



Colorado State University

GLOBAL CAMPUS

2011 Academic Catalog SEMESTER I

Semester Length: January 10-June 26, 2011

(For students entering the University Spring 2011 A, B, or C terms)

Term Dates
A Term (1/10/2011-3/6/2011)
B Term (3/07/2011-5/01/2011)
C Term (5/02/2011-6/26/2011)

8000 E. Maplewood Dr., Bldg. 5, Ste. 250
Greenwood Village, CO 80111
www.csuglobal.org

CSU-Global Campus reserves the right at any time, without notice, to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, CSU-Global Campus is not responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog. Since changes may occur at any time, students must check the CSU-Global Campus website. This catalog is for information only and does not constitute a contract. CSU-Global Campus reserves the right to change the provisions of this catalog, including course offerings, fees and calendar.

DIRECTORY

CSU-Global Campus 8000 E. Maplewood Dr., Bldg. 5, Ste. 250 Greenwood Village, CO 80111

Academic Advising Current students Registration Questions General Advisement	Phone Fax Email	1-800-462-7845 x 2 303-741-2084 academicadvising@csuglobal.org
Academic Affairs (Dean)	Phone Email	720-279-1146 academicaffairs@csuglobal.org
Admissions Prospective and New Students	Phone Fax Email	1-800-920-6723 or 1-800-462-7845 x 1 1-866-321-0850 admissions@csuglobal.org
Disability Services Request for Academic Accommodation Informed Consent Questions	Phone Fax Email	Phone: (303) 335-9937 1-866-321-0850 ada@csuglobal.org
Financial Aid Loan Processing Check Information	Phone Fax Email	1-800-462-7845 x 3 720-294-1287 Financialaid@csuglobal.org
Help Desk Technical Support	Phone Live Chat	1-877-960-2035 ONLINE SUPPORT CENTER (click to follow link)
Library Services "Ask a Librarian"	Phone Email	720-279-1141 library@csuglobal.org
Military Advising Tuition Assistance VA Benefits/Certification	Phone Fax Email	1-800-462-7845 1-866-321-0850 militaryadvising@csuglobal.org
Office of Student Success Grade Appeals Incomplete Requests Academic Issues	Phone Email	720-279-7544 student.success@csuglobal.org
Registrar Official Transcripts Graduation Processing	Phone Fax Email	1-800-462-7845 x 5 720-302-5806 registrar@csuglobal.org
Student Accounts Payment Plans Past Due Accounts	Phone Fax Email	1-800-462-7845 x 4 720-222-5227 billing@csuglobal.org
Transcript Evaluation	Email	transcriptevaluation@csuglobal.org
Tuition Appeals	Fax Email	720-222-5227 tuitionappeals@csuglobal.org
Faculty Support (For faculty)	Email	faculty.support@csuglobal.org

CSU – GLOBAL CAMPUS VISION, MISSION AND VALUES

CSU-GLOBAL CAMPUS VISION STATEMENT

CSU-Global Campus is the premier provider of innovative, higher learning opportunities for nontraditional students in Colorado and beyond.

CSU-GLOBAL CAMPUS MISSION STATEMENT

CSU-Global Campus is committed to advancing student success in a global society, investing in human capital, expanding the state economy, and enhancing the quality of life for citizens in the state of Colorado and beyond by providing access to dynamic degree programs characterized by academic excellence, innovative delivery technologies, and strong stakeholder engagement.

CSU-GLOBAL CAMPUS VALUES

CSU-Global Campus utilizes the CSU System Board of Governors' set of values to formulate actions, direct decision-making and lead employees in pursuit of its mission.

- ✓ **Be accountable**
- ✓ **Promote civic responsibility**
- ✓ **Employ a customer focus**
- ✓ **Promote freedom of expression**
- ✓ **Demonstrate inclusiveness and diversity**
- ✓ **Encourage and reward innovation**
- ✓ **Act with integrity and mutual respect**
- ✓ **Provide opportunity and access**
- ✓ **Support excellence in teaching and research**

ACCREDITATION

Until CSU-Global Campus receives its own accreditation, its programs are accredited by The Higher Learning Commission, North Central Association of Colleges and Schools (NCA) through CSU-Ft. Collins (graduate programs) and CSU-Pueblo (undergraduate programs).

For questions about transferability, or if you would like further information about the accreditation process, you can visit the Higher Learning Commission website (<http://www.ncahigherlearningcommission.org/>).

Table of Contents

DIRECTORY	3
CSU – GLOBAL CAMPUS VISION, MISSION AND VALUES	4
CSU-GLOBAL CAMPUS VISION STATEMENT.....	4
CSU-GLOBAL CAMPUS MISSION STATEMENT	4
CSU-GLOBAL CAMPUS VALUES	4
ACCREDITATION	4
ADMISSIONS POLICIES	9
UNDERGRADUATE ADMISSIONS.....	9
<i>Applying for Undergraduate Admission</i>	9
<i>International Students</i>	9
<i>Returning Students</i>	9
<i>Academic Renewal</i>	9
DEGREE PLUS (SECOND BACCALAUREATE DEGREE)	10
GRADUATE ADMISSIONS.....	10
<i>Conditional Status</i>	Error! Bookmark not defined.
<i>Non-Degree Seeking Status</i>	10
<i>International Students</i>	10
<i>Graduate Work Taken by Seniors</i>	11
<i>Returning Students</i>	11
ALUMNI ADMISSIONS PROCESS.....	11
TRANSFER CREDIT POLICIES	12
UNDERGRADUATE TRANSFER INFORMATION	12
<i>Associate Degree Information</i>	12
<i>Intra-System (Colorado) Credit Transfer</i>	12
<i>Non-Acceptance of Credit</i>	12
<i>Time Limitation of Credit Transfer</i>	12
<i>Credit Evaluation Appeals Process</i>	12
<i>Collegiate Credit</i>	13
Co-operative Education	13
Nationally Accredited Coursework	13
International Credit.....	13
<i>Non-Traditional Credit Transfer</i>	13
Credit by Exam	13
Advanced Placement	13
CLEP, DSST	13
International Baccalaureate Diploma Program	14
Military Credit	14
Non Collegiate Credit	14
GRADUATE TRANSFER INFORMATION	14
ACADEMIC POLICIES	15
ACADEMIC CALENDAR	15
ACADEMIC DISHONESTY.....	16
ACADEMIC STANDING	16
<i>First Term Academic Probation</i>	16
<i>Continuing Student Academic Probation</i>	16
Undergraduate Students.....	16
Graduate Students.....	17
<i>Academic Suspension</i>	17
Appeal Process for Academic Suspension.....	17
CATALOG REQUIREMENTS.....	17
<i>Time Limitation on Credit</i>	17
CLASSIFICATION OF STUDENTS	17

COURSE LOAD GUIDELINES.....	18
UNIT OF CREDIT	18
COURSE SCHEDULE CHANGES	18
<i>Adding Courses</i>	18
<i>Dropping Courses</i>	18
CHANGE OF PROGRAM	18
WITHDRAWAL (COURSE)	18
WITHDRAWAL (MILITARY)	18
WITHDRAWAL (RETROACTIVE).....	18
WITHDRAWAL (FROM THE UNIVERSITY).....	19
DEGREES AWARDED.....	19
ENROLLMENT STATUS	19
<i>Continuous Enrollment</i>	19
LEAVE OF ABSENCE	19
READMIT STUDENTS	20
GRADES AND THE GRADING SYSTEM	20
<i>Grade-Point Average Computation</i>	20
Grade Appeal Process	20
<i>Incomplete ("I" grade) Guidelines</i>	21
REPEATING COURSES FOR ACADEMIC CREDIT.....	21
TRANSCRIPTS OF CREDIT	22
<i>How to Order a Transcript</i>	22
Faxing of Transcripts	22
Mailing of Transcripts	22
GRADUATION	22
<i>Applying for Graduation</i>	22
<i>Class Rank</i>	22
<i>Diplomas</i>	22
<i>Graduation Honors</i>	22
<i>Graduation List</i>	23
COMMENCEMENT	23
INSTITUTIONAL DEGREE REQUIREMENTS-UNDERGRADUATE PROGRAMS	23
<i>Major Requirements</i>	23
<i>Specialization Requirements</i>	23
<i>General Education Requirements</i>	24
<i>Course Substitutions/Waivers</i>	24
<i>Prior Learning Program</i>	24
INSTITUTIONAL DEGREE REQUIREMENTS-GRADUATE PROGRAMS.....	26
<i>Major Requirements</i>	26
<i>Specialization Requirements</i>	26
STUDENT FINANCIAL SERVICES POLICIES	27
TUITION AND FEES.....	27
STUDENT PAYMENTS.....	27
<i>Outstanding Student Account Balances</i>	27
<i>Delinquent Student Accounts:</i>	27
<i>Tuition Appeals</i>	27
Appeal Review Guidelines.....	28
FINANCIAL AID.....	28
<i>Financial Aid Refund Policy</i>	28
<i>Financial Aid Programs</i>	28
Federal Pell Grant	28
Federal Stafford Loans	29
Student Loan Interest Rates	29
Federal PLUS loans.....	29
Graduate PLUS loans.....	29
<i>Financial Aid Disbursements</i>	29

<i>Veteran Educational Benefits</i>	30
STUDENT FINANCIAL SERVICES STUDENT RIGHTS AND RESPONSIBILITIES	30
STUDENT FINANCIAL SERVICES REFUND POLICY	30
<i>Registration Cancellation</i>	30
<i>Satisfactory Academic Progress Policy</i>	31
Failure to Meet Satisfactory Academic Progress Requirements for Financial Aid	31
Appeal Process (Satisfactory Academic Process)	32
Financial Aid Appeal Form	32
<i>Deferment Requests</i>	32
UNIVERSITY POLICIES AND GUIDELINES	33
AMERICANS WITH DISABILITIES ACT (ADA)	33
<i>ADA Student Rights and Responsibilities</i>	33
Rights	33
Responsibilities	33
<i>Grievance Procedure for Disability Services</i>	33
ATTENDANCE VERIFICATION	33
COMMITMENT TO DIVERSITY	33
E-MAIL ACCEPTABLE USE POLICY	34
EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	34
FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT	34
<i>Transfer of Educational Records</i>	35
FREEDOM OF EXPRESSION AND INQUIRY	35
FREEDOM FROM PERSONAL ABUSE	35
NAME CHANGES	35
NONDISCRIMINATION POLICY	35
SEXUAL HARASSMENT POLICY	36
STUDENT IDENTIFICATION NUMBERS	36
THE STUDENT CODE OF CONDUCT	36
<i>Violations of Student Code</i>	37
ACADEMIC PROGRAMS	38
BACHELOR OF SCIENCE DEGREES	38
<i>Major in Applied Social Sciences</i>	38
<i>Major in Business Management</i>	38
<i>Major in Information Technology</i>	39
<i>Major in Organizational Leadership</i>	39
<i>Major in Public Management</i>	39
<i>Undergraduate Specializations</i>	40
Business Administration Specialization	40
Criminology Specialization	40
Foundations of Accounting Specialization	40
Human Resources and Organizational Development Specialization	41
Information Technology Management Specialization	41
Information Technology Operations Specialization	41
Public and Non-Profit Management Specialization	41
MASTER OF SCIENCE DEGREES	42
<i>Major in Management</i>	42
<i>Major in Organizational Leadership</i>	42
<i>Major in Teaching and Learning</i>	43
<i>Graduate Specializations</i>	44
Applied Business Management Specialization	44
Human Resource Management Specialization	44
Human Resource Performance Specialization	44
Online Teaching Specialization	45
Organizational Leadership and Change Management Specialization	45
Organizational Training and Instructional Design Specialization	45
Strategic Innovation and Change Management Specialization	45

Teacher Leadership Specialization	46
STUDENT SERVICES AND SUPPORT	47
ACADEMIC OFFICES	47
<i>Office of the Dean of Academic Affairs</i>	47
<i>Office of the Associate Dean of Student Success</i>	47
<i>Office of the Director of Faculty Services</i>	47
SERVICES AND SUPPORT	47
<i>Blackboard Learning Management System</i>	47
<i>Library Services: The Virtual Library</i>	47
WIMBA	47
SmarThinking.....	47
<i>Technical Support Center</i>	47
<i>Providing Course Feedback</i>	48
CSU GLOBAL CAMPUS COURSES OF INSTRUCTION	49
COURSE NUMBERING	49
COURSE PREFIXES.....	49
<i>Accounting Courses</i>	50
<i>Art Courses</i>	50
<i>Biology Courses</i>	50
<i>Communication Courses</i>	50
<i>Economics Courses</i>	50
<i>English Courses</i>	50
<i>English Language Learning Courses</i>	51
<i>Finance Courses</i>	51
<i>Geology Courses</i>	51
<i>Human Resources Courses</i>	51
<i>History Courses</i>	51
<i>Humanities Courses</i>	51
<i>Information Technology Courses</i>	52
<i>Management Courses</i>	52
<i>Management Information Systems Courses</i>	53
<i>Marketing Courses</i>	53
<i>Mathematics Courses</i>	53
<i>Operations Management Courses</i>	53
<i>Organizational Leadership Courses</i>	54
<i>Online Teaching and Learning Courses</i>	55
<i>Prior Learning Program Courses</i>	57
<i>Criminology Courses</i>	57
<i>Public Management Courses</i>	57
<i>Sociology Courses</i>	57

ADMISSIONS POLICIES

UNDERGRADUATE ADMISSIONS

Students interested in pursuing a degree or certification of completion program at CSU-Global Campus must submit an application and pay the required application fee to be considered for admission. Students must submit official transcripts from each postsecondary institution attended. Students may register for a maximum of six (6) credits before official transcripts and other required documentation must be submitted.

An offer of admission may be granted to students who have earned an Associate of Arts or an Associate of Science degree from a regionally accredited college or university OR to high school graduates (or GED equivalent) who have also completed a minimum of 13 semester hours of transferable credit from a regionally accredited college or university. Students with less than 30 semester hours will be required to complete missing general education coursework before starting their program major.

Transfer students must be in good standing at the institution last attended and have at least a 2.30 cumulative grade-point average. If not, the records will be reviewed and a recommendation on admission will be made by the admission committee.

Students who are enrolled at another institution at the time application for admission is made to CSU-Global Campus should arrange to have one official transcript from the current institution sent at the time of application. A final transcript should be sent when the final term is completed.

After admission and receipt of official transcripts, evaluations of transferable credit will be completed.

Each student must indicate all previous college experience on his or her application. Applicants who fail to disclose all previous college work will be subject to delay of admission, loss of credit, rejection of application and/or cancellation of enrollment.

Colorado law requires an assessment of college-level and high school performance for applicants who graduated from high school (or equivalent) after the Spring of 2008, or who have fewer than 30 transferable credit hours at the time of application to CSU-Global Campus. High School transcripts may be required.

All application materials for applicants who decide not to enroll for the term for which they applied will be kept on file for one year. Official transcripts will not be

relinquished to applicants or students under any circumstances.

Further information regarding transfer policies are located in the Academic Policies section.

APPLYING FOR UNDERGRADUATE ADMISSION

Students may apply for undergraduate admission by completing the online application form available at www.csuglobal.org.

INTERNATIONAL STUDENTS

International students interested in pursuing a degree at CSU-Global Campus must submit English proficiency documents in addition to meeting standard admission requirements in order to be considered for full admission. International students must demonstrate a high level of English proficiency. While alternative English language proficiency measurements may be considered for provisional admission, the TOEFL and IELTS exams are preferred. Applicants from Australia, Canada, Ireland, New Zealand, and the United Kingdom whose first language is English are exempt from this requirement. Undergraduate students must present strong academic preparation and a minimum TOEFL score of 60 on the Internet-based exam, 173 on the computer-based exam, or 500 on the paper-based exam; OR a minimum band score of 5.0 on the International English Language Testing System (IELTS) test.

RETURNING STUDENTS

Students who have been enrolled and received a grade notation in a course (see *Academic Policies* for grade notations), but whose attendance was interrupted for two or more regular semesters (12 months), are required to file a petition for readmission. Students whose previous CSU-Global Campus work resulted in a cumulative grade point average below 2.00 for undergraduate students must also provide a written statement detailing the previous academic difficulties, the student's plans to overcome these difficulties and any other pertinent information to assist the admissions committee in making a decision. Students who are re-admitted after an absence of two or more semesters (12 months) are governed upon readmission by the catalog current at the time of readmission. Degree-seeking students who have attended another post-secondary institution or have taken college-level correspondence or extended studies courses must provide complete official transcripts of such studies.

ACADEMIC RENEWAL

Undergraduate students who return to Colorado State University-Global Campus after an absence of at least three years and had a cumulative CSU-Global Campus

grade point average below 2.00 are eligible for academic renewal. Students who take advantage of this Academic Renewal Policy will not have their grade-point averages carried forward upon readmission. Courses with an earned grade of C- or higher are eligible to count toward graduation.

Students who attended another Colorado State University System institution (CSU-Ft. Collins or CSU-Pueblo) and apply for admission after an absence of at least three years are also eligible for academic renewal at CSU Global Campus. CSU-Global Campus will accept students eligible for academic renewal if they earned at least 12 credits from a CSU System institution with a cumulative grade point average below 2.00. Courses with an earned grade of C- or higher will be accepted in transfer towards the degree program.

Students who elect academic renewal will be required to complete at least 30 hours of additional CSU-GC credit after readmission before they are eligible for a baccalaureate degree.

DEGREE PLUS (SECOND BACCALAUREATE DEGREE)

A second baccalaureate degree may be granted in a major area other than that in which the first baccalaureate degree was granted provided the student has met all requirements for the second baccalaureate degree, including not fewer than 30 semester hours of CSU-Global Campus (resident) credit beyond the first degree with a minimum grade point average of 2.00. In some cases, the additional 30 hours of credit may require the Dean's approval.

The general education and institutional requirements are considered complete if the student has earned a baccalaureate degree from a regionally accredited college or university, and is accepted to the University as a degree-plus student. Prior credit earned will not be posted to the CSU-Global Campus transcript; however, the Dean of Academic Affairs may consider approving prior credit earned toward certain requirements.

GRADUATE ADMISSIONS

Students are eligible for regular admission into a graduate degree program if they have an earned bachelor's degree from a regionally accredited institution. An undergraduate GPA of 3.00 or better (on a 4.00 scale) is preferred.

