module through the Office of Student Resolution and Conduct within four weeks. Additionally, students may 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 any academic integrity-related infractions during their probationary status. Students who fail to complete their probationary status without academic infractions or fail to complete the required training module will be referred to the academic dean/assistant provost of the student's degree program for additional sanctions, up to and including dismissal.

There shall be no statute of limitations that precludes the University from acting on the discovery of alleged violations. This could take place during the time in which the course in question is being offered, after the course has ended, or after the student has graduated. In the event additional academic integrity violations are discovered after degree conferral, the student will be referred to the provost/chief academic officer for review and 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.



## 19-20.1.14

The enhanced curriculum for the **Doctor of Business Administration** is effective July 1, 2020.

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### DOCTOR OF BUSINESS ADMINISTRATION

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<b>Total Program Requirements</b>	<b>61</b>
Major Requirements	46
Dissertation <i>(Theoretical or Project Based)</i>	15

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.

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

#### Major Requirements

Course	Title	Semester Hours
DBA 7000	Doctoral Student Orientation	1
RCH 7301	Critical Thinking for Doctoral Learners	3
RCH 7302	Doctoral Writing and Inquiry into Research	3
DBA 7035	Business, Government and Society	3
RCH 8301	Quantitative Research Methods	3
RCH 8303	Statistics for Business Decisions and Research	3



RCH 8302	Qualitative Research Methods	3
RCH 8304	Qualitative Data Analysis	3
DBA 7420	Organizational Behavior and Comparative Management	3
DBA 7553	Human Resource Management	3
DBA 7632	Business Ethics and Corporate Responsibility	3
DBA 8230	Marketing Research and Competitive Strategy	3
DBA 8671	Technology and Innovation Management	3
DBA 8710	International Business and Global Strategy	3
DBA 8758	Negotiations and Business Strategy	3
DBA 9101	Comprehensive Examination	3

### **Option 1: Theoretical-Based Study**

DST 9101	Dissertation Research	1
DST 9102	Dissertation Research	1
DST 9103	Dissertation Research	1
DST 9104	Dissertation Research	1
DST 9105	Dissertation Research	1
DST 9106	Dissertation Research	1
DST 9107	Dissertation Research	1
DST 9108	Dissertation Research	1
DST 9109	Dissertation Research	1
DST 9110	Dissertation Research	1
DST 9111	Dissertation Research	1
DST 9112	Dissertation Research	1
DST 9113	Dissertation Research	1
DST 9114	Dissertation Research	1
DST 9115	Dissertation Research	1

### **Option 2: Research Project-Based Study**

DST 9101	Dissertation Research	1
DST 9102	Dissertation Research	1
DST 9103	Dissertation Research	1
DST 9104	Dissertation Research	1
DST 9105	Dissertation Research	1
DST 9106	Dissertation Research	1
DST 9107	Dissertation Research	1
DST 9108	Dissertation Research	1
DST 9109	Dissertation Research	1
DST 9110	Dissertation Research	1



DST 9111	Dissertation Research	1
DST 9112	Dissertation Research	1
DST 9113	Dissertation Research	1
DST 9114	Dissertation Research	1
DST 9115	Dissertation Research	1



## 19-20.1.15

The **DBA Graduation Requirements Policy** has been updated and is effective July 1, 2020, Term 1B21.

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### **DBA Graduation Requirements Policy**

Students must successfully complete all degree requirements with passing grades, meet the minimum GPA requirements, successfully defend the dissertation, meet all financial obligations to the institution and have all official transcripts on file. Students enrolled in the DBA program are eligible to apply for graduation by submitting a [Petition for Graduation](#) upon receiving approval of a successful dissertation defense.

DBA students must complete a minimum of 61 semester hours with a minimum of 15 hours of dissertation/research courses. At least 85 percent of the courses that comprise the program must be completed with CSU, which is a minimum of 52 semester hours in the DBA program.

Honors designation is not awarded for DBA programs. Though a grade of “C” is considered passing, students may be required to repeat a course in which a “C” is earned if this grade results in a substandard cumulative GPA. Grades below a “C” are not considered passing.



## 19-20.1.16

The **DBA Institutional Academic Progress Policy** has been updated and is effective July 1, 2020, Term 1B21.

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### **DBA Institutional Academic Progress Policy**

University policy requires students to maintain a minimum cumulative grade point average (GPA) of 3.0 in the DBA program and maintain successful academic progress in dissertation research courses. These performance standards form a basis for the following academic classifications:

- Good Standing
- Academic Probation
- Academic Dismissal

#### ***Good Standing (Active)***

A student in good standing must maintain a minimum cumulative GPA of 3.0. In addition, a student performing research in support of their dissertation must make successful progress.