Applicants with a GPA below 3.00 are encouraged to apply since many factors are considered in the admission decision. Students who do not meet the GPA requirement must demonstrate other indicators of graduate success, e.g., high GRE or GMAT scores, solid

performance in their undergraduate upper division courses, relevant professional experience or outstanding professional achievement.

PROVISIONAL ADMISSION

If the student's grade point average does not qualify for regular admission, CSU-Global Campus may admit a student under provisional status if recommended by a Dean or his/her designee. Such special action may be taken if there are positive indicators of graduate success, e.g., high GRE or GMAT scores, solid upper-division performance, relevant professional experience or outstanding professional achievement. Students seeking admission under a conditional status must also submit:

A formal, written "statement of purpose" that contains:

- A summary of long-term professional or personal goals
- A statement regarding the applicant's educational goals
- A statement indicating how this learning will contribute to the applicant's long-term goals
- A list of factors that led the applicant to consider CSU-Global Campus for graduate study
- A detailed resume that includes all collegiate work, professional employment, special skills or competencies, publications, exhibitions, prizes, awards, and service activities

The student will be notified of any conditions or additional course work beyond the degree requirements as conditions of admission to regular status. When the conditions are met, the student will be notified that he/she has achieved regular degree-seeking status. Students may apply a maximum of 12 hours earned in conditional status towards a graduate degree program.

NON-DEGREE SEEKING STATUS

Students may take courses in a non-degree seeking status and later apply for regular admission if they meet the minimum requirements for admission. Students may apply a maximum of 12 hours earned in this status towards a graduate degree program.

INTERNATIONAL STUDENTS

Graduate students must achieve a minimum TOEFL of 80 on the Internet-based exam, 213 on the computer-based exam, or 600 on the paper-based exam, OR a minimum IELTS exam score of 6.0. Scores must be submitted directly to CSU-Global Campus from the testing agency. Unofficial scores and photocopies of score reports will not be accepted. Test scores older than two years will not be accepted.

GRADUATE WORK TAKEN BY SENIORS

CSU-Global Campus students who are in their senior year of undergraduate work, and who have met the admissions requirements for the program, may take up to two graduate courses for graduate credit with the approval of the Dean or his/her designee. Students should consult with the Dean or his/her designee to determine requirements or restrictions. Graduate level courses (500-level) cannot be used to satisfy both baccalaureate and graduate degree requirements.

RETURNING STUDENTS

Students who have been enrolled and received a grade notation in a course (see *Academic Policies* for grade notations), but whose attendance was interrupted for two or more regular semesters (12 months), are required to file a petition for readmission. Students whose previous CSU-Global Campus work resulted in a cumulative grade point average below 3.00 for graduate students must also provide a written statement detailing the previous academic difficulties, the student's plans to overcome these difficulties and any other pertinent information to assist the admissions committee in making a decision. Students who are re-admitted after an absence of two or more semesters (12 months) are governed upon readmission by the catalog current at the time of readmission. Degree-seeking students who have attended another post-secondary institution or have taken college-level correspondence or extended studies courses must provide complete official transcripts of such studies.

ALUMNI ADMISSIONS PROCESS

Students who have earned a degree from CSU-Global Campus and who wish to return and pursue a second degree should contact academicadvising@csuglobal.org for more information about the alumni admission procedure. The application fee is waived for former graduates.

TRANSFER CREDIT POLICIES

Credit will be reviewed for transfer to CSU-Global Campus upon submission of official transcripts.

UNDERGRADUATE TRANSFER INFORMATION

ASSOCIATE DEGREE INFORMATION

CSU-Global Campus accepts the Associate of Arts or Associate of Science degree from a regionally accredited institution as fulfilling its general education requirements. In addition, CSU-Global Campus accepts the Colorado GT Pathways curriculum and the Colorado Community College and Occupational Educational System General Education Core Transfer Program as a substitute for its general education requirements. Transfer students who have completed the general education requirements at another Colorado state college or university will be considered to have fulfilled CSU-Global Campus' general education requirements. However, only courses with grades of C- or better will be accepted for credit in transfer. It is the student's responsibility to document that the general education requirements were satisfied at the transfer institution.

INTRA-SYSTEM (COLORADO) CREDIT TRANSFER

C.R.S. §23-5-112, "Intrainstitutional and intrasystem transfers": (1) On or before October 1, 1993, the governing board of every state-supported institution of higher education shall have in place and enforce policies regarding transfers by students between undergraduate degree programs which are offered within the same institution or within the same institutional system. Such policies shall include, but shall not be limited to, the following provisions:

(a) If, not more than ten years prior to transferring into an undergraduate degree program, a student earns credit hours which are required for graduation from such undergraduate degree program, such credit hours shall apply to the completion of such student's graduation requirements from such undergraduate degree program following such transfer;

(b) A student who transfers into an undergraduate degree program shall not be required to complete a greater number of credit hours in those courses which are required for graduation from such undergraduate degree program than are required of students who began in such undergraduate degree program, nor shall there be any minimum number of credit hours required post-transfer other than the normal degree requirements for non-transferring students; and

(c) The grade point average which is required for a student to apply for and be fully considered for transfer into an undergraduate degree program shall be no higher than that which is required for graduation from such undergraduate degree program.

NON-ACCEPTANCE OF CREDIT

Transfer credit will not be accepted for courses that duplicate or significantly overlap each other in content and learning outcomes. Courses which by name, content, or description are developmental, remedial, or preparatory in nature will not be accepted in transfer. This may include courses not so named, but which have been evaluated by faculty content experts and are found to have learning outcomes that do not match expectations for college level learning.

Courses which are vocational, technical, or uniquely occupational in nature are not generally accepted in transfer.

TIME LIMITATION OF CREDIT TRANSFER

Any college credit earned more than 10 years before the date of admission must be approved for transfer into a CSU-Global Campus degree program.

CREDIT EVALUATION APPEALS PROCESS

If a student disputes the University's evaluation of baccalaureate level credit transfer, the student must file a written appeal with the Office of Enrollment Services within 14 calendar days of receiving the evaluation. If the student fails to file an appeal within the 14-day period, the decision made in the transfer evaluation will be binding. Within 14 days after receipt of the written appeal, the transfer evaluation committee will review the appeal and notify the student in writing of the decision, including the rationale for the decision.

Students who wish to appeal the decision from the transfer evaluation committee must submit a written request to the Office of Student Success within 14 calendar days of receiving the 1st appeal decision. The Office of Student Success shall have 30 days to review the appeal and notify the student in writing of his or her decision regarding the appeal and the rationale for the decision. If the appeal is for graduate level credit or credit to be applied towards an undergraduate major, the appeal shall be forwarded to the Dean of Academic Affairs for a final decision.

Colorado State University-Global Campus abides by the Colorado State-wide guaranteed transfer policies. Undergraduate students wishing to further appeal decisions regarding transfer of credit from Colorado public institutions governed by the statewide guaranteed

transfer agreement may review information from the GT Pathways website for information regarding additional appeal procedures:
<http://higherred.colorado.gov/academics/transfers/gtpathways/>.

COLLEGIATE CREDIT

Credit is accepted by CSU-Global Campus from regionally accredited institutions. To be considered in transfer, non-remedial prior college credit must have been completed with a grade of C- or higher. Transfer grades are not computed within the cumulative grade point average earned at CSU-Global Campus.

When transferring coursework transcribed in quarter hours, CSU-Global Campus will convert this credit to semester hours. Each course's earned credit will be multiplied by 0.667.

Credit accepted towards the major or specialization must have been completed within 10 years from the date the student is accepted into the program. This time limit does not apply to general education credit. Upon review, credit older than 10 years may be accepted into the elective area.

CSU-Global Campus accepts the Associate of Arts or Associate of Science degree from a regionally accredited institution as fulfilling the University's general education requirements. However, only credit with a grade of C- or higher will be accepted in transfer towards degree program requirements.

For credit toward degree requirements, CSU-Global Campus accepts a maximum of 60 semester hours from community or junior colleges and/or a maximum of 90 semester hours from four-year institutions toward degree requirements.

Transfer grades and credits are not computed within the cumulative grade point average earned at CSU-Global Campus.

CO-OPERATIVE EDUCATION

Up to 8 semester credits of cooperative education may be considered for transfer. Cooperative education course work, to be acceptable, must include a clearly defined academic element, such as a study plan or reading assignments.

NATIONALLY ACCREDITED COURSEWORK

Credit from an institution without regional accreditation may be accepted by petition for transfer after the student has completed at least one semester of full-time coursework (12 credit hours) at CSU-Global Campus with

a C (2.00) average or better. Institutions must be accredited by an organization recognized by the U.S. Department of Education unless otherwise approved by the Dean or his/her designee.

Acceptance of credit does not necessarily mean that a program will accept the same credit toward its major requirements. Each program evaluates transfer courses to determine applicability to major and minor requirements.

INTERNATIONAL CREDIT

CSU-Global Campus may accept credit earned at non-U.S. Institutions if the coursework is consistent in level and course content with courses offered at regionally accredited U.S. Institutions. Transcripts must be reviewed by an approved evaluation service in order to be considered for transfer. Official transcript evaluations must be sent directly from the evaluation service to CSU-Global Campus. Approved evaluation services are listed at <http://www.naces.org/>.

NON-TRADITIONAL CREDIT TRANSFER

CSU-Global Campus may accept degree applicable transfer credit from non-traditional sources of credit. These include credit by exam, military credit, and non-collegiate sources of credit.

CREDIT BY EXAM

CSU-Global Campus may accept up to 30 hours of undergraduate credit by exam. Acceptance of credit is based on scores and age of credit. Exam credit options include:

Advanced Placement

CSU-Global Campus participates in the Advanced Placement Program of the College Entrance Examination Board. Under the program, outstanding secondary school students may take certain college-level courses in their own high schools. Students who have taken the Advanced Placement Examination and who have received scores of 3, 4, or 5 will be granted University credit as well as advanced placement. Credit is awarded and posted on the transcript without a grade, is counted toward graduation, and may be used to fulfill specific requirements.

CLEP, DSST

CSU-Global Campus will accept credit for test scores that meet established benchmarks for the College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), or other examinations recognized by the American Council on Education (ACE) College Credit Recommendation Service of the Center for Adult Learning and Educational Credentials, for the award

of college-level credit. Students must submit an official score report showing that the student earned scores at or above established benchmarks. The CLEP reporting number for CSU-Global Campus is 3582.

International Baccalaureate Diploma Program

CSU-Global Campus recognizes and encourages high school students to participate in the International Baccalaureate Diploma Program. The University recognizes the IB program as a rigorous pre-university course of study for highly motivated secondary students. Students who successfully complete the IB program and examination(s) are eligible to receive credit and advanced placement standing at CSU-Global Campus. To receive University credit, a student must take the IB exam(s) and request that the scores be sent to CSU-Global Campus Office of Admissions. A score of 4 or better on the IB exam(s) will receive between 3 -10 credits for most examinations. The credit will be posted on the student's permanent record/transcript.

MILITARY CREDIT

CSU-Global Campus may accept up to 20 semester credits of military service credit that has been evaluated according to American Council on Education (ACE) Guidelines. Content of credit accepted in transfer may not duplicate coursework previously taken.

Military service credit is evaluated when official copies of transcripts for military schools are received. Army personnel should submit an AARTS Transcript, Navy and Marine personnel a SMART Transcript, Coast Guard personnel should submit a CGI transcript, and Air Force personnel a Community College of the Air Force Transcript. Courses are evaluated according to the American Council on Education (ACE) Guidelines.

NON COLLEGIATE CREDIT

Non-collegiate credit other than exam or military service credit may be considered for transfer if:

- It has been evaluated according to American Council on Education (ACE) Guidelines;
- It is listed in the National Guide to Educational Credit for Training Programs;
- It does not duplicate credit already accepted in transfer; and
- It is approved by the Dean or his/her designee

Limitations apply.

GRADUATE TRANSFER INFORMATION

A maximum of nine (9) semester credit hours of graduate level coursework from other regionally accredited graduate institutions may be applied to a graduate degree program, provided that:

1. Credit considered for transfer must have been earned within the previous 10 years.
2. Transfer credit must be considered graduate level at the issuing institution and be deemed equivalent to CSU-Global Campus graduate courses (coursework numbered 500 and higher).
3. Graduate credits accepted in transfer must be from a course in which a grade of B or higher (on a 4.00 scale) was earned. Transfer grades and credits are not computed within the cumulative grade point average earned at CSU-Global Campus.
4. The credit has not already been used to satisfy degree requirements at another school, or at CSU-Global Campus.

Credit reviewed for transfer must show a substantial match in course content and learning outcomes to coursework within the CSU-Global Campus Master's degree program.

ACADEMIC POLICIES

Students are advised to become familiar with the academic policies of CSU-Global Campus. Each student owns the responsibility to comply with these policies.

ACADEMIC CALENDAR

The academic year is divided into two consecutive six-month semesters that follow the calendar year: Semester I (Spring) and Semester II (Fall). Within each semester are three 8-week non-overlapping terms, referred to as Term A, B, and C. There are a total of six terms per year. Students should refer to the Academic Calendar posted in Blackboard (Bb) for current information regarding calendar updates.

TERM START Courses open for registered students at least 48 hours prior to the term start.

Last Day to Post Attendance or Drop Course

Students have seven (7) days after the official start of each term to drop a course without financial penalty. After the seventh day, students may withdraw from a course with a grade of "W" up to the end of the 5th week in a term but a grade of "W" will be placed on the transcript and tuition will not be refunded.

Grades: Grades are due from faculty approximately one week after each term ends, and will be available on transcripts once they are finalized.

ACADEMIC DISHONESTY

Academic dishonesty is any form of cheating which results in students giving or receiving unauthorized assistance in an academic exercise or receiving credit for work which is not their own. In cases of academic dishonesty, the instructor will inform the Director of Faculty Services and the Dean of Academic Affairs prior to implementation of punitive action. Academic dishonesty is grounds for disciplinary action by both the instructor and the Dean. Any student judged to have engaged in academic dishonesty may receive a failing grade for the work in question, a failing grade for the course, or any other lesser penalty which the instructor finds appropriate.

To dispute an accusation of academic dishonesty, the student should first consult with the instructor. If the dispute remains unresolved, the student may then state their case to the Dean of Academic Affairs. Students who require contact information for the program faculty should contact the Office of Student Success.

Academic dishonesty is a behavioral issue, not an issue of academic performance. As such, it is considered an act of misconduct. Whether or not punitive action has been implemented by the faculty, a report of the infraction should be submitted to the Dean who may initiate additional disciplinary action. A student may appeal the decision to the Dean of Academic Affairs.

What are the Specific Acts of Academic Dishonesty?

The following acts of misconduct are acts of academic dishonesty:

Cheating—intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit.

Fabrication—intentional and unauthorized falsification or invention of any information or citation in an academic exercise; or of documentation meant to excuse or justify adjustments related to attendance or completion of work (exams, exercises, etc.)

Facilitating Academic Dishonesty—intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

Plagiarism—the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgment.

Unauthorized Collaboration—intentionally sharing information or working together in an academic exercise when such actions are not approved by the course instructor.

This is not meant to be an exhaustive list of all acts of academic dishonesty, but it is a guide to help faculty and students understand what constitutes academic dishonesty.

Classroom Behavior

The course instructor is responsible for setting standards for all physical or virtual classroom conduct, behavior and discipline. Only enrolled students, administrative personnel and persons authorized by the instructor are permitted access to physical or virtual classrooms. University policy and Colorado state law also prohibit all forms of disruptive or obstructive behavior in a physical or virtual classroom or any action which would disrupt scheduled academic activity. All communications with instructors, whether in class, face-to-face, on paper, or by telephone, email or other electronic means, are subject to the same standards for conduct, behavior and discipline as classroom behavior. Standards of conduct outlined elsewhere (Student Conduct Code, Sexual Harassment Policy, etc.) also apply.

ACADEMIC STANDING

Students must maintain at least a cumulative grade point average of 2.00 for undergraduate students and 3.00 for graduate students to remain in Good Academic Standing.

FIRST TERM ACADEMIC PROBATION

Students who receive grades of F (Failure) or FN (Failure – Nonparticipation) in any course(s) during their first eight-week term will be placed immediately on First Term Academic Probation. Students will receive notification from the University that they are on First Term Academic Probation but their status will not be noted on the transcript. Students on First Term Probation must earn at least a grade-point average of 2.00 (undergraduate) or 3.00 (graduate) on all courses taken in their second eight week term (non-cumulative) or they will be placed on immediate Academic Suspension and cannot re-enroll in the University for a period of two consecutive semesters unless approved by the University. A student who is cleared from First Term Academic Probation is still subject to the Academic Probation and Satisfactory Academic Progress policies.

CONTINUING STUDENT ACADEMIC PROBATION

UNDERGRADUATE STUDENTS

Undergraduate students are placed on academic probation at the end of any eight-week term after their

first Student Academic Year in which their cumulative grade-point average falls below 2.00. For purposes of this policy, the Student Academic Year shall be defined as six (6) eight-week terms of registration or two semesters (whichever comes first), starting with an undergraduate student's first term of enrollment. Academic Probation Status is noted on the transcript until the student returns to Good Academic Standing. In addition, undergraduate students receive notification of Academic Probation Status from the Office of the Dean. Undergraduate students on Academic Probation must achieve a grade-point average of 2.00 for each eight-week term they are on Academic Probation. Undergraduate students who fail to earn a 2.00 during any term that they are on Academic Probation will be placed on Academic Suspension. Undergraduate students on Academic Probation will have up to six (6) terms of registration to raise their cumulative grade-point average to a 2.00.

GRADUATE STUDENTS

Graduate students are placed on Academic Probation at the end of any eight-week term after their first Student Academic Year in which their cumulative grade-point average falls below 3.00. For purposes of this policy, the Student Academic Year shall be defined as 12 credits or two semesters, whichever comes first, starting with the graduate student's first eight-week term of enrollment. Academic Probation Status is noted on the transcript until the student returns to Good Academic Standing. In addition, graduate students receive notification of Academic Probation Status from the Office of the Dean. Graduate students on Academic Probation must achieve a grade-point average of 3.00 for each term they are on academic probation. Graduate students who fail to earn a 3.00 during any term that they are on Academic Probation will be placed on Academic Suspension. Graduate students on Academic Probation will have up to 12 credits to raise their cumulative grade-point average to a 3.00.

ACADEMIC SUSPENSION

Students who fail to clear Academic Probation Status according to the conditions stated above will be placed on Academic Suspension. Students placed on Academic Suspension cannot re-enroll at the University for a period of one year unless approved by the University. Students placed on Academic Suspension who successfully appeal their suspension can return to the University on a Conditional Reinstatement. Students on Conditional Reinstatement status will remain under the guidelines of the catalog in effect at the time of their regular admission.

Students on Academic Suspension who stay away from the University more than one year following their notice of formal academic suspension must (a) be readmitted to

the University, and (b) adhere to the requirements of the catalog in effect at the time they are readmitted to the University.

APPEAL PROCESS FOR ACADEMIC SUSPENSION

Students who wish to appeal their Academic Suspension are responsible for initiating the process by submitting an Appeal Letter to the Dean of Academic Affairs. The Appeal Letter must address two issues: (1) Why the Academic Suspension is being appealed, and (2) What the student will do to make an improvement in academic performance.

CATALOG REQUIREMENTS

Students may graduate under the catalog requirements for the year in which they are first enrolled in a course, provided they complete graduation requirements within a continuous period of no more than 10 years. If a student withdraws or is withdrawn for any reason from the University, re-admittance will be governed by the catalog current at the time of readmission. Any exceptions to the policy must have prior approval from the University. Students may also elect to follow any subsequent catalog.

TIME LIMITATION ON CREDIT

Any college credit earned more than 10 years before the date of admission or readmission is not applicable toward the degree desired unless it is approved by the appropriate Dean or his/her designee. This policy does not apply to general education courses. Catalog Requirements

CSU-Global Campus reserves the right to change, modify, or cancel any course, program, procedure, policy, financial requirement, or disciplinary arrangement set forth in this catalog whenever, in its sole discretion, it determines such action to be appropriate. Furthermore, CSU-Global Campus will not be responsible for any failure to present or complete any course or program or to perform any other activity, function, or obligation mentioned in this catalog.

CLASSIFICATION OF STUDENTS

Classification of undergraduate students is based on semester credit hours earned as follows:

<i>Freshman</i>	0 - 29 semester hours earned
<i>Sophomore</i>	30 - 59 semester hours earned
<i>Junior</i>	60 - 89 semester hours earned
<i>Senior</i>	90 + semester hours earned

Graduate students are those who have earned a baccalaureate degree.

COURSE LOAD GUIDELINES

A normal undergraduate course load is 6 credits (2 courses) per 8 week term. A normal graduate student course load is 3 credits (1 course) per 8 week term. Course syllabi indicate that students should expect to spend an average of 10-25 hours per week, per course; engaged in reading, assignment completion and online engagement. This is an estimate and may vary by individual or by course. Best practices in online learning suggest that in order to be successful students should expect to login to class an average of 4 times per week. It is recommended that students who wish to register for course work beyond normal loads submit a Course Overload Request Form available from their advisor. Students with an outstanding account balance will not be approved for a course overload until their account has been cleared.

UNIT OF CREDIT

The unit of credit is the semester hour. Credit earned in an 8-week intensive online course is designed to be equivalent to credit earned in a traditional 16-week format course. Students should refer to the Student Handbook for more information on course design and quality, the learning experience, and guidelines for student performance expectations.

COURSE SCHEDULE CHANGES

Students are encouraged to secure advisor approval for all schedule changes. When students do not secure such approval, they assume full responsibility for their progress toward meeting degree requirements. Students are responsible for processing schedule changes during the drop/add period. Under no circumstances shall the instructor assume this responsibility on behalf of the student. Continuing students are strongly encouraged to take advantage of the pre-registration process in order to obtain the class schedule which best meets their needs.

ADDING COURSES

Courses may be added to a student's schedule during the drop/add period, as specified in the class schedules.

DROPPING COURSES

Courses may be dropped from a student's schedule through the drop/add period without a record of the dropped course appearing on the student's permanent record.

CHANGE OF PROGRAM

All program changes must be made through the Registrar's Office with the approval of the appropriate academic advisor. Undergraduate students will receive

updated degree plans showing applicability of transfer work to the new degree plan.

WITHDRAWAL (COURSE)

Immediately following the end of the drop/add period, students may withdraw from a course according to the policy below.

When a student withdraws from a course before 60 percent of the course duration has passed, a grade of "W" (withdrawal) will be recorded on the academic record. After 60 percent of the course duration has passed, a student may not withdraw. Tuition and fees will not be adjusted for course withdrawals during this withdrawal period. Course withdrawals must be processed with the Registrar's Office. Prior to course withdrawal, students are advised to consider other options, by reviewing CSU-GC Late and Incomplete policies. Students should contact their Academic Advisor with questions prior to initiating a course withdrawal.

WITHDRAWAL (MILITARY)

If military obligations interrupt the academic work of a member of the armed forces registered for courses, the student may ask instructors for an early termination of his or her courses. Early terminations may include, but are not limited to: 1) a grade of W; 2) an incomplete (I) grade, if there is any chance the student will be able to complete the course requirements; 3) an early final examination and course grade; 4) partial course credit; or 5) an opportunity to complete the class by independent study. It is the student's responsibility to make such a request in writing to the instructor. After the student and instructor have agreed on the terms of early termination, the agreement must be approved in writing by the dean or his/her designee.

WITHDRAWAL (RETROACTIVE)

Undergraduate students may request that all grades in previous terms be retroactively removed and replaced by entries of "W" grades on their transcript if they have experienced, during that term, unexpected health and/or personal problems so severe that they could not reasonably have been expected to complete the term satisfactorily.

The requests must be submitted with documentation to the Registrar's Office. Once received, these requests will be reviewed after the end of the term by the Retroactive Withdrawal Appeal Committee, which will make a recommendation for approval or denial of the request.

Appropriate documentation should include direct information from a professional who can attest to the

student's claim of illness or legal issues and speak clearly to the difficulty that was encountered by the student.

The Retroactive withdrawal option is not intended for students who miss the course withdrawal deadline; these students should refer to the policy, "Repeating courses for Academic Credit" in the Academic Policy Section, or should contact their advisor for more information regarding "Late" and "Incomplete" policies.

Retroactive withdrawal applies to every course for a particular term and not for selective courses during a term.

WITHDRAWAL (FROM THE UNIVERSITY)

Immediately following the end of the drop/add period, students may withdraw from a course according to the policy below.

Students who are planning to withdraw from *all* courses and leave the University for any reason must file a university withdrawal form prior to departure. Students who withdraw from the University while enrolled in courses will receive grades of "W" in all courses in which they are enrolled that term. Tuition and fees will not be adjusted for students who withdraw from the University. University withdrawals must be processed with the Registrar's Office.

DEGREES AWARDED

CSU-Global Campus offers a 120 semester hour Bachelor Degree completion program and a 36 semester hour Master of Science degree program.

ENROLLMENT STATUS

Enrollment status (full-time, half-time) is determined by the number of credits the student has completed or is pursuing for the semester in which the certification is requested. Credit requirements for enrollment verification (i.e., health insurance, auto insurance, loan deferments) are as follows:

Undergraduate students:

- Full-time (12 or more credits)
- Half-time (6-11 credits)
- Less than half-time (Below 6 credits).

Graduate students:

- Full-time (6 or more credits)
- Half-time (3-5 credits)
- Less than half-time (below 3 credits)

(Please note that the above schedule for enrollment status may differ from the full-time/part-time schedule as recognized by the financial services area.)

CONTINUOUS ENROLLMENT

Continuous enrollment for undergraduate students is defined as completing at least one course in every 8-week term or 12 credits during the semester.

Continuous enrollment for graduate students is defined as completing at least one course every 8-week term or 6 credits during the semester.

Continuous enrollment is required for some scholarship and tuition guarantee programs. In addition, students who do not enroll in a course for a period of one year will be withdrawn from the University, must apply for re-admission and are subject to any new policies, procedures, and degree requirements in the current catalog at the time of readmission.

LEAVE OF ABSENCE

CSU-Global Campus offers students in academic good standing and not subject to disciplinary action the opportunity to request an academic leave of absence (LOA).

The academic LOA is designed for the student who takes a break in the course of study for more than two eight week terms, but intends to return at a later date. Before considering an academic LOA, students should review the definition for continuous enrollment to determine whether a formal LOA is necessary. Students who are receiving financial aid, scholarships, and tuition guarantee programs should consult with an Academic Advisor about the importance of academic LOA, and the potential impact on student financial aid eligibility and obligation. Students with outstanding student loans should consult with a Financial Aid Advisor to determine whether LOA could jeopardize their deferment status. Students who leave the program, or stop continuous enrollment, without an approved LOA may jeopardize their financial aid package and guaranteed tuition rate.

LOA is defined as a voluntary leave from a program of study for more than two terms (16 weeks). A student may take a LOA up to a maximum of four times during his or her course of study before requiring readmission. If the LOA or any consecutive non-enrollment time equals or exceeds one year, then readmission is required.

The LOA must be requested and approved before the first day of classes in the term in which the leave is desired. A LOA may be requested for medical, family, work, military and personal/other reasons. The academic records of the student on an academic LOA will remain in active status.

A student must complete the LOA request form and submit it to an Academic Advisor. Eligibility for the request will be checked and a decision will be made

based on grades issued through the previous term. Students are responsible for furnishing any documentation required as part of the review. Students can request an extension to an existing LOA by submitting a request and supporting documentation. Financial Aid Recipients are limited to a maximum time period of 180 days.

READMIT STUDENTS

Students readmitted to CSU-Global Campus must fulfill the requirements in the general education program in effect at the time of readmission.

GRADES AND THE GRADING SYSTEM

Term grades are reported using the scale below.

Grade	%	Grade Points per Credit
A (Excellent)	95.0% - 100%	4.00
A-	90.0% - 94.9%	3.67
B+	86.7% - 89.9%	3.33
B (Good)	83.3% - 86.6%	3.00
B-	80.0% - 83.2%	2.67
C+	75.0% - 79.9%	2.33
C (Satisfactory)	70.0% - 74.9%	2.00
D (Poor)	60.0% - 69.9%	1.00
F (Failure)	59.9% or below	0.00
FN (Failure – Nonparticipation)	Less than 60% of graded assignments completed	0.00
I (Incomplete)		**
W (Withdrawal)		**
S (Satisfactory)	C or higher	*
U (Unsatisfactory)		**

* = Credits not used to compute GPA but counted toward graduation.

** = Credits not used to compute GPA and not counted toward graduation.

D Undergraduate students who receive “D” grades in general education or elective courses may apply this coursework towards fulfilling graduation requirements so long as they meet the minimum cumulative grade point average required for graduation. D grades are not acceptable for baccalaureate level major or specialization requirements. No graduate student may apply a grade of D towards program requirements.

F An "F" is awarded when 60% or more of graded assignments (each of the following counting as one graded assignment: discussion board, mastery exercises, critical thinking assignments) have been completed by the student. Counted as a course attempted; does not constitute a passing grade nor does it satisfy major or institutional requirements.

FN An "FN" is awarded when less than 60% of graded

assignments (each of the following counting as one graded assignment: discussion board, mastery exercises, critical thinking assignments) have been completed by the student. Grades of FN may impact financial aid – students should contact the Financial Aid Office with questions. Counted as a course attempted, an FN does not constitute a passing grade nor does it satisfy major or institutional requirements.

W A "W" is given when (1) a student withdraws from a course prior to the end of the regular withdrawal period or (2) when a student is approved for retroactive withdrawal from all courses in a term.

I A grade of I recorded at the end of the term when a student is granted an extension of time to complete course work. The “I” will be replaced by the grade earned at the end of the extension period.

S A grade of S is available only for certain approved courses. “S” is defined as coursework at 70.0% percent or higher.

U A grade of "U" is available only for certain approved courses. “U” is defined as receiving less than 70.0%.

GRADE-POINT AVERAGE COMPUTATION

Earned grade points are computed by multiplying the point value of A, A-, B+, B, B-, C+, C, D, and F grades earned by the number of credits of the course(s) in which the student was enrolled. A student’s semester GPA is calculated by dividing semester grade points earned by semester credits attempted. A student’s cumulative GPA is calculated by dividing all grade points earned by all credits attempted.

Earned grades of S, U, W and I are not computed in the GPA. For purposes of computing a student’s GPA only CSU-Global Campus credits are used.

GRADE APPEAL PROCESS

Each CSU-Global Campus course clearly defines the instructional objectives of the course at the beginning of each term and provides guidelines for evaluating student achievement in a manner consistent with the stated objectives. Students are responsible for maintaining standards of academic performance established for each course in which they are enrolled. Instructors are responsible for determining and assigning final course grades. Course assignments, discussions and materials used as a basis for evaluating a student’s achievement will be available to the student for inspection and discussion. Students may appeal an instructor’s grading decision. The burden of proof rests with the student to demonstrate the grade assigned for the course by the

instructor was made on the basis of any of the following conditions:

1. A grading decision was made on some basis other than performance and other than as a penalty for academic dishonesty.
2. A grading decision was based on standards unreasonably different from those which were applied to other students.
3. A grading decision was based on a substantial, unreasonable or unannounced departure from the course objectives and assignments.

Prior to forwarding the appeal, the student should discuss the situation with the instructor for the course, either via email, in person, or in a phone conversation. If resolution is not reached with the instructor, the student may appeal the grade to the Dean or his/her designee.

Within four (4) weeks after the final grade is recorded, the student submits the request to appeal the grade by email to the Dean or his/her designee. If no appeal is filed within this time period, the grade shall be considered final.

Within one (1) week of receipt of the request for an appeal, the Dean or his/her designee will contact the instructor who assigned the grade notifying the instructor of the filed grade appeal. The instructor will have five (5) days to provide documentation supporting their decision on assignment of the grade to the Dean or his/her designee. The Dean or his/her designee will review the appeal and submitted documentation. No later than three (3) weeks from the filing of the appeal, the Dean or his/her designee will email the student and instructor the decision regarding the appeal, along with the rationale for the decision.

If the Dean or his/her designee has denied the appeal, the student may appeal the decision to the Dean or his/her designee, who will appoint a faculty review panel. The appeal, with supporting documentation, must be filed within two (2) weeks of the receipt of the decision of the Dean or his/her designee. The Dean or his/her designee may request additional information from the student, instructor and/or Dean or his/her designee as determined necessary. The faculty panel will review the submitted documentation and recommend approval or denial of the appeal. No later than three (3) weeks from the filing of the appeal with the Dean or his/her designee, the Dean or his/her designee will notify the student and Dean or his/her designee of the decision of the appeal. The decision of the faculty panel and Dean or his/her designee is final.

INCOMPLETE ("I" GRADE) GUIDELINES

A student wishing to request an incomplete must submit the "Request for Incomplete Grade" form available through the Dean's Office. The request form must be approved by the faculty member prior to submission to the Dean's Office.

- The form must be submitted to the Office of the Dean of Academic Affairs no later than Thursday of the final week of class.
- An incomplete may be considered when a student has encountered extenuating circumstances which prevent them from timely completion of course work.
- CSU-Global may award a grade of "I" (Incomplete) to a student who has completed 60% of the graded course work with passing scores. Graded course work includes discussion board, mastery exercises, critical thinking assignments and portfolio project assignments.
- The instructor and the student shall agree to a deadline not to exceed 8 weeks beyond the last day of the course. The final grade will be awarded based on the work submitted at the time of the deadline.
- Students with 2 incomplete grades in any one term should consider carefully a decision to take new course work prior to completion of all outstanding incomplete assignments.

REPEATING COURSES FOR ACADEMIC CREDIT

A student who has received a low grade in a course at CSU-Global Campus can improve her/his cumulative grade point average by repeating that course at CSU-Global Campus and earning a higher grade. The first two times a course is taken, only the higher grade is computed into the student's grade-point average and the credit hours will only count once. Both attempted courses and their assigned grades remain in the academic record.

If a student takes a course for a second time at CSU-Global Campus and earns an identical grade, the earlier of the two course grades will be recomputed. If an undergraduate student elects to take a course more than two times, the third grade and all grades earned thereafter will be computed in the grade-point average, but the additional credit hours will not count towards graduation. Graduate students may only repeat a course one time.

Undergraduate students are discouraged from repeating those courses for which a grade of C or better has been earned. Graduate students may be required to repeat a course in which a grade of C or higher was earned if they are unable to maintain a 3.00 cumulative grade point average.

All transcripts contain an appropriate entry indicating that the course has been repeated and the grade-point average has been recomputed.

TRANSCRIPTS OF CREDIT

Official transcripts are issued by the Registrar's Office at the written and signed request of the student.

All accounts with CSU-Global Campus must be settled before an official transcript can be issued. Transcripts are processed as rapidly as possible and are usually issued within three to five working days from the date the signed request is received in the Registrar's Office. Official transcripts on file from other institutions cannot be relinquished. CSU-Global Campus does not accept e-mail or telephone transcript requests.

HOW TO ORDER A TRANSCRIPT

Students may print unofficial transcripts from their Student Portal. To order an official transcript, students must submit the Transcript Request Form. The signed transcript request form must include the following information:

1. Student's full name (including maiden or other name if applicable);
2. Student ID number; (or last 4 digits of the SSN)
3. Date of birth;
4. The last term the student was enrolled at CSU-Global Campus;
5. Instructions on whether the current term grades or degree conferral; are to be included (this is important when a transcript is ordered near the end of a term);
6. The complete name and address of the agency, school or individuals to whom transcripts are to be sent; unless an unofficial transcript is being mailed to the student's CSU-GC email account; and
7. The student's signature (This provides CSU-Global Campus with the necessary authorization to release the transcript to the designee).

FAXING OF TRANSCRIPTS

A pre-paid \$10 fee is required for an unofficial transcript to be faxed to a destination within the United States; the charge is \$15 for a transcript faxed outside the country. Since faxed transcripts are considered working (unofficial) documents only, the fax will be followed up by an official (hard copy) version to follow by first class mail within three to five working days. In the event that the student is not eligible to receive an official transcript, i.e., outstanding accounts receivable balance, etc., only the (unofficial) faxed copy can be provided for the above fee.

MAILING OF TRANSCRIPTS

All official transcripts will be mailed USPS first class to any destination. Students may request that their transcripts be sent standard overnight delivery (no signature) by Fed Ex; a fee of \$20 will be applied to their student account. This fee must be paid before the transcript will be mailed through Fed-Ex.