#### ***Academic Probation***

The University may place a student on academic probation for several reasons:

- Cumulative GPA falls below 3.0
- Unsatisfactory Progress (“U”) in the 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.

A student placed on academic probation due to their cumulative GPA falling below 3.00 is given 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. A student 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 enrolled in the DBA program are expected to progress through the program timely and successfully; therefore, academic dismissal due to substandard academic performance is final. The University will dismiss a student from the program under the following circumstances:

- Not achieving a GPA of 3.0 or higher at the conclusion of the probationary period
- Withdrawing from the same course three times
- Earning two consecutive grades of “U” in dissertation research courses



However, a student may appeal a dismissal due to two consecutive grades of unsatisfactory in dissertation research courses.

### ***Appeal Process***

A student dismissed from the DBA 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, to the DBA Appeals Board through the DBA Program Coordinator. The written appeal by the student to the Board must clearly state the reasons for the appeal and remedy sought. The DBA Academic Program Director will appoint three academic faculty to evaluate the appeal. The Board composition will consist of the Lead Faculty of the DBA Program, acting as chair, and two faculty members from the DBA Program unrelated to the student’s committee.

The DBA Appeals Board will review all submissions, obtain additional information and opinions if desired, and provide the student with a written response within ten business days of receipt. The DBA Program Director will receive a copy of the Board’s response. The findings and recommendation of the DBA Appeals Board are final.





## 19-20.1.17

The **DBA Time Limits Policy** has been updated and is effective July 1, 2020, Term 1B21.

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### **DBA Time Limits Policy**

Students enrolled in the DBA program are expected to complete the program in no fewer than three (3) years and no more than seven years from the date of initial enrollment in the Doctoral Orientation course. In addition, students must meet the following program milestones:

- Complete all coursework within four years of completing the Doctoral Orientation course
- Successfully defend dissertation within three years of passing the comprehensive exam course

In some cases, due to extenuating circumstances, students can appeal the 4-year coursework and/or 3-year research limit to the DBA Appeals Board, not to exceed ten years from the start of enrollment in the program. The DBA Appeals Board will be appointed by the DBA Program Director and consists of:

- Lead Faculty of the DBA Program, Chair
- Two DBA program faculty member (unrelated to student's committee)

Students who wish to appeal shall submit a formal letter to the DBA Program Coordinator clearly stating the reason(s) for the appeal and remedy sought. The DBA Program Coordinator will provide the appeal to the DBA Appeals Board. The DBA Appeals Board will review the appeal, all submissions, obtain additional information if necessary, and provide the student with a written response within ten business days of receipt. The DBA Program Director will receive a copy of the Board's response. The findings and recommendation of the DBA Appeals Board are final.



## **19-20.1.18**

The **DBA Continuous Enrollment Policy** has been discontinued. The change is effective July 1, 2020.

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### **DBA Continuous Enrollment Policy - Discontinued**

The DBA Continuous Enrollment Policy is discontinued, effective July 1, 2020. Students are encouraged to contact their academic advisor with any questions.



## 19-20.1.19

The **Satisfactory Academic Progress (SAP) Policy for Title IV Students** has been updated and is effective July 1, 2020.

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### **Satisfactory Academic Progress (SAP) Policy for Title IV Students**

#### **Term**

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 timeframe. 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 percent 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 percent of the semester hour requirements for the degree as published in the catalog. Students must complete an associate degree within 90 semester hours and a bachelor's degree within 180 semester hours. Transfer credit, if applicable, is also calculated in the maximum timeframe 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 percent of 0 to 9 attempted credit hours, a minimum of 60 percent of 10 to 18 attempted credit hours and a minimum of 66.67 percent 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 percent of the semester hour requirements for the degree as published in the catalog. Students must complete a master's degree within 54 semester hours and a doctorate degree within 90 semester hours. Transfer credit, if applicable, is also calculated in the maximum timeframe calculation.

## **SAP Policy Notification**

Students are notified of the SAP policy in the CSU 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 timeframe 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 Timeframe (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 CGPA and/or pace of completion requirements of SAP will be notified and will be placed on SAP Financial Aid Warning for one term and are encouraged to work with their academic advisor to discuss enrollment options. A student placed on SAP 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 MTF 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 credits 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 and addressed to Columbia Southern University, SAP Appeals Committee, Office of Financial Aid, 21982 University Lane, Orange Beach, AL 36561 or emailed to Attention: SAP Appeals Committee at [SapAppeals@columbiasouthern.edu](mailto:SapAppeals@columbiasouthern.edu). Appeals without supporting documentation will not be considered. The committee will make every effort to consider each appeal carefully and provide a decision within seven to ten 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/she successfully completes enough credits 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.