GRADUATION

CSU Global Campus confers degrees twice per year, effective December 30th and June 30th. These dates correspond with the end of the First Semester (Fall) and the end of the Second Semester (Spring). Students may choose to complete their degree program in a term ending earlier in the semester; however, final transcripts and diplomas will not be issued until after the degree conferral date.

Degree conferral dates do not reflect commencement ceremony dates.

APPLYING FOR GRADUATION

Students must complete the Graduation Application Form, available from their advisor, in order to receive either a Bachelor of Science or Master of Science credential. Students should submit the Graduation Application Form once they have registered for all required courses, prior to their final eight week term.

Students who do not meet graduation requirements for the semester in which they apply for graduation must reapply for a future semester.

CLASS RANK

CSU-Global Campus does not maintain or provide class rank information.

DIPLOMAS

Diplomas are mailed to CSU Global Campus graduates following the end of their final semester. Names are printed on the diplomas as requested by the student on the Graduation Application Form. Candidates for graduation receive written confirmation of the spelling of their name and are responsible for notifying the school of any discrepancies prior to the end of the semester. After the end of the semester, it may take up to sixteen weeks to receive a diploma. Students are responsible for notifying the Registrar's Office in writing should the diploma mailing address change. Diplomas will not be released to students with outstanding account balances.

GRADUATION HONORS

Students are eligible for the notation of 'Honors Scholar' on their transcript and diploma if they complete their program with a 4.00 grade point average. Students who

repeat courses for academic credit (See section on 'Repeating courses for academic credit') are not eligible for honors.

GRADUATION LIST

The official graduation list is prepared each semester by the Registrar's Office. Students will not be eligible to graduate unless their names appear on the list as approved during the graduation semester.

COMMENCEMENT

CSU Global Campus hosts an annual commencement ceremony, open to students who are completing either a Bachelor of Science or Master of Science degree program. Students eligible to participate include those who completed graduation requirements in the preceding fall semester, as well as those who are scheduled to complete requirements in the spring semester. Eligible prospective graduates are responsible for applying for graduation and ordering appropriate regalia. Candidates must appear in official academic regalia at commencement exercises. Ordering information and deadlines are posted in Blackboard (Bb). Commencement participation deadlines are not related to graduation application deadlines.

The Graduation Application Form contains a release that must be completed by the student prior to including his/her name in the commencement program.

The commencement program is not an official list of confirmed graduates or honors awarded. A final audit will determine degree conferral and academic honors.

INSTITUTIONAL DEGREE REQUIREMENTS- UNDERGRADUATE PROGRAMS

Candidates for the baccalaureate degree must satisfy institutional and general education requirements, as well as specific requirements for their major as outlined in their official evaluation. Additional institutional requirements are listed below.

1. Be admitted without condition to a baccalaureate degree program as a degree-seeking student.
2. Students must successfully complete a minimum of 120 semester hours of credit with an earned grade point average of 2.00 for all CSU-Global Campus hours attempted and included in the GPA computation. Courses numbered below the 100-level cannot be applied toward graduation.
3. Students must successfully complete a minimum of 40 credit hours in upper-division courses (numbered 300-499). Upper division credit may be earned only through a four-year institution.

4. A minimum of 60 semester hours must be earned from a four-year institution.
5. A minimum of 30 semester hours of credit (as stated in the program of the major) must be earned in residence (courses taken from CSU-Global Campus) with a minimum grade point average of 2.00 for all resident hours attempted.
6. For degree purposes, CSU-Global Campus accepts a maximum of 60 semester hours from community or junior colleges.
7. For degree purposes, CSU-Global Campus accepts a maximum of 90 semester hours from other four-year institutions.
8. Of the last 30 semester credits earned immediately preceding graduation, no more than 15 may be completed at other colleges or universities.
9. A student may earn a maximum of 30 hours of credit by examination.
10. Students must successfully complete the requirements for an approved program major. Some programs may require completion of a specialization outside the major field.
11. Students must achieve a minimum grade point average of 2.00 for each course in their program major. Students pursuing a specialization must also achieve a minimum grade point average of 2.00 for each course in their specialization.
12. Students must satisfactorily complete all general education requirements as defined and explained in this catalog.
13. Degree candidates must submit an application for graduation.
14. Degrees are conferred only at the close of each semester during which the student completes all degree requirements.
15. Additional majors or specializations will not be awarded or posted to a transcript after a baccalaureate degree has been granted.
16. Once a baccalaureate degree has been awarded, the student cannot repeat courses in order to improve the undergraduate grade point average.
17. Students must meet all financial obligations to the institution prior to receiving their diploma.

MAJOR REQUIREMENTS

A baccalaureate candidate must select a program major and successfully complete all requirements prior to receiving a degree. The minimum number of required semester hours for each program major is 30.

SPECIALIZATION REQUIREMENTS

Students may choose to complete a specialization as part of their baccalaureate degree completion program. Some programs may require that a specialization be taken in addition to the major coursework. Specializations consist of a sequence of five courses in a specific academic

discipline. Not all specializations are available for all baccalaureate degree programs.

GENERAL EDUCATION REQUIREMENTS

CSU-Global Campus follows the gtPATHWAYS general education course requirements as required by the Colorado Commission on Higher Education Performance Contracts and Statewide Transfer Policies.

gtPATHWAYS is a set of general education courses that the state guarantees to transfer. The curriculum consists of 31 credit hours of courses across 5 content areas. Receiving institutions must apply guaranteed general education courses to a student's general education or major requirements. Approved courses in gtPATHWAYS are not based on course equivalencies but meet content and competency criteria. Please refer to the general education diagram on the following page

COURSE SUBSTITUTIONS/WAIVERS

Substitutions and/or waivers for courses fulfilling general education requirements may be approved by the appropriate Dean or the Registrar.

PRIOR LEARNING PROGRAM

Undergraduate students seeking alternative ways to earn credit should refer to the student handbook on PLA390 for additional information about this program. The Prior Learning Program is an opportunity for students to document prior education and experience to match CSU-Global Campus Course competencies. Credit earned through this program is considered institutional. Up to 12 credits of Prior Learning Credit may be earned at CSU-Global Campus. Limitations apply, and credit must not duplicate work accepted in transfer.

General Education Requirements at CSU-Global Campus
(Baccalaureate Degrees)

gtPathways Code	Category	Courses offered through CSU-Global Campus
Communication (6 credits)		
(GT-CO1)	Intro/Intermediate Writing Course	ENG102^
(GT-CO2)	Advanced Writing Course	COM300*
Mathematics (3 credits)		
(GT-MA1)	Mathematics	MTH109^
Arts & Humanities, History, & Social and Behavioral Sciences (15 credits)		
Arts and Humanities (6-9 credits)		
(GT-AH1)	Arts and Expression	ART100^
(GT-AH2)	Literature and Humanities	ENG130^
(GT-AH3)	Ways of Thinking	HUM300*
(GT-AH4)	Foreign Languages (must be Intermediate/200 level)	N/A
History (3 credits)		
(GT-HI1)	History	HST201^
Social and Behavioral Sciences (3-6 credits)		
(GT-SS1)	Economic or Political Systems	ECN400*, ECN405*
(GT-SS2)	Geography	N/A
(GT-SS3)	Human Behavior, Culture, or Social Frameworks	SOC101^, SOC300*, SOC305*
Natural and Physical Sciences (7 credits including at least one lab)		
(GT-SC1)	Course with Required Laboratory	BIO121^ and BIO121L^, or GEO101^ and GEO101L^
(GT-SC2)	Lecture Course Without Required Laboratory	BIO121^ or GEO101^

Note: Courses marked with an asterisk (*) are **not** in the statewide common core, meaning that they are **not** guaranteed in transfer to other Colorado colleges or universities. Students are urged to refer to their official evaluation for additional information. Courses marked with a “^” indicate CSU-Pueblo General Education courses offered through CSU-Global Campus.

INSTITUTIONAL DEGREE REQUIREMENTS- GRADUATE PROGRAMS

Each graduate program at CSU Global Campus has specific graduation requirements that must be met prior to graduation. Each graduate degree consists of an eight (8) course core and a four (4) course specialization, for a total of twelve (12) courses. All CSU-GC graduate courses are three (3) credits each. In addition, students must fulfill the following requirements for a graduate degree:

1. Be admitted without condition to a graduate degree program as a degree seeking student.
2. Students must successfully complete a minimum of 36 semester hours of credit with an earned grade point average of 3.00 for all CSU-Global Campus hours attempted and included in the GPA computation. Courses numbered below the 500-level cannot be applied toward graduation.
3. A maximum of six semester credits of course work at the grade of C+ or C may apply toward graduation. No courses with a grade lower than C may be applied towards program requirements. Students should refer to the policy on repeating courses for academic credit for additional information.
4. A maximum of nine semester credits of transfer coursework may be applied to the degree.

Graduate students are expected to complete their degree within six years of admission. Courses completed six (6) or more years before the date of graduation, either at CSU-Global Campus or at some other institution will not be accepted as satisfying graduation requirements without the approval of the student's graduate Dean or his/her designee.

MAJOR REQUIREMENTS

Each graduate level major consists of eight (8) three credit courses and a four (4) course specialization.

SPECIALIZATION REQUIREMENTS

Students are required to select a specialization consisting of 4 three credit courses as part of their graduate degree program. Specializations consist of a sequence of four courses in a specific academic discipline. Not all specializations are available for all Graduate degree programs.

STUDENT FINANCIAL SERVICES POLICIES

TUITION AND FEES

Tuition rates are established by the Board of Governors prior to the start of each academic year. The current listing of tuition and course charges is available on the website www.csuglobal.org.

STUDENT PAYMENTS

All CSU-GC tuition and fee charges may be paid online through the student portal using the following methods:

- ❖ MasterCard
- ❖ Visa
- ❖ Discover
- ❖ American Express
- ❖ Electronic payment from your checking/savings account*

*We accept debit cards but they are not authorized for automatic deductions. Students may also pay by check, money order or cash.

Make checks and money orders payable to Colorado State University-Global Campus and mail to:

Colorado State University-Global Campus
Attention: Student Accounts
8000 E. Maplewood Ave. Building 5, Suite 250
Greenwood Village, Colorado 80111

Check or money order payments by mail must be received by the due date.

Full Payment: Students can pay at the time of registration but full payment is due the day class begins in each term.

Installment Plans: Students have the option of paying their term tuition in two installments. For information on specific terms and conditions of the plan, including fees, contact the Student Financial Services Office.

Billing Notification: Students will receive all billing notices through their CSU-GC email account and/or the Student Portal. Paper bills will also be sent to the mailing address provided by the student.

Tuition Deferment: Students may defer their tuition until the end of the term if they are eligible for a qualified employer's tuition reimbursement program. Contact the Student Financial Services office for more information.

Third-Party Billing: Students planning to have their tuition and other charges paid by a third party such as, a non-profit organization or other entity must complete a Third Party Agreement. The agreement must be signed by the student and the sponsor, and submitted to Student Accounts by the first day of class for each semester. The Third Party Sponsor will be billed directly for allowable charges. If not paid by sponsor within 14 days of course completion the student is liable.

OUTSTANDING STUDENT ACCOUNT BALANCES

No official transcripts or diplomas will be issued when an outstanding student account balance exists. Students should refer to the Academic Policy on transcripts for additional information.

A hold may be placed on registration services for students with unpaid tuition 60 days after the start of class unless other arrangements have been made to pay. CSU-Global Campus will not register a student until the hold is removed. The release of the hold may be expedited by paying the past due balance in full.

If tuition charges are not paid according to the installment payment plan or other previously agreed upon arrangements with the Student Accounts Department, the student's account balance may be referred to a collection agency. The student will be responsible for all collection costs incurred.

DELINQUENT STUDENT ACCOUNTS:

Students are subject to any or all of the following actions if they have a delinquent debt to CSU-Global Campus:

- Administratively withdrawn
- Transcripts held
- Degree not conferred
- No future course registrations allowed
- Turned over to a collection agency

Reasonable collection/legal costs will be added to the amount due. Any student who pays with a check that is returned unpaid by his/her bank will be subject to all of the penalties for late payment and also will be charged an additional \$35 non-sufficient funds fee.

TUITION APPEALS

The Tuition Appeals Committee will consider requests for adjustment to tuition and fee charges when a student can document extenuating circumstances. Appeals must be made no later than thirty (30) days past the end of the eight-week term in question. Appeal forms may be obtained by contacting the Office of Student Financial Services. All tuition appeal inquires should be directed to tuitionappeals@csuglobal.org. No adjustment or refunds

of tuition and fees will be made to a student who is suspended, dismissed or expelled for a breach of discipline.

APPEAL REVIEW GUIDELINES

When reviewing tuition appeals, the Tuition Appeal Committee looks for supporting documentation that verifies the reasons for appeal as listed by the student.

Because tuition is due at the start of each class, the Tuition Appeal Committee does not expect to review appeals from students with unpaid tuition balances. Students should adhere to tuition payment deadlines regardless of the status of pending appeals. Tuition charges are not pro-rated based on course withdrawal dates.

FINANCIAL AID

Financial aid is a resource for students seeking monetary assistance to help defray the costs of higher education. Eligible students may receive assistance from the federal government in the form of grants, loans, and/or scholarship funds. Students may obtain information from **Student Financial Services** or online at: www.csuglobal.org.

Financial Aid Application Steps

1. To be considered for financial aid, students must be accepted for admission in a degree program.
2. Complete a **Free Application for Federal Student Aid** (FAFSA). Students may apply online at <http://www.fafsa.ed.gov>.
3. When prompted for the school code on the FAFSA, students should provide the following:
 - 1) Undergraduate students: 001365
 - 2) Graduate students: 001350
4. Once the FAFSA has been processed, students will receive a **Federal Student Aid Report** from the U.S. Department of Education, which will also be electronically submitted to all the schools listed on the FAFSA.
5. Students whose data has been selected for **verification** will be required to submit a verification form, a signed copy of their Federal income tax return(s), and any other documents requested by the Student Financial Services department prior to being awarded.
6. Once all required information is received, eligible students will receive a financial aid award offer. Some of the reasons students may **not** receive financial aid include:
7. Some of the reasons students may **not** receive financial aid include:
 - Not enrolled in a degree-seeking program;

- On financial aid suspension or academic suspension;
- In default on a federal student loan;
- Owe money back on a federal student grant or have not made satisfactory arrangements to repay it; or
- Ineligible non-citizens or not permanent residents of the United States.
- Have a drug conviction that can affect eligibility. (see financial aid advisor)

FINANCIAL AID REFUND POLICY

Students who unregister from classes during the drop/add period for each term within the semester will receive a 100% tuition refund for that term and be responsible for repaying all of their financial aid funds back to the University. Students who withdraw after the drop/add period for each term within a semester will incur tuition charges.

Federal financial aid is awarded with the expectation that a student will complete the coursework for which he or she received the funding. If a student withdraws from all of their courses in a term or semester, CSU-Global Campus must use the U.S. Department of Education Return of Title IV funds guidelines to determine what percentage of the disbursed financial aid the student has earned. The amount of the course completed by each student at the time of withdrawal will be used to determine the amount of earned aid. If the University determines the student has not earned the full amount of the financial aid that was disbursed, Student Financial Services will return the unearned portion of funds to the U.S. Department of Education. This may create a balance of unpaid charges for which the student will be responsible. Please refer to Student Financial Services paragraph titled 'Outstanding Student Account Balances' for more information.

Students who do not complete the official withdrawal process will receive the instructor assigned grade for all courses attempted. Students who do not earn a grade of D or higher in any of the courses attempted in a semester will also be subject to the Return of Title IV funds process described above. Contact your financial aid advisor for details.

FINANCIAL AID PROGRAMS

Most of the awards described below require students complete the financial aid application process, including the Free Application for Federal Student Aid.

FEDERAL PELL GRANT

The Federal Pell Grant amount is determined by the Expected Family Contribution (EFC) listed on the Student

Aid Report and whether the student is enrolled full-time or part-time. Pell Grants are awarded only to undergraduate students working on their first Bachelor's degree.

FEDERAL STAFFORD LOANS

The U.S. Department of Education administers several loan programs designed to offer low-interest funding to students who need to borrow money to cover the costs of education. One such program is the Federal Stafford loan program. In order to qualify for a Stafford loan, a student must be enrolled in a status of at least half-time, complete the FAFSA and any other required paperwork.

Stafford loans are either subsidized or unsubsidized. A **subsidized** loan is awarded on the basis of financial need, as determined by the information on the FAFSA. The federal government pays the interest while the student is enrolled in school in an enrollment status of at least half-time and during the loan's grace and deferment periods.

An **unsubsidized** loan is not awarded on the basis of need. You'll be charged interest from the time the loan is disbursed until it's paid in full. If you allow the interest to accrue while you're in school or during other periods of nonpayment, it will be **capitalized**—that is, the interest will be added to the principal amount of your loan, and additional interest will be based on that higher amount.

The Federal Stafford Loan Program is intended solely to aid students pursuing a degree in higher education. Students should borrow only the amount they believe is necessary to pay for educational costs. Keeping the amount of a loan at a minimum will ease repayment.

Student Loan Interest Rates

The subsidized Stafford Loan interest rate varies depending on date of disbursement. Contact your financial aid advisor for details. The unsubsidized Stafford Loan interest rate is currently at a fixed rate of 6.8%. You'll be notified of interest rate changes throughout the life of your loans. You'll pay a fee of up to 2% of the loan, deducted proportionately from each loan disbursement.

Stafford Loan Limits

Federal Stafford loans have both annual limits and lifetime limits for what a student is permitted to borrow. These limits are based on both the student's classification as a Freshman, Sophomore, Junior or Senior and whether the student is considered Dependent or Independent, based on their FAFSA results. Graduate students have different limits than undergraduate students.

Dependent Undergraduate Student—Annual Limit

1 st Year	\$5,500 – Only \$3,500 may be subsidized
2 nd Year	\$6,500 – Only \$4,500 may be subsidized
3 rd and 4 th years	\$7,500 – only \$5,500 may be subsidized

Lifetime maximum limit:

\$31,000 – only \$23,000 may be subsidized

Independent Undergraduate Student

1 st Year	\$9,500 – Only \$5,500 may be subsidized
2 nd Year	\$10,500 – Only \$5,500 may be subsidized
3 rd and 4 th years	\$12,500 – only \$5,500 may be subsidized

Lifetime maximum limit

\$57,500 – only \$23,000 may be subsidized

The lifetime maximum limit includes all outstanding federal Stafford loans borrowed at other institutions.

Graduate students may borrow up to \$20,500 each academic year if their estimated cost of attendance permits this amount. Only \$8,500 of this amount may be subsidized. Lifetime maximum limits are also higher.

FEDERAL PLUS LOANS

The U.S. Department of Education also administers a loan program for Dependent students that can be borrowed by the student's parent. Awarding of this loan is subject to credit approval. Only biological parents, step parents or adoptive parents may apply. Completion of the FAFSA is not required for the PLUS loan, but is strongly recommended so that eligibility for other types of financial aid may be determined first.

Yearly loan limits are calculated at the time the PLUS loan is awarded and are dependent on the student's Estimated Cost of Attendance.

GRADUATE PLUS LOANS

Graduate students can also qualify for a graduate PLUS loan. Like the parent loan, it is subject to credit approval. Yearly loan limits are determined by the student's Estimated Cost of Attendance. Student's who receive graduate Stafford loans may not qualify for any graduate PLUS loan.

FINANCIAL AID DISBURSEMENTS

Financial aid awards will be split into disbursements that coincide with the number of remaining terms in the semester. Disbursement of funds will not occur until the student has completed all of the required paperwork and the drop/add period has passed. Additional credit hour requirements may apply to certain types of financial aid funding. In the case where financial aid covers all expenses and creates a credit balance, a check will be cut

and mailed to the student's mailing address. It is the student's responsibility to ensure that the mailing address on file is accurate and up-to-date.

VETERAN EDUCATIONAL BENEFITS

Veterans must follow the admission requirements and procedures outlined in this catalog. For certification of eligibility for education benefits under one of the Public Laws, students may apply for Veterans Administration Benefits. Students seeking additional information should email militaryadvising@csuglobal.org.

STUDENT FINANCIAL SERVICES STUDENT RIGHTS AND RESPONSIBILITIES

As a student at CSU-Global Campus you have the right to:

- Know all the types of financial assistance available to our students, including federal and institutional sources.
- Reduce or decline any financial aid awarded.
- Appeal financial aid eligibility, including a financial aid award.

As a student at CSU-Global Campus you have the responsibility to:

- Accurately and honestly complete the Free Application for Federal Student Aid (FAFSA).
- Use financial aid solely for expenses related to attendance at CSU-Global Campus.
- Be admitted in a degree-seeking program in order to receive financial aid.
- Maintain at least half-time enrollment per semester to receive financial aid.
- Keep your address updated with Student Financial Services.
- Notify Student Financial Services if you are attending two schools at the same time. (You may not receive financial aid at two schools at the same time.)
- Read and understand the Satisfactory Academic Progress Policy, the Withdrawal Policy, and other general policies related to financial aid.
- Officially withdraw from CSU-Global Campus if you are unable to attend classes.
- Report all scholarships that you receive to Student Financial Services. (All scholarships are counted as part of your financial aid and may impact other financial aid.)
- Review disbursement schedules that are published.
- Pay any balance to CSU-Global Campus that is not covered by financial aid.
- Monitor your CSU-Global Campus e-mail account for important Student Financial Services information.

- View your balance due, financial aid award, and other individual student information via the student portal.
- Complete an exit interview during your final semester prior to graduation.

STUDENT FINANCIAL SERVICES REFUND POLICY

A course may be dropped by the seventh day ("census date") of the course without penalty. If the student drops a course on or before the census date, any amount of tuition paid will be refunded. Tuition will not be refunded if the student withdraws from the course after the census date. The student will be responsible for unpaid tuition charges and the paid application fee will not be refunded. A student who drops prior to the census date will receive a refund by check; this refund will be processed within two business days after the last day to receive a refund.

Students receiving Federal Title IV aid should refer to the Financial Aid Refund policy for more information

REGISTRATION CANCELLATION

New students starting courses in their first term must contact their admissions advisor in order to cancel their course registration. Continuing students may cancel registration in courses via the student portal. Registration in courses must be cancelled by the census date or tuition will be assessed for each course in which the student is registered. Registration cancellation dates may be found in the Academic Calendar.

Students who received financial aid are subject to specific federal, state, and CSU-Global Campus withdrawal policies regarding tuition, financial aid programs, and repayments.

A withdrawal may require an immediate repayment of financial aid funds by the student. Repayments are calculated according to standard financial aid regulations. The date of a student's withdrawal, financial aid disbursements to the student's account, CSU-Global Campus charges, and payments by the student or a third party are used to calculate the repayment amount. Students are advised that they may have to repay those funds that are in excess of an amount determined to be reasonable for their length of enrollment.

All calculated refunds and repayments will be allocated to financial aid programs first, and any remaining amount to the student.

In the case of a student death, a refund of tuition and fees may be made any time during the semester.

Application fees are not refundable.

SATISFACTORY ACADEMIC PROGRESS POLICY

Federal and state regulations require that all students receiving financial assistance at the University meet standards for satisfactory academic progress to maintain eligibility for their financial assistance. In order to comply with these regulations, the University has developed this Satisfactory Academic Progress Policy. The policy is designed to measure minimum acceptable academic progress for financial assistance purposes.

The following are the criteria considered in the policy review process:

I. Qualitative

A. Cumulative Grade Point Average (GPA):

Undergraduate & Degree-Plus Students

Students enrolled in undergraduate programs must maintain a cumulative GPA of 2.00.

Graduate Students

Students enrolled in a graduate program must maintain a cumulative GPA of 3.00.

B. Repeating Courses: In the case where a student repeats courses, the first two times a course is taken, only the higher grade and credit earned are computed into the grade-point average.

Please note that grades can be excluded for prior attempts when calculating a student's GPA, but these prior attempts will be included when measuring the quantitative component or cumulative credit hours earned addressed below.

C. GPA Calculation: Grades of W are not computed in the grade-point average but will count towards attempted hours addressed below.

II. Quantitative

A. Credit Hours Earned: A student enrolled at the University must satisfactorily complete a minimum of 75% of the credit hours attempted. Satisfactory completion is defined as receiving a passing grade of "D" or better for courses attempted. Any transfer credits accepted by the university will count as completed courses in this calculation. Courses dropped within the drop/add period will not count against completion percentage.

B. Cumulative Credit Hours Limit: Students at the University may earn a maximum number of credit hours while pursuing a degree. Students will be allowed to earn a maximum of **150%** of the

number of hours required by the degree-granting program. Maximum credit hour limits for each type of degree-granting program are as follows:

Maximum Credit Type of Program Hours

1st Bachelor's Degree:	180 semester hours
2nd Bachelor's Degree:	45 semester hours
Graduate Programs:	54 semester hours

Please Note: Maximum credit hours earned include hours transferred from other institutions, all *attempted* credit hours at CSU Global Campus including repeated courses, and hours earned during a period of academic renewal.

C. Withdrawals and Incompletes: A grade of "W" for withdrawing from all or some of a student's classes and incomplete grades are counted towards the students credit hours attempted. Students who receive incomplete grades are expected to complete the coursework by the end of the following term, unless there is an existing Satisfactory Progress issue.

FAILURE TO MEET SATISFACTORY ACADEMIC PROGRESS REQUIREMENTS FOR FINANCIAL AID

Satisfactory Academic Progress requirements will not be enforced until the student has attempted 12 credit hours at CSU-Global Campus (students in the undergraduate program) or 6 credits (students in the graduate program). After that point, Satisfactory Academic Progress will be measured at the end of each semester, regardless of the number of credits attempted therein.

Students who do not meet the SAP minimum requirements will be placed on a probationary status for the following semester in which they attempt credits. Students will have one probationary semester in which to meet SAP requirements. At the end of the probationary semester, if students fail to meet SAP requirements, their financial aid will be suspended and they will lose their financial aid eligibility until SAP requirements are again being met, or an appeal for reinstatement has been submitted and approved by the Satisfactory Academic Progress Committee. Appeals from students who are on Academic Suspension will not have their financial aid appeals reviewed until they have received an approval for the academic suspension appeal. Students who have been denied their academic suspension will not have appeals for financial aid reviewed.

APPEAL PROCESS (SATISFACTORY ACADEMIC PROCESS)

If *mitigating* circumstances exist (e.g. medical withdrawal, death of an immediate family member, call to active duty military, catastrophic event, etc.) an appeal may be submitted up until the Friday before the next semester begins. Appeals submitted after the deadline will not be considered until the following semester. Complete appeal packets will consist of the following documents:

Financial Aid Appeal Form

The Financial Aid Appeal form, along with documentation supporting the appeal (i.e. letter from advisor or faculty, medical documentation, obituary notice, graduation planning sheet) should be submitted to Student Financial Services.

DEFERMENT REQUESTS

Students who have loans from prior schools may choose to complete the "In-School Deferment Form" (obtained from their lender) and submit it to Student Financial Services.

UNIVERSITY POLICIES AND GUIDELINES

AMERICANS WITH DISABILITIES ACT (ADA)

Services for Students with Disabilities

According to the Rehabilitation Act of 1973, Section 504 states, "no otherwise qualified individual in the United States...shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. To be in accordance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act, (ADA), all colleges and universities will comply with the laws, regulations and guidelines that are mandated in the United States.

Students that have been admitted to the Colorado State University Global Campus may request reasonable academic accommodations under the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973 in accordance with the Institution's policies by following the process below:

Self-identify to the Disability Resource Coordinator as a student with a disability. The Disability Resource Coordinator may be contacted via email at ada@csuglobal.org or by phone at 303-335-9937.

Students will work with the Disability Resource Coordinator to complete and submit documentation of disability (ies), an Request for Academic Accommodations and Informed Consent forms.

Upon submission of required documentation, students should request a phone appointment with the Disability Resource Coordinator within 5-10 business days following the submission of the required documentation. Students must request reasonable academic accommodations for each academic term. Upon determination of reasonable accommodation, instructors are notified. Students may request an appointment at any time or email the Disability Resource Coordinator to discuss the above process, documentation guidelines, or any concerns the student may have during the application process.

Forms: (Disability documentation, Request for Academic Accommodations and Informed Consent) may be submitted by the following means:

By MAIL: Disability Resource Coordinator
CSU Global Campus
303 S. Broadway, Ste. 200-467
Denver, Colorado 80209

By FAX: 866-321-0850

By E-Mail: ada@csuglobal.org

ADA STUDENT RIGHTS AND RESPONSIBILITIES

In addition to providing notification and documenting the need for accommodation(s), students with disabilities also have the following rights and responsibilities:

RIGHTS

- to an equal opportunity to participate in and benefit from courses, programs, services or activities;
- to an equal opportunity to work and to learn, to receive reasonable accommodations, academic adjustments, and/or auxiliary aids and services;
- to the assurance that all disability-related records will be confidential and maintained separately from college/university records.

RESPONSIBILITIES

- to meet qualifications and maintain essential institutional standards for courses, programs, services or activities;
- to initiate all requests for accommodations and services;
- to give institutions advance notice of needed accommodation(s).

GRIEVANCE PROCEDURE FOR DISABILITY SERVICES

The grievance procedure is intended to find resolution of student issues at the lowest level and to provide the opportunity to resolve issues at each level of the reporting structure. It is not intended to be adversarial or punitive. There are two types of grievances which affect students with disabilities at Colorado State University Global Campus: Services for Students with Disabilities Office Grievance Procedure and an Instructional Grievance Procedure. Students may direct any questions, concerns or issues to the Dean of Academic Affairs.

ATTENDANCE VERIFICATION

Students must verify their attendance for each online course at the start of the term. Students who do not verify their attendance by the census date will be unregistered from their classes.

COMMITMENT TO DIVERSITY

CSU-Global Campus is committed to, and has a fundamental responsibility to provide equal educational opportunities to all individuals with the courage, desire, and dedication to pursue an education and fulfill their aspirations and dreams in a democratic and pluralistic society. CSU-Global Campus strives to educate future leaders who will represent diverse perspectives and ethnic and cultural experiences.

E-MAIL ACCEPTABLE USE POLICY

E-mail is an official means for communication within CSU-Global Campus. Therefore, CSU-Global Campus has the right to send communications to employees and students via e-mail and the right to expect that those communications will be received and read in a timely fashion. All communication from faculty to students must be sent through their official CSU-Global Campus e-mail account and not through a personal e-mail account.

Assignment of E-mail Addresses: All students are assigned a CSU-Global Campus e-mail address. This will be the official address that CSU-Global Campus will use to communicate with students.

Redirecting E-mail: Students may have their CSU-Global Campus e-mail address redirected to another e-mail address. However, CSU-Global Campus will not be responsible for the handling of e-mail by outside vendors. Having e-mail redirected does not absolve a student from the responsibilities associated with communications sent to the student's official email address. CSU-Global Campus employees, including part-time faculty and staff, may not have their CSU-Global Campus e-mail redirected to any other e-mail address.

Official Communications: Employees and students are expected to check their official e-mail frequently and on a consistent basis to stay current with CSU-Global Campus communications. CSU-Global Campus recommends employees and students check e-mail daily.

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

Colorado State University System is an equal opportunity/affirmative action employer and complies with all Federal and Colorado State laws, regulations, and executive orders regarding affirmative action requirements. In order to assist Colorado State University System in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to also identify themselves.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. Colorado State University-Global Campus's practice in regard to student record keeping and access is based on the provisions of FERPA. Schools may disclose, without consent, directory information (designated below), collectively or individually. A student may request that the student's directory information not be released without prior written consent by submitting a "Request to Withhold/Release Directory Information" form.

The following information is considered directory information:

Student name
Address(es)
Telephone number(s)
Date and place of birth
Classification
Major field of study
Dates of attendance
Degrees granted and dates conferred
Awards received
Full or part-time status
Most recent previous educational agency or institution attended

Generally, schools must have written permission from the eligible students in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

1. School officials with legitimate educational interest:
A school official is a person employed by CSU-Global Campus in an administrative, supervisory, academic or research, or support staff position; a person or company with whom CSU-Global Campus has contracted (such as an attorney, auditor, or collection agency); a person serving on the governing board of CSU-Global Campus; or a student serving on an official committee, or in a volunteer capacity, such as a peer mentor or member of a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Such officials have legitimate educational interests when they need to review a student's education records to fulfill their responsibilities to CSU-Global Campus.
2. Specified officials for audit or evaluation purposes;
3. Parents claiming a student as a dependent on their federal income tax;
4. Scholarship and other financial aid organizations supporting the student;
5. Organizations conducting studies for, or on behalf of, educational agencies of institutions for the purpose of developing, validating, or administering predictive tests, student aid programs, or to improve instruction;
6. Organizations carrying out accrediting functions of programs offered by CSU-Global Campus;
7. To comply with a judicial order or lawfully issued subpoena;
8. To meet reporting requirements under the Clery Act;

9. To comply with information requests from the Department of Homeland Security (DHS) and its Immigration and Customs Enforcement Bureau (ICE) to comply with the requirements of SEVIS. Appropriate officials in cases of health and safety emergencies; and
10. State and local authorities within a juvenile justice system, pursuant to specific State law.

TRANSFER OF EDUCATIONAL RECORDS

FERPA permits CSU-Global Campus officials to disclose any and all education records, including disciplinary records, to another institution at which the student seeks or intends to enroll. While student consent is not required for transferring education records, CSU-Global Campus will indicate in its annual *FERPA* notification that such disclosures are made. In the absence of information about disclosures in the annual *FERPA* notification, CSU-Global Campus officials must make a reasonable attempt to notify the student about the disclosure, unless the student initiates the disclosure. Additionally, upon request, CSU-Global Campus must provide a copy of the information disclosed and an opportunity for a hearing. See 34 CFR § 99.31(a) (2) and § 99.34(a).

FREEDOM OF EXPRESSION AND INQUIRY

The faculty of CSU-Global Campus considers freedom of discussion, inquiry, and expression to be consonant with the history and traditions of our country and a cornerstone of education in a free society. CSU-Global Campus is committed not just to valuing and respecting diversity, but also to respecting diverse viewpoints.

Members of the CSU-Global Campus Community are encouraged to engage in discussions, to exchange ideas and opinions, and to speak, write, and publish freely in accordance with the guarantees and limitations of our state and national constitutions. Students who believe that their rights have been violated should contact the Office of Student Success.

Faculty and students have not only a right, but also a responsibility, to examine critically the insights, understandings, values, issues, and concerns that have evolved in the various areas of human activity. In exercising their rights, faculty and students should understand that the public may judge CSU-Global Campus by their actions. Hence, they should at all times strive to be honest and accurate, exercise appropriate restraint, and show appropriate respect for the opinions of others.

FREEDOM FROM PERSONAL ABUSE

CSU-Global Campus acknowledges the right of all people to freedom from personal abuse. Abusive treatment of individuals on a personal or stereotyped basis prevents

the attainment of the campus goal to create and maintain an environment which supports, nurtures, and encourages people to excel in teaching, learning, and creativity. CSU-Global Campus deplores, condemns, and will act energetically to prevent all forms of personal abuse, including sexual harassment.

NAME CHANGES

Students who have changed their legal name and wish to update their academic record should complete a Name Change Form, available from their advisor, and submit it with the appropriate documentation.

NONDISCRIMINATION POLICY

CSU-Global Campus does not discriminate on the basis of race, age, color, religion, national origin, gender, disability, sexual orientation, veteran status or disability. CSU-Global Campus complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the state of Colorado. Accordingly, equal opportunity for admission shall be extended to all persons and CSU-Global Campus shall promote equal opportunity and treatment through a positive and continuing affirmative action program. In order to assist CSU-Global Campus in meeting its affirmative action responsibilities, ethnic minorities, women, and other protected class members are encouraged to apply and to so identify themselves.

Admission of students and availability and access to CSU-Global Campus programs and activities are made in accordance with policies of nondiscrimination.

Any CSU-Global Campus student who encounters acts of discrimination because of age, race, religion, color, gender, sexual orientation, national origin, veteran status, or disability either on or off campus is urged to report such incident to the Office of Student Success. Any person who wishes to discuss a possible discriminatory act without filling out a complaint form is welcome to do so.

Any of the above discriminatory acts can also be the subject of complaints to the Department of Education, Office for Civil Rights, as well as to the Office of Federal Contract Compliance Programs, Equal Employment Opportunity Commission, and the Colorado Civil Rights Division.