## 19-20.1.20

The **Academic Policies** section of the University Catalog is updated to include the following current policies.

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### **DBA Academic Course Load Policy**

Columbia Southern University (CSU) expects DBA students to maintain continuous enrollment and progress through the program at a pace which promotes success. Students at this academic level should be familiar with academic rigor and expectations and should understand the impact of other personal and/or professional responsibilities.

Normal course load in the DBA program is 3 semester hours (1 course) per enrollment period. This course load is recommended to promote the best opportunity for success in this program. However, DBA students do have the option to enroll in 6 semester hours (2 courses) per enrollment period, without prior approval, given that they maintain an academic status of Good Standing (3.0 GPA).

Note: If a student's academic status moves to Academic Probation (GPA falls below 3.0), the student is immediately ineligible to enroll in 6 semester hours per enrollment period. However, if the student is able to improve his or her academic status from Academic Probation to Good Standing, the student is once again eligible to enroll in 6 semester hours per enrollment period.

### **DBA Candidacy Status Policy**

Students earn DBA Candidacy Status following the successful completion of DBA 9101, Comprehensive Examination. Enrollment in DBA 9101, Comprehensive Examination is dependent upon successful completion of all DBA major requirements, which the Office of the Registrar verifies.

### **DBA Leave of Absence Policy**

The University's Leave of Absence (LOA) policy allows students the flexibility to take a temporary break from the program. Students enrolled in the DBA Program, who are unable to maintain continuous enrollment, may apply for a temporary LOA. The policy does not require students to apply for re-admission to the University upon return from an LOA. For purposes of Title IV, however, students are considered withdrawn from the University while on a LOA; therefore, federal student loans are not eligible for an in-school deferment. The University expects all students to complete all courses and does not grant students LOAs in the middle of a term. Students currently enrolled in a term should complete all courses and apply for an LOA to begin at the start of the next term. Should circumstances prevent regular, on-time, course completion within the enrollment period, students have the option to request an Incomplete or withdraw from the course.

Note: If the student wishes to withdraw, the University may require a Return of Title IV calculation.



A student may apply for a LOA by communicating the intent to their academic advisor. University policy requires students to complete the Leave of Absence Request Form and obtain approval by the appropriate administrative staff. Administrative staff will notify students of the decision within 10 business days of the request.

DBA students are eligible for one (1) LOA per 12-month period. After this LOA, the DBA student is once again subject to the DBA Continuous Enrollment Policy.

### Military/Special Services Leave of Absence Provision

DBA students requiring a military or special services deployment may request a provisional LOA for the designated deployment period for 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. In addition, a student must provide supporting documentation about the nature and period of deployment from his or her commanding officer or supervisor. If the military or special services deployment occurs during a course, policy requires a student to withdraw from the course or request an Incomplete for Special Circumstances.

Note: Students enrolled in Dissertation/Research courses are not eligible for the Incomplete for Special Circumstances (ISC) and should work with their dissertation chairs about any special circumstances that arise during this period of his or her programs.

## 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 and 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:

<i>Grading</i>		<i>Points per credit hour</i>
A	90-100	4.00 Quality Points
B	80-89	3.00 Quality Points
C	70-79	2.00 Quality Points
D	60-69	1.00 Quality Points
F	59-0	0.00 Quality Points
W	Withdrawn	0.00 Quality Points
W/F	Withdraw/Fail	0.00 Quality Points
I	Incomplete or Extension	0.00 Quality Points
IP	In Progress	0.00 Quality Points
R	Retake	0.00 Quality Points
DN*	Dropped for Non-Attendance	0.00 Quality Points
DP	Dropped from Course	0.00 Quality Points





DC*	Institutional Drop	0.00 Quality Points
S	Satisfactory Progress	0.00 Quality Points
U	Unsatisfactory Progress	0.00 Quality Points
W/U	Withdrawal/Unsatisfactory	0.00 Quality Points

*\*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

The following list defines information regarding assignment submissions for students enrolled in the Term 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 will 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.

## 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 SAP, which may impact federal student aid eligibility, please refer to the Satisfactory Academic Progress Policy.

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