SEXUAL HARASSMENT POLICY

CSU-Global Campus does not tolerate sexual harassment among students, employees, or other members of its community. Sexual harassment is prohibited in the employment context by Title VII of the 1964 Civil Rights Act and in the education context by Title IX of the Educational Amendments of 1972.

Sexual harassment occurs when unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature appear in any of the following contexts: (1) submission by an individual is made either an explicit or implicit term or condition of academic standing or of employment; (2) submission to or rejection of such conduct is used as the basis for academic or employment decisions affecting the individual; or (3) such conduct has the purpose or effect of unreasonably interfering with a person's academic performance or work, or creating an intimidating, hostile, or offensive academic or work environment.

Generally, a single sexual joke, offensive epithet, or request for a date does not constitute sexual harassment; however, being subjected to such jokes, epithets, or requests repeatedly may constitute hostile environment sexual harassment. In determining whether the alleged sexual harassing conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. Facts will be judged on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

In cases of alleged sexual harassment, the protections of the First Amendment must be considered if issues of speech or artistic expression are involved. Free speech rights apply in the classroom and in all other education programs and activities of public institutions, and First Amendment rights apply to the speech of students and teachers. Great care must be taken not to inhibit open discussion, academic debate, and expression of personal opinion, particularly in the classroom. Nevertheless, speech or conduct of a sexual or hostile nature that occurs in the context of educational instruction may exceed the protections of academic freedom and constitute prohibited sexual harassment if it meets the definition of sexual harassment and (1) is reasonably regarded as nonprofessional speech, or (2) lacks accepted pedagogical purpose or is not germane to the academic subject matter.

CSU-Global Campus can respond to sexual harassment only if it is aware of its existence. Any student who believes that she or he has experienced sexual harassment or reprisal shall contact the Office of Student Success. All such communications will be kept

confidential to the full extent permitted by law. CSU-Global Campus faculty and staff must also comply with the Sexual Harassment policy and procedures set forth in the Employee Handbook.

STUDENT IDENTIFICATION NUMBERS

All CSU-Global Campus students are assigned a random six-digit student identification number. Students are requested to use this number when requesting information from the school. Students may request student ID cards through the Student Portal.

THE STUDENT CODE OF CONDUCT

Members of the CSU-Global Campus community are expected to observe all laws and to respect the rights and privileges of other members of the community. As a community, CSU-Global Campus has the obligation to establish those regulations that best serve and protect its integrity as an institution of higher learning.

Any student or student organization found to have committed or to have attempted to commit the following misconduct is subject to disciplinary sanction:

1. Academic dishonesty including but not limited to: cheating, plagiarism, unauthorized possession or disposition of academic materials, falsification, or facilitation of acts of dishonesty. Specific procedures for cases of academic dishonesty are also described in the Academic Policies section.
2. Knowingly furnishing false information to any University official, faculty member, office, or organization or intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion, or other emergency.
3. Forgery, altercation, misuse, mutilation, or unauthorized removal of any University document, record, identification, educational material, or property.
4. Disruption or obstruction of teaching, classroom or other educational interactions, research, administration or disciplinary proceedings, or participation in an activity that disrupts normal University activities, and/or threatens property or bodily harm or intentionally interferes with the right of access to University facilities.
5. Engaging in behavior or activities that obstruct the right of free speech or expression.
6. Abusive conduct, including physical abuse, verbal abuse, threats, intimidation, talking, hazing, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual or a group of individuals.

7. Harassment of any member of the University community, meaning verbal or physical harassment on the basis of gender, race sexual orientation, age, religion, or physical disability.
8. Sexual misconduct including but not limited to: obscene, lewd, or indecent behavior; deliberate observation of others for sexual purposes without their consent; taking or posting of photographs/images of a sexual nature without consent; possession or distribution of illegal pornography; viewing or posting pornography in public venues; non-consensual contact or penetration; engaging in coercion or constraint; or engaging in sexual activity with a person who is incapacitated or otherwise unable to give consent.
9. Rioting: aiding, abetting, encouraging, participating in or inciting a riot. Failing to disperse at the direct request of police/sheriff or University officials.
10. Failure to comply with the verbal or written directions of any University officials or law enforcement officers acting in the performance of their duties and in the scope of their employment.
11. Attempted or actual theft of, damage to, use of, or possession of other person's or University property or identity or unauthorized use of such; unauthorized entry, use, or occupation of University facilities, property, or vehicles; or unauthorized possession, duplication, or use of University keys or access devices.
12. Use or possession on University property of firearms or simulated weapons; other weapons such as blades larger than pocket knives; ammunition or explosives; dangerous chemicals, substances, or materials; or bombs, or incendiary devices prohibited by law. Use of any such item, even if legally possessed, in a manner that harms, threatens, or causes fear to others.
13. Violation of any rules, contracts, or agreements governing use of University owned, controlled or affiliated property, or other authorized special events. Violation of any University policy, rule or regulation, which is published in hard copy or available electronically on the University Website.
14. Unauthorized soliciting or selling in violation of the University solicitation policy.
15. Violation or conviction of any federal or state law or local ordinance.
16. Abuse of computer facilities or technological resources including but not limited to: unauthorized entry to or use of computers, access codes, telephones and identifications belonging to the University or other members of the University community; unauthorized entry to a file to use, read, transfer, or change the contents, or for any other purpose; interfering or disrupting the work of any University member; sending abusive or obscene messages or images; disrupting the normal operation of the University computing systems; violating copyright laws; or any other violation of the University Technology policies.
17. Abuse of the Student Conduct system including; failure to obey the notice to appear for a meeting or hearing; falsification, distortion, or misrepresentation of information; disruption or interference with the orderly conduct of a hearing; or witnesses or limitations related to access to specific facilities; harassment or intimidation of any person involved in a conduct proceeding; failure to comply with disciplinary sanctions or requirements.
18. Assisting, conspiring, or inciting others to commit any act of misconduct set forth above.

VIOLATIONS OF STUDENT CODE

Disciplinary proceedings may be instituted against a student charged with a violation of federal, state, or local criminal law and this *Student Conduct Code* without regard to the settlement of civil or criminal litigation in court or criminal arrest and/or prosecution. Proceedings under the Student Conduct Code may be carried out prior to, simultaneously with, or following off campus civil or criminal proceedings at the discretion of the Dean or his/her designee. Determinations made or sanctions imposed under this Student Conduct Code shall not be subject to change because criminal or civil charges arising out of the same facts giving rise to violations of University rules were dismissed, reduced, or resolved in favor of or against the criminal or civil law defendant.

ACADEMIC PROGRAMS

BACHELOR OF SCIENCE DEGREES

CSU-Global Campus currently offers five undergraduate programs leading to a Bachelor of Science degree.

- Major in Applied Social Sciences
- Major in Business Management
- Major in Information Technology
- Major in Organizational Leadership
- Major in Public Management

MAJOR IN APPLIED SOCIAL SCIENCES

Social Sciences is a discipline that investigates the human experience, and examines structures, relationships, and ideas of the social world and how they relate to human behavior. This degree prepares graduates for a wide variety of careers, and emphasizes critical thinking, interpersonal awareness, and team-building skills. Students build practical knowledge and skills in written and interpersonal communication, analytical reasoning and decision making. Students will develop the ability to think critically through the examination of the principles and practices that underpin various social science disciplines as they relate to historic and contemporary social phenomenon. Upon completion of the degree, students will be able to integrate and apply social, historic, psychological, political, and economic perspectives within their profession.

Program Learning Outcomes:

- Demonstrate effective written communication and analytical skills.
- Integrate social, historic, psychological, political, and economic perspectives and apply them to a professional setting.
- Develop critical thinking, quantitative reasoning, and decision making skills.
- Examine the principles and practices that underpin social science disciplines.
- Identify ethical behaviors and outcomes of decisions within a professional environment.

Applied Social Sciences Major courses, listed in order of completion:

- ORG300 Applying Leadership Principles
- HST300 U.S. History from 1945 to the Present
- SOC300 Working in Modern Society
- COM305 Communication in the Global Information Age
- SOC310 Race, Gender and Ethnic Relations in the US
- ORG303 Applied Organizational Psychology
- MGT301 Perspectives on Organizational Behavior
- ECN400 Managerial Economics
- PMG300 Public Administration
- PMG460 Community Development

MAJOR IN BUSINESS MANAGEMENT

The Bachelor of Science Degree Completion Program in Business Management is designed to provide students an understanding of the integration of various business units and the impact of decision making in an organization operating in the global economy. The degree program consists of ten three-credit courses that draw from management, marketing, operations, finance, economics, statistics, and international management. As changes in the economy and the aging labor force impact Colorado, national and global organizations, the impetus is on internal advancement to capture employees' existing skills and knowledge. The Business Management program will prepare individuals to apply critical analysis in decision-making affecting the fiscal and economic value of an organization, innovate and integrate appropriate technology, and become leaders at every level of their organization.

Program Learning Outcomes:

- Demonstrate effective written communication and analytical skills.
- Apply management skills in decision-making and analysis of the organizational structure.
- Examine ethical behaviors and legal implications of an organization in social, environmental and corporate environs.
- Evaluate the role of a manager in the global economy.
- Develop critical thinking skills for analysis in strategic planning and innovation.

Business Management Major courses, listed in order of completion:

- ORG300 Applying Leadership Principles
- MGT300 Principles of Management
- MGT320 The Legal Environment of Business
- MGT350 Business Policy and Strategy
- MKG300 Marketing Strategy Development
- ECN400 Managerial Economics
- FIN400 Analyzing Financial Statements

MTH410 Quantitative Business Analysis
OPS400 Operations Management
OPS405 Managing the Supply Chain

MAJOR IN INFORMATION TECHNOLOGY

The Bachelor of Science Degree Completion Program in Information Technology is designed to train individuals for information technology jobs and also prepares graduates to take at least five different professional certification exams to enhance student job market value. Specializations in multiple subject matters will provide enhanced targeted skills and additional certification preparation. The degree program consists of ten three-credit courses designed to provide a foundational and practical knowledge across the field of information technology.

Program Learning Outcomes:

- Gain technology certification exam preparation.
- Acquire technical skills in programming and technology trouble-shooting.
- Recommend, select, and service software / hardware systems that meet the unique information technology needs of an organization.
- Work both independently and cooperatively to meet the technology goals of the organization.
- Comprehend the theoretical and applied uses of information technology in various business applications for problem-solving.
- Apply knowledge and skills in system analysis and design, network design and administration, database design and development, operating systems, software and web application development, and IT security.

Information Technology Major courses, listed in order of completion:

ORG300 Applying Leadership Principles
ACT300 Principles of Financial Accounting
ITS300 Introduction to Computer-Based Systems
ITS310 Personal Computing
ITS320 Basic Programming
ITS350 Information Systems and Security
ITS400 Technology Project Management
ITS405 Organization Impact of Technology
ITS410 Database Management
ITS430 Enterprise Solutions

MAJOR IN ORGANIZATIONAL LEADERSHIP

Successfully leading organizations depends upon today's managers and leaders having a foundational understanding of competitive knowledge, skills and abilities. Courses in this program build an understanding of basic management functions, organizational behavior,

organizational design and structure, workplace psychology applications, leadership communication skills, policy development, legal issues, project management and managing information and technology. Knowledge of these leadership and management skills provides a foundation for operating in today's global organizations.

Program Learning Outcomes:

- Demonstrate the application of effective written communication and research skills.
- Apply leadership skills to strategic development and change.
- Identify the ethical behaviors and outcomes of decisions within a professional environment.
- Develop critical thinking skills for effective analysis in decision-making.
- Demonstrate knowledge of the organizational responsibilities of managers.

Organizational Leadership Major Courses, listed in order of completion.

ORG300 Applying Leadership Principles
MGT300 Principles of Management
MGT302 Modern Organizational Theory
ORG303 Applied Organizational Psychology
MGT320 The Legal Environment of Business
MGT350 Business Policy and Strategy
MGT351 Organizational Innovation and Change
MGT410 Project Management
ORG423 Communication Strategies for Leaders
MGT470 Conflict Management and Negotiation

MAJOR IN PUBLIC MANAGEMENT

Management in today's public organizations depends on leaders with fundamental knowledge and skills that are specific to the public sector. A successful leader or manager will have a broad foundation of knowledge and skills, including public administration, policy and strategy development and implementation, organizational designs, communication strategies, legal environment, human resource management, resource development, financial management, and public relations. Students completing the courses for the degree will obtain the essential leadership skills and knowledge in preparation for a successful public management career.

Program Learning Outcomes:

- Demonstrate knowledge of leadership theories in organizations.
- Demonstrate the application of effective written communication and research skills.
- Develop critical thinking skills for effective analysis in decision-making.
- Demonstrate knowledge of public organization design and structure.

- Identify ethical behaviors and outcomes of decisions within a professional environment.

Public Management Major courses, listed in order of completion:

ORG300 Applying Leadership Principles
 PMG300 Public Administration
 MGT302 Modern Organizational Theory
 PMG320 Public Policy and Strategy
 FIN350 Principles of Finance for the Public Sector
 ORG423 Communication Strategies for Leaders
 PMG400 Strategic Planning for Public and Nonprofit Organizations
 PMG420 Public Relations
 PMG430 Human Resource Management in the Public Sector
 PMG460 Community Development

UNDERGRADUATE SPECIALIZATIONS

Students may complete a specialization that consists of five upper division courses (15 semester hours) as a supplement to their program major. Specializations allow students to select a series of courses in a career-relevant field based on professional and personal interests.

OFFERINGS

- Business Administration
- Criminology
- Foundations of Accounting
- Human Resources and Organizational Development
- Information Technology Management
- Information Technology Operations
- Public and Non-Profit Management

Not all specializations are available for all majors. In some cases, due to course overlap, a supplemental course will be required in order to bring the total number of classes to five.

BUSINESS ADMINISTRATION SPECIALIZATION

Learning Outcomes:

- Develop leadership capabilities in the role of manager.
- Understand management functions of an organization.
- Develop problem solving and decision making strategies.

FIN300 Principles of Finance for the Private Sector
 MGT440 Human Resource Development and Management

MGT451 Business Policy Development and Implementation
 MIS300 Information Systems Design and Management
 *MKG300 Marketing Strategy Development

*This course is required in the Business Management Major. Students majoring in Business Management will take MGT425

CRIMINOLOGY SPECIALIZATION

Learning Outcomes:

- Recognize systems/management responsibilities within public safety.
- Knowledge of leadership responsibilities in law and criminology.
- Knowledge of effects of crimes/deviant behavior on victims/society.

PBS300 Introduction to Crime and Deviance
 PBS400 Fundamentals of Law
 PBS430 Fundamentals of Penology
 PBS431 Victimology
 PBS432 Analysis of Crime and Deviance in the United States

FOUNDATIONS OF ACCOUNTING SPECIALIZATION

Learning Outcomes:

- Learn basics of accounting frameworks and principles needed for entrance and growth in the accounting field.
- Acquire the basic knowledge and skills of accounting fundamentals to work within an accounting department or the financial and accounting area of a department.
- Paired with the B.S. in Business Management or B.S. in Organizational Leadership, students will also be prepared to manage an accounting department. Additionally, upon completion of the Specialization, the student will obtain 15 credit hours in accounting towards the 27 credit hours needed for CPA exam candidacy.

*ACT300 Principles of Financial Accounting
 ACT305 Principles of Managerial Accounting
 ACT 350 Intermediate Accounting I
 ACT400 Corporate Tax
 ACT450 Auditing

*This course is required in the Information Technology Major. Students majoring in Information Technology will take FIN300

**HUMAN RESOURCES AND ORGANIZATIONAL DEVELOPMENT
SPECIALIZATION**

Learning Outcomes:

- Strategies for staff development and planning training programs
- Social, ethical, and legal influences on modern organizations
- Human resources management strategies and compensation systems
- Organizational culture, change dynamics, communication and conflict resolution approaches

This specialization provides the information needed to obtain HR certification by the Society for Human Resource Management. *SHRM certification is the HR industry standard that indicates a certified individual has the requisite professional knowledge and experience of human resource work.* For additional information about SHRM certification visit the following website: <http://www.shrm.org/ABOUT/pages/default.aspx>

MGT440	Human Resource Development and Management
HRM450	Employment Law, Compensation and Policy
HRM455	Training and Staff Development
HRM460	Organizational Development
*MGT470	Conflict Management and Negotiation

*This course is required in the Organizational Leadership Major. Students majoring in Organizational Leadership will take MGT425

INFORMATION TECHNOLOGY MANAGEMENT SPECIALIZATION

Learning Outcomes:

- Understand technology from a management perspective.
- Understand how to meet and or optimize organizational needs by proper management Information Technology.
- Align the Information Technology needs with organizational needs.
- Comprehend the theoretical and applied uses of information technology in various business applications for problem-solving.
- Demonstrate understanding of the social, organizational, and ethical concerns of the practice of information technology.
- Evaluate software and hardware options for information systems management.
- Evaluate software and hardware Information Technology Management solutions for variety of business/organizational needs.

ITS300	Introduction to Computer-Based Systems
ITS350	Information Systems and Security
ITS400	Technology Project Management
ITS405	Organization Impact of Technology
ITS430	Enterprise Solutions

INFORMATION TECHNOLOGY OPERATIONS SPECIALIZATION

Learning Outcomes:

- Gain technology certification exam preparation.
- Comprehend the theoretical and applied uses of information technology in various business applications for problem-solving.
- Apply knowledge and skills in system analysis and design, network design and administration, database design and development, operating systems, software and web application development, and IT security.
- Acquire technical skills in programming and technology trouble-shooting.

ITS310	Personal Computing
ITS320	Basic Programming:
ITS410	Database Management
ITS420	Networks:
ITS430	Enterprise Solutions

PUBLIC AND NON-PROFIT MANAGEMENT SPECIALIZATION

Learning Outcomes:

- Strategies for staff development and planning training programs.
- Social, ethical, and legal influences on modern organizations.
- Human resources management strategies and compensation systems.
- Organizational culture, change dynamics, communication and conflict resolution approaches.

*PMG300	Public Administration
FIN350	Principles of Finance for the Public Sector
PMG320	Public Policy and Strategy
PMG400	Strategic Planning for Public and Nonprofit Organizations
PMG420	Public Relations

* This course is required in the Applied Social Science Major. Students majoring in Applied Social Sciences will take PMG430

MASTER OF SCIENCE DEGREES

MAJOR IN MANAGEMENT

The graduate program in Management is designed to prepare learners to understand the dynamics of an organization and develop the ability to analyze, communicate, and understand systems integration for effective decision-making as they evaluate ethical implications of social and economical behaviors. Effective managers need to possess a holistic understanding in decision-making and continual improvement of processes, procedures, employee development, product improvement and identification, and fiscal health of the organization.

Additionally, they need analytical skills and creativity to provide fluidity in anticipating and responding to economic, fiscal, and marketing demands. Considerations in decision-making include legal, social, global, economic, political, and technological factors.

Each course in the core program is designed to incorporate a portfolio-quality project with close supervision and collaboration by the instructor that requires students to apply skills to specific scenarios. The final course in the core is designed as a capstone course, in which students apply research and established theory to design an innovative and original approach to address a current problem within the field of organizational management. Students apply established research and theoretical frameworks to address a current organizational challenge. Utilizing knowledge, theories, and research-study understanding gained throughout the Program, students analyze and evaluate the organization and then propose constructs for enhancing organizational effectiveness.

Program Learning Outcomes:

- Demonstrate the function of strategic planning in a global organization.
- Apply critical thinking skills in the development of recommendations and analyze the outcomes of the decisions.
- Identify and integrate ethical and legal implications in a social and economic context for organizations in the competitive environment.
- Demonstrate effective written communication and analytical skills.
- Analyze organizational business policy and the global economy.
- Demonstrate skills for effective strategy development within an organization by completing a capstone project.

Courses should be taken in the recommended sequence.

ORG500	Foundations of Effective Management
ECN500	Global Economics
ORG530	Business Ethics and Sustainability
ACT 500	Managerial Accounting
FIN500	Principles of Finance
MGT510	Strategy Planning
ORG575	Critical Evaluation of Research and Theory
ORG581	Organizational Management: Strategy and Execution (Capstone)

In Master's programs, students choose a core program and then select a specialization area, consisting of four courses. Specializations allow students to take a sequence of courses in a career-relevant field. These courses will complement the program of study based on professional and personal interests.

Available specializations for the Management program, in order of relevance, include:

- Strategic Innovation and Change Management
- Organizational Leadership and Change Management
- Human Resource Management
- Human Resource Performance
- Organizational Training and Instructional Design
- Online Teaching
- Teacher Leadership

MAJOR IN ORGANIZATIONAL LEADERSHIP

The Master of Science in Organizational Leadership focuses on organizational innovation, change management and leadership development. The degree coursework emphasizes practical application of organizational leadership concepts and skills, and develops expertise in critical thinking, organizational innovation, decision-making, and creative problem-solving in modern public and nonprofit organizational contexts.

Each course in the core program is designed to incorporate a portfolio-quality project with close supervision and collaboration by the instructor that requires students to apply skills to specific scenarios. The final course in the core program is designed as a capstone course, in which students apply research and established theory to design an innovative and original approach to address a current problem within the field of education. Students apply established research and theoretical frameworks to address a current organizational challenge. Utilizing knowledge, theories, and research-study understanding gained throughout the Program, students analyze and evaluate the organization and then

propose constructs for enhancing organizational effectiveness.

Program Outcomes:

- Develop foundational skills in effective management within an organization.
- Examine the facets of organizational behavior in the context of leadership theory and practice.
- Analyze and integrate theories of leadership within personal and professional contexts.
- Synthesize the application of management theory through leadership and the human application within organizations.
- Demonstrate skills for effective strategy development within an organization by completing a capstone project.

Courses should be taken in the recommended sequence.

ORG510 Management of Organizational Behavior
ORG530 Business Ethics and Sustainability:
ORG545 Diversity in Leadership
ORG560 Leadership Development:
ORG550 Decision Making and Leadership
MGT535 Communication Skills for Leaders:
ORG575 Critical Evaluation of Research and Theory
ORG581 Organizational Management: Strategy and Execution (Capstone)

In Master's programs, students choose a core program and then select a specialization area, consisting of four courses. Specializations allow students to take a sequence of courses in a career-relevant field. These courses will complement the program of study based on professional and personal interests.

Available specializations for the Organizational Leadership program, in order of relevance, include:

Applied Business Management
Human Resource Management
Human Resource Performance
Organizational Training and Instructional Design
Strategic Innovation and Change Management
Online Teaching
Teacher Leadership

MAJOR IN TEACHING AND LEARNING

The Master of Science in Teaching and Learning is an advanced degree designed to elevate your leadership, intellect, and professional knowledge of educational theory and techniques for the promotion of lifelong learning and academic excellence. The degree coursework will emphasize issues of instruction, program development, and program management in Pre-K-12

educational learning environments and non-traditional settings. Each course is designed to incorporate a portfolio-quality project with close supervision and collaboration by the instructor that requires students to apply skills to specific scenarios. In addition, the final course in the core is designed as a capstone course, in which you will design an innovative and original approach to address a current problem within the field of education. Courses should be taken in the recommended sequence. In addition, students will select a four course specialization that will complement this degree.

**CSU-Global Campus does not provide educator licensing or endorsement.*

Program Outcomes:

- Prepare strategies for developing, administering, evaluating, and managing educational programs.
- Examine various learning theories and apply teaching and assessment strategies to learning environments.
- Acquire advanced instructional and design principles for learning.
- Explore contemporary and emergent technologies relevant to learning environments.
- Synthesize skills for effective program planning and development within an educational setting by completing a capstone project.

Courses should be taken in the recommended sequence.

OTL531 Models of Instructional Delivery
OTL550k Curriculum Development and Design
OTL540k Theory and Practice in Backward Design
OTL541k Evaluation and Assessment
OTL543k Multimedia Technologies Design and Integration
OTL565 Cultural and Linguistic Diversity in the Differentiated Classroom
OTL568 Action Research
OTL599 Capstone Project

In Master's programs, students choose a core program and then select a specialization area, consisting of four courses. Specializations allow students to take a sequence of courses in a career-relevant field. These courses will complement the program of study based on professional and personal interests.

Available specializations for the Teaching and Learning program, in order of relevance, include:

Teacher Leadership
Human Resource Management
Human Resource Performance
Organizational Leadership and Change Management

Strategic Innovation and Change Management
Applied Business Management

GRADUATE SPECIALIZATIONS

Students must complete a specialization that consists of four graduate courses (12 semester hours) as a supplement to their program major. Specializations allow students to select a series of courses in a career-relevant area based on professional and personal interests.

Not all specializations are available for all degree programs. Students should consult the requirements for their specific degree program prior to starting specialization coursework.

Most Major Core Courses should be completed before taking Specialization Courses.

CURRENT OFFERINGS

1. Applied Business Management
2. Human Resource Management
3. Human Resource Performance
4. Online Teaching
5. Organizational Leadership and Change Management
6. Organizational Training and Instructional Design
7. Strategic Innovation and Change Management
8. Teacher Leadership

APPLIED BUSINESS MANAGEMENT SPECIALIZATION

This specialization will facilitate student acquisition of skills need for an analytic approach to organizational assessment for decision-making and leadership purposes.

Program Competencies:

- Understand and apply accounting information for effective decision-making in the strategic planning process.
- Understand the principles and theories of finance to analyze statements and financial information for effective decision-making in competitive environments.
- Analyze and evaluate theories and decision processes of change management in organizations in aspects of technology, market opportunities, core competencies, and skill acquisition.
- Synthesize internal and external factors of strategic management to optimize organizational positioning and competitiveness in today's dynamic marketplace.

- ACT500 Managerial Accounting
FIN500 Principles of Finance
MGT510 Strategy Planning
ORG505 Organizational Change

HUMAN RESOURCE MANAGEMENT SPECIALIZATION

This knowledge-based program provides the theory and application information necessary to integrate the human resource role with the strategic goals of an organization to effectively manage people in today's global and dynamic marketplace. The program emphasizes developing the skills needed to strategically manage, train, and develop human resources for enhanced organizational performance while providing the information needed to obtain HR certification by the Society for Human Resource Management.

SHRM certification is the HR industry standard that indicates a certified individual has the requisite professional knowledge and experience of human resource work. For additional information about SHRM Certification visit:
<http://www.shrm.org/ABOUT/pages/default.aspx>

Program Competencies:

- Identify the strategic role of the human resource function in facilitating the accomplishment of an organizational mission, goals, and objectives through the creation of aligned organizational systems and practices.
- Understand the principles and values associated with creating high performance and high trust work systems within a rapidly changing global environment.
- Develop skills required to measure organizational performance and to create human resource systems essential for monitoring, improving, and rewarding performance consistent with an organizational culture.
- Identify the global issues affecting human resource management and develop the skills to address complex issues associated with effectively managing people in a global context to optimize results.

- ORG520 Managing Performance for Results
ORG522 Human Resource Planning
MGT516 Effective Labor Management
MGT570 Managing Human Resources

HUMAN RESOURCE PERFORMANCE SPECIALIZATION

Organizations whether private and public, face increasing need to improve their effectiveness. Successful organizations into the future will be those that anticipate change and develop strategies in advance. Designed to assist organizational leaders meet current and future needs, this specialization covers key elements that contribute to high performance and organizational effectiveness within the framework of an organized labor employee base.

This specialization has been created to address the specific needs of law enforcement cohort group members who are current students of CSU-Global Campus's M.S. in Organizational Leadership program. The selected course work provides skills and insights into managing organized labor employees in dynamic environments; it is essentially the Human Resources Management specialization with the substitution of *Managing Dynamic Environments* for the *Human Resources Planning* course. This specialization does not prepare students for SHRM certification.

Program Competencies:

- Comprehend the need and processes for enhancing organizational performance and human capital.
- Evaluate and develop criteria for performance excellence in dynamic environments.
- Synthesize the role of leadership and strategic planning in performance management.
- Analyze and develop processes for effective labor management and collective bargaining.

ORG520	Managing Performance for Results
ORG521	Managing Dynamic Environments
MGT516	Effective Labor Management
MGT570	Managing Human Resources

ONLINE TEACHING SPECIALIZATION

In partnership with the Sloan Consortium, this program fulfills a specialization requirement while providing the Sloan Online Teaching Certificate.

Additional restrictions apply for students interested in the certificate; interested students should contact their advisor prior to taking the courses.

OTL540	Instructional Theory and Design Principles
OTL541	Evaluation and Assessment
OTL542	Online Learning Technologies
OTL543	Multimedia Technologies and Design Principles

ORGANIZATIONAL LEADERSHIP AND CHANGE MANAGEMENT SPECIALIZATION

This program is designed to equip and empower mid-to senior level managers for future corporate growth in the fast-paced and technologically driven reality of today's marketplace. The program is ideal for established, mature managers who need new skills and a facilitated learning environment to acquire the knowledge and insights necessary to compete in a global economy over the next decade. The program enhances manager ability

to learn and adapt to new ideas and new perspectives, while providing them with the critical thinking and evaluative skills vital to market innovation and adaptation.

Program Competencies:

- Demonstrate the application of leadership theories within an organizational system.
- Analyze and integrate innovation and identify where change and innovation create opportunity.
- Synthesize the application of management theory through leadership and the human application within organizations.
- Examine the human issues of managing and leading in a global society.

ORG505	Organizational Change
ORG521	Managing Dynamic Environments
ORG515	Dynamics of Power in Organizations
ORG560	Leadership Development

ORGANIZATIONAL TRAINING AND INSTRUCTIONAL DESIGN SPECIALIZATION

For the traditional and online educator or trainer in all types of organizations, this specialization provides instruction theory and applied basics to effectively teach and train.

Program Competencies:

- Identify key concepts and principles important in effective online program design.
- Create, manage, implement, and market online educational programs.
- Explore adult learning theories and models for instruction delivery and application to distance education.
- Critically evaluate online education processes while constructing your own philosophy and perspectives.

OTL520	The Adult Nontraditional Learner
OTL531	Models of Instructional Delivery
OTL540	Instructional Theory and Design Principles
OTL570	Program Planning and Development

STRATEGIC INNOVATION AND CHANGE MANAGEMENT SPECIALIZATION

This program specialization provides the information, skills, and strategies for managing organizational behavior in innovative and dynamic environments.

Program Competencies:

- Explore the components and integration of effective performance management systems to

meet organization objectives and needs for change.

- Analyze and integrate innovation and identify where change and innovation create opportunity.
- Synthesize the application of management and power theory through leadership, politics, and comprehension of organization behavior.
- Examine the human issues of managing and leading in a global society.

ORG505	Organizational Change
ORG515	Dynamics of Power in Organizations
ORG520	Managing Performance for Results
ORG521	Managing Dynamic Environments

TEACHER LEADERSHIP SPECIALIZATION

Gain the skills needed to lead in the classroom, institution, and within larger contexts through policy-making. Employ existing knowledge in teaching and learning to advance the concept of teachers as change agents to share experience and insights with policymakers, educators, and other stakeholders. Emphasis on Pre-K-12.

Program Competencies:

- Understand the role of educators in promoting change to improve teaching and learning.
- Identify and acquire the skills needed to effectively lead in enhancing educational systems and institutions.
- Synthesize the strategies and theories for collaboration and teamwork to advocate for change.
- Comprehend key components of learning and knowledge transfer.

OTL505	Educational Systems and Change
OTL510	Teacher Leadership
OTL515	Teacher as a Change Agent
OTL560	Facilitating Learning and Transfer

STUDENT SERVICES AND SUPPORT

ACADEMIC OFFICES

OFFICE OF THE DEAN OF ACADEMIC AFFAIRS

The Dean of Academic Affairs acts as a student advocate, and provides information, assistance and guidance for any student who encounters a problem with his or her CSU-Global Campus experience. Students should always work first and foremost with his/her Instructor or Advisor. However, further assistance or guidance is required, the Dean of Academic Affairs is the main point of contact to receive, respond to and facilitate the resolution of student issues, conduct matters, concerns, formal complaints and formal appeals in accordance with established processes.

OFFICE OF THE ASSOCIATE DEAN OF STUDENT SUCCESS

The Associate Dean of Student Success and the Advisors coordinate programs and activities that are designed to promote your academic and personal success at CSU-Global Campus, such as tutoring services, online learning resources, academic support, incomplete grade and course overload requests, and coordination of services for students with disabilities.

OFFICE OF THE DIRECTOR OF FACULTY SERVICES

This office manages and provides training and support for instructors at CSU-Global Campus. All CSU-GC faculty are required to complete training specific to CSU-GC teaching expectations. Comments regarding faculty performance may be addressed at the end-of-course surveys, though immediate concerns should be addressed to the Director of Faculty Services. This office is also responsible for faculty development and institutional policy related to instruction.

SERVICES AND SUPPORT

BLACKBOARD LEARNING MANAGEMENT SYSTEM

CSU-Global Campus uses the Blackboard Learning Management system (Bb) to deliver online courses. There are many tools within Bb for student interaction and support. Students at CSU-Global Campus can use traditional, asynchronous threaded discussion boards.

LIBRARY SERVICES: THE VIRTUAL LIBRARY

The Colorado State University–Global Campus Library is dedicated to providing state-of-the-art information services to students. The Library provides online support for all our academic programs. You will have access to numerous online journal article databases and resources, government information, general reference material, such as online dictionaries, encyclopedias, etc. along with

several e-book databases to help you with your assignments. We also offer tutorials to help you find exactly what you need. Our online Library is open 24/7 so that you can access the resources you need at a moment's notice. If you have any questions, don't hesitate to contact our Online Librarian by emailing library@csuglobal.org. Registered students will be able to access all of the Library resources and services by logging into the CSU-Global Campus portal and clicking on the Virtual Library button (located in the Academics folder) or through the Blackboard course management system by clicking on the "Library" tab located at the top of the page.

WIMBA

Instructors and students can also stay in touch using WIMBA, an integrated instant messaging service. They can also conduct small group work through video/voice/text chat rooms and work collaboratively in the Live Classroom with whiteboarding and desktop sharing features. An online gradebook allows students to check how they are doing at any time during the course and the assignment dropbox allows students to hand in assignments electronically from anywhere in the world. No matter where you are, you are always connected to your course, instructor, and fellow students.

SMARTHINKING

SmarThinking is 24/7 online tutoring service. You can connect with a live tutor or schedule a personal session. You can also submit a paper to the online writing lab for critiquing and you can submit a question and receive a reply from a tutor usually within 24 hours. Registered students will be able to access SmarThinking by logging into the CSU-Global Campus portal and clicking on the "Tutoring" button (located in the Academics folder) or through the Blackboard course management system by clicking on the "Library" tab located at the top of the page.

TECHNICAL SUPPORT CENTER

CSU-Global Campus provides a 24/7 technical support service for the learning platform. The following support options are available:

- Searchable Knowledge Base and FAQs
- 24/7 Phone Support
- 24/7 Real-Time Chat
- Submit a Ticket

You are never alone in your instruction and never alone if you need technical help through the 24/7 live, help desk support.

Registered students will be able to access all of the Technical Support resources and services by logging into

the CSU-Global Campus portal and clicking on the “Tech Support” button (located in the Academics folder) or through the Blackboard course management system by clicking on the “Tech Support” tab located at the top of the page

PROVIDING COURSE FEEDBACK

As your satisfaction is one of our primary goals, we look forward to receiving feedback on your CSU-Global Campus experience. One of the ways that we hope to formally capture your thoughts is through our end-of-course online surveys. These surveys are created to take minimal time but provide clear insight into student preferences, experiences, and recommendations for improvement. Please be sure to participate in the surveys at the end of every class and through supplemental email requests that you may periodically encounter.

CSU GLOBAL CAMPUS COURSES OF INSTRUCTION

COURSE NUMBERING

Course numbering is based on the content level of material presented in a course.

100-299	Lower division undergraduate courses, primarily for freshman and sophomore students These general education courses are offered jointly by CSU-GC and CSU-Pueblo.
300-499	Upper division undergraduate courses, primarily for junior and senior students
500-599	Graduate Level Courses

COURSE PREFIXES

Course Code	Course Title
ACT	Accounting
ART	Art
BIO	Biology
COM	Communications
PBS	Criminology
ECN	Economics
ENG	English
ELL	English Language Learning
FIN	Finance
GEO	Geology
HST	History
HRM	Human Resources
HUM	Humanities
ITS	Information Technology Systems
MGT	Management
MIS	Management Information Systems
MKG	Marketing
MTH	Mathematics
OTL	Online Teaching and Learning
OPS	Operations Management
ORG	Organizational Leadership
PLA	Prior Learning Program
PMG	Public Management
SOC	Sociology

ACCOUNTING COURSES

ACT300 Principles of Financial Accounting (3 credits)

Introduction to accounting from a business perspective. (Prerequisite: None)

ACT305 Principles of Managerial Accounting (3 credits)

Accounting information from a management perspective: cost-based, decision-making, differential accounting and responsibility accounting. (Prerequisite: None)

ACT350 Intermediate Accounting I (3 credits)

Advanced accounting topics in accounting cycle, financial statements, time value of money, revenue recognition and accounting for cash, receivables, inventory and long-term assets. (Prerequisite: ACT300 and ACT305)

ACT400 Corporate Tax (3 credits)

Understand the tax issues surrounding corporate, partnership, estate/trust taxation, mergers and dissolutions. (Prerequisite: ACT350)

ACT450 Auditing (3 credits)

Study of the systematic process by which external financial statements and management assertions are verified and reported upon by independent, internal, and governmental auditors. (Prerequisite: ACT350)

ACT500 Managerial Accounting (3 credits)

Understand and apply accounting information for effective financial decision making in the strategic planning process.

ART COURSES

ART100 Visual Dynamics (3 credits)

Appreciation and understanding of visual experiences and techniques reflecting cultural dynamics of creativity. Fulfills a general education humanities requirement.

BIOLOGY COURSES

BIO121 Environmental Conservation (3 credits)

Historical review of humankind's interrelationship with an impact on the natural environment. Basic principles of ecology and current issues relating to the use of natural resources and environmental problems. Fulfills a general education natural science lecture course requirement.

BIO121L Environmental Conservation Lab (1 credit)

Optional lab to augment BIO121. Fulfills a general education natural science lab requirement.

COMMUNICATION COURSES

COM300 Effective Communication: Research & Writing (3 credits)

Identify and examine formats, principles, and research tools necessary for effective written communication. A practical approach for leaders in managing the diversity and dynamics of communication needs to achieve desired results. Fulfills a general education communication requirement.

COM305 Communication in the Global Information Age (3 credits)

A review of various methods and technologies utilized in communicating with internal and external stakeholders. Emphasis on identifying and developing skills and processes for improving organizational effectiveness.

ECONOMICS COURSES

ECN400 Managerial Economics (3 credits)

An understanding of the theories of economics in a global context. Emphasis on the application of the concepts of demand and elasticity, international rate determination and balance of payments, national and international financial system and institutions, and macroeconomic indicators.

ECN405 Management in the Global Economy (3 credits)

An analysis of the social, political, technological and economic factors that influence practices and decisions in an international/global organization. Included is the analysis of the scope of expansion and appropriate operations in the international marketplace.

ECN500 Global Economics (3 credits)

Examine the theories of international trade and finance, and the influence and impact on management decisions and corporate agreements. Develop an understanding of international monetary issues, and the social, cultural, and governmental effects on the global business.

ENGLISH COURSES

ENG102 Composition II (3 credits)

Sequential course providing continued engagement with critical thinking, reading, argumentation, and using rhetorical techniques in academic writing. Emphasis on research strategies. Fulfills a general education communication requirement.

ENG130 Introduction to Literature (3 Credits)

Study both traditional and contemporary literary works in four major genres: short fiction, the novel, poetry and drama. Examine literary elements such as character, plot, theme, setting and symbolism, thus furthering the understanding and appreciation of the literary work. Fulfills a general education humanities requirement.

ENGLISH LANGUAGE LEARNING COURSES

ELL500 English Language Learners (3 credits)

Methods and techniques of teaching English to children of linguistically diverse backgrounds.

ELL520 Literacy and the EL Learner (3 credits)

Methods and techniques of teaching Literacy to K-12 English Language Learners.

ELL505 Language Acquisition and Linguistics (3 credits)

Normal processes of development of language in children, growth of language, including structure, comprehension, use of oral and written language, other symbolic behavior.

ELL 530 Assessment and Administration of ELL programs (3 credits) Study of state, federal, and local laws and policies concerning ELL programs; language proficiency instruments used by teachers for assessment and placement of ELLs.

FINANCE COURSES

FIN300 Principles of Finance for the Private Sector (3 credits) A study of the financial aspects of businesses, including the costs of capital, fund acquisition sources, time value of money, efficient management of assets, and investment decisions. Particular emphasis is on determining the optimal capital structure between utilization of debt and equity financing.

FIN350 Principles of Finance for the Public Sector (3 credits) Introduction to financing of and budgeting within public sector institutions, including the history and trends of funds acquisition and distribution. Accountability to governing bodies and taxpayers for the use of public fiscal resources will be examined.

FIN400 Analyzing Financial Statements (3 credits)

The aptitude to understand and interpret financial reports for analysis, forecasting and budgeting decisions.

FIN500 Principles of Finance (3 credits)

Understand the principles and theories of finance to analyze statements and fiscal information for effective decision-making in today's competitive environment. (Prerequisite: ACT500)

GEOLOGY COURSES

GEO101 Earth Science (3 credits)

Four earth spheres: the hydrosphere (oceanography, hydrologic cycle); the atmosphere (meteorology and climatology); the lithosphere (geology; internal and external processes); and space are emphasized. Fulfills a general education natural science requirement.

GEO101L Earth Science Lab (1 credit) Optional lab to accompany GEO101. Fulfills a general education natural science lab requirement.

HUMAN RESOURCES COURSES

HRM450 Employment Law, Compensation and Policy (3 credits) Introduces the major laws affecting employment in the United States including insurance, compensation, and labor, health and safety related to employment and compensation. The provisions of those laws as well as public policy supporting regulation and the future modifications are addressed.

HRM455 Training and Staff Development (3 credits)

Explores the development, administration, and evaluation of organizational training and staff development programs. Motivation, organizational culture and change, employee development, and the role of management are analyzed.

HRM460 Organizational Development (3 credits)

The study of organizational systems and strategies designed to drive organizational competitive advantage and enhance organizational performance. Specific focus is on systems thinking, becoming a learning organization, and continuous improvement.

HISTORY COURSES

HST201 US History I (3 credits)

United States history from founding of North American colonies to 1877 reconstruction era. Fulfills a general education history requirement.

HST300 U.S. History from 1945 to the Present (3 credits)

History of the United States from 1945 to the present, with emphasis on Cold War, Vietnam, and the rise of the Conservative majority.

HUMANITIES COURSES

HUM300 Dimensions of Ethical Leadership (3 credits)

Analyze the role that ethics plays in effective leadership. Understand and evaluate the ethical challenges that leaders face as they balance the demands of internal and external stakeholders. Explore ways to consider ethical issues in everyday decision-making and effective leadership. Fulfills a general education humanities requirement.

INFORMATION TECHNOLOGY COURSES

ITS300 Introduction to Computer-Based Systems (3 credits) Overview of computer information systems including operating systems, networks, the Internet and information system design, and the roles and responsibilities of technology professionals. Prepares students for CompTIA Network+ certification exams. (Prerequisite: None)

ITS310 Personal Computing (3 credits) In-depth study of personal computer hardware, peripherals and interfaces. Prepares student for CompTIA A+ certification exam. (Prerequisite: None)

ITS320 Basic Programming (3 credits) An introduction to computer programming, design and testing using Java object-oriented programming language. (Prerequisite: ITS300 or ITS310)

ITS350 Information Systems and Security (3 credits) Education in the need for security, planning, cryptology, and security technologies. Prepares students for CompTIA Security+ certification exam. (Prerequisite: ITS300)

ITS400 Technology Project Management (3 credits) CompTIA Project+ certification. Prepares managers to develop an IT strategy that aligns business strategy with IT infrastructure for a competitive advantage. (Prerequisite: ITS300 or ITS310)

ITS405 Organization Impact of Technology (3 credits) Equips managers with the ability to address the complex issues and dynamics surrounding technology-driven change due to new technologies. (Prerequisite: ITS300, ITS350)

ITS410 Database Management (3 credits) Design, implement and use database management systems. Gain an understanding of available software packages, concepts of query languages and security considerations. Prepares students for Microsoft SQL certification exam. (Prerequisite: [ITS300 or ITS310] and ITS320)

ITS420 Networks (3 credits) Understand the basics of networking routing. Examine and practice the concepts and skill necessary to function as a system administrator in a Linux environment. Prepares student for Linux+ certification exam. (Prerequisite: ITS310)

ITS430 Enterprise Solutions (3 credits) Addresses practical methods for analyzing business problems and designing large-scale software solutions using object-oriented solutions. (Prerequisite: [ITS300 or ITS310] and ITS350; recommend ITS400)

MANAGEMENT COURSES

MGT300 Principles of Management (3 credits) An examination of the basic functions of management, including planning, organizing, leading, staffing and controlling and how they can be utilized to strengthen management, employee and organizational performance.

MGT301 Perspectives on Organizational Behavior (3 credits) Overview of attitudes, behavior and performance of individuals and groups and how they shape organizations. Included is a review of individual differences, decision making, power, motivation and change in understanding the various aspects of organizational life and culture.

MGT302 Modern Organizational Theory (3 credits) A study of organizational theories and how they relate to an organization's environment, structure and design in influencing its strategic and operational effectiveness. Focus includes the roles of individuals and groups operating in contemporary organizational systems.

MGT320 The Legal Environment of Business (3 credits) An introduction to the legal influences upon and within businesses, including statutory, executive, administrative, and court law. Included are the roles and influences of contracts and regulations upon business operations.

MGT350 Business Policy and Strategy (3 credits) An analysis of the process of developing business policies and how strategies are formulated implemented and evaluated. Knowledge of how business strategies establish and influence the company's position within its industry in light of those being utilized by competitors.

MGT351 Organizational Innovation and Change (3 credits) Analysis of the dynamics of change and the importance of innovation within modern organizations. Emphasis on how managers can develop a culture receptive to new ideas, products, processes, and systems for improving organizational performance.

MGT410 Project Management (3 credits) Overview of important aspects of managing both small and large projects, including assessment of needs, development of specifications, acquisition of labor and materials, optimization of schedules, controlling costs, and ensuring outcomes and deliverables. Utilization of software tools providing efficient and effective processes is emphasized.

MGT425 Managing and Leading Team Dynamics (3 credits)

Explore the development, organization and leadership of teams in both traditional and virtual settings. Develop key skills and a working knowledge of team creation, management, and individual roles within the team.

MGT440 Human Resources Development and Management (3 credits)

Introduction to the development and management of an organization's human resources, with emphasis on planning for the screening, selection, orientation and training of employees. Additional topics include performance appraisal, compensation, benefits, equal employment opportunity, incentives and rewards.

MGT451 Business Policy Development and Implementation (3 credits)

An analysis of the roles and responsibilities of leaders in developing governance and operational policies within the corporate world. Focus includes how policy development and implementation influence and determine the business's strategic direction.

MGT470 Conflict Management and Negotiation (3 credits)

Identification and analysis of management strategies for dealing with both functional and dysfunctional conflict in the workplace. Included is a study of conflict management styles of avoidance, accommodation, collaboration, negotiation, mediation and domination.

MGT505 Market Planning (3 credits)

Examine an organization's strategy and the integration into a well-designed marketing plan. Analyze the components of a marketing plan including the management summary, quantitative objectives, new/current product planning and development, and the strategic execution of the plan.

MGT510 Strategy Planning (3 credits)

Examine and apply the concepts and theories of strategic planning in present-day organizations. Understand how strategy is developed and the affects of integration through the various disciplines of an organization. (Prerequisite: FIN500, ACT500)

MGT516 Effective Labor Management (3 credits)

Analyze the collective bargaining process and the impact of public policy on industrial relations. Understand the administrative functions of human resource management and the field of labor relations.

MGT535 Communication Skills for Leaders (3 credits)

This course is designed for the practicing professional, and focuses on internal and external communications practices and strategies within and beyond organizational

settings. Students consider communication styles, interpersonal communication skills, business and professional writing, presentation, and communication in various formats, including electronic communication.

MGT570 Managing Human Resources (3 credits)

Analyze the implications of the recruitment, staffing, evaluation and development of employees in the strategic management of a high performance workforce. Examine the economics of labor and the effects of legislative and legal decisions in the administration and management of employees. (Prerequisite MGT516). *MGT570 was formerly listed as MGT515.*

MANAGEMENT INFORMATION SYSTEMS COURSES

MIS300 Information Systems Design and Management (3 credits)

Overview of issues, processes and technology utilized in the design and management of information systems. Analysis includes needs assessment, database management, software capacity, security features, and decision making applications.

MARKETING COURSES

MKG 300 Marketing Strategy Development (3 credits)

The formulation of strategies for marketing an organization's products and services in light of pricing, product, promotion and placement factors and issues. Emphasis on creating product distinction and consumer demand in a competitive environment.

MATHEMATICS COURSES

MTH109 Mathematical Explorations (3 credits)

Emphasis on quantitative reasoning and problem solving. Topics chosen from logic, sets, algebra, linear programming, probability, statistics, number theory, geometry, and counting techniques. Fulfills the mathematics general education requirement.

MTH410 Quantitative Business Analysis (3 credits)

The knowledge of various quantitative techniques to synthesize information for business decision-making. Included is the understanding of business research methods.

OPERATIONS MANAGEMENT COURSES

OPS400 Operations Management (3 credits)

The development of the skills to be effective using critical problem solving skills in operations management. An understanding of process and product development, quality improvement, and the tools utilized in the production of goods and services.

OPS405 Managing the Supply Chain (3 credits)

An examination of the concept and design of supply chains for manufacturing and service organizations. Analyzing the innovative capabilities of effective supply chains.

OPS510 Operations Management (3 credits)

Develop an understanding of the various functions and responsibilities of the operation department in response to today's current competitive environment and market demands. Examine quality management, the design and production of goods and services, effective supply chains and virtual chains, product life cycles, and the design and management of processes to develop and improve

ORGANIZATIONAL LEADERSHIP COURSES**ORG300 Applying Leadership Principles (3 credits)**

This required first course for all majors (undergraduate level) provides an overview of leadership basics. In the context of studying at CSU-Global Campus, students will develop strategies for success in the online learning environment. (Prerequisite: None)

ORG303 Applied Organizational Psychology (3 credits)

Focus is on how managers can utilize their understanding of individual and group psychology in fulfilling the organization's mission and accomplishing objectives. An analysis of motivational strategies and tactics is included.

ORG305 Entrepreneurship in the Global Age (3 credits)

A study of the role of the entrepreneur in starting and growing businesses and developing new products and services in today's economy. Analysis of the conditions in which entrepreneurs utilize their creativity and innovation to meet consumer demands in diverse markets.

ORG405 Principles and Practices of Effective Leadership (3 credits)

Examine the role of leaders, explore leadership practices, and identify the attributes that determine leader success. Gain an understanding of leadership styles and their practical outcomes while learning how to incorporate study findings into effective leadership.

ORG423 Communication Strategies for Leadership (3 credits)

A practical review of leadership communication strategies for transmitting, receiving and understanding information in the workplace. Emphasis is on equipping leaders with the knowledge of how to overcome communication barriers by utilizing appropriate strategies and methods.

ORG500 Foundations of Effective Management (3 credits)

Understand the theories and principle concepts of management. Build skills and processes for effective

organizational management in today's dynamic environment.

ORG505 Organizational Change (3 credits)

Analyze and contrast the theories of change management. Understand the various methods to instigate appropriate change within industries and organizations including technology, market opportunities, core competencies, and skills acquisition. (Prerequisite: None)

ORG510 Management of Organizational Behavior (3 credits)

Examine theories and research on organizational behavior. Explore leadership styles, attributes to managing change, human motivations and behaviors, and strategies for leading teams and organizations in a global world.

ORG515 Dynamics of Power in Organizations (3 credits)

Focus on the influence of power in the organization. Examine the role of leadership and human behavior related to power issues encountered in organizations. Consider the positive and negative outcomes of the influence of power as a leader, manager, and team member.

ORG520 Managing Performance for Results (3 credits)

Understand the design and execution of successful management systems and processes. Examine utilization and outcomes of performance appraisals, compensation, and training on organization effectiveness.

ORG521 Managing Dynamic Environments (3 credits)

Examine the factors and theories for effective change management. Examine strategies, structures, and techniques for facilitating organizational change for competitive success in today's dynamic business environment.

ORG522 Human Resource Planning (3 credits)

Examine the cross-cultural issues in managing organization behavior. From a global management perspective, explore bargaining behavior, recruitment, selection, training, and compensation issues).

ORG530 Business Ethics and Sustainability (3 credits)

Explore the economic, environmental, and ethical impact of a sustainable business model. Examine the environmental and ecological challenges facing business worldwide. Analyze and develop skills for creating models for a sustainable business.

ORG545 Diversity in Leadership (3 credits)

Develop a comprehensive understanding of diversity to apply in the strategic planning efforts of cultural change and acceptance. Identify the realities of developing and implementing diversity initiatives for the organization and the workforce. Explore emerging issues in diversity management.

ORG550 Decision Making and Leadership (3 credits)

This course analyzes the roles of leaders and managers in organizational decision making, at both the individual and organizational levels. In the context of organizational theories of behavior, students consider how decision and choice theory are applied in organizational settings. Practical problem solving and conflict management skills are practiced through the application of decision making tools and leadership approaches in professional settings. (Prerequisite: ORG510)

ORG560 Leadership Development (3 credits)

Explore the tools, models, and practices for leadership development. Gain a working knowledge of developing leadership skills and programs for future leaders to effectively compete in a global world.

ORG575 Critical Evaluation of Research and Theory (3 credits):

Understand research related to degree area of study from both a consumer and a creator perspective. Evaluate and analyze research studies and the foundations for established theories and theoretical frameworks. Deconstruct research studies for close evaluation of their components within the context of study types, methodologies, data analysis and evaluation, and the basis for researcher recommendations. (Prerequisite: completion of all Specialization and Core courses (except for Capstone course).

ORG580 Organizational Management: Strategy and Execution (Capstone) (3 credits)

Understand and integrate the components of organizational strategy development and execution. Experience the process of mission creation, structural design, and tactical decision-making that managers must address for competitive success. Credit will not be granted for both ORG580 and ORG581.

ORG581 Organizational Management: Strategy and Execution (Capstone) (3 credits)

For students starting their MS Management or MS Organizational Leadership program January 2011 or later. Understand and integrate the components of organizational strategy development and execution. Experience the process of mission creation, structural design, and tactical decision-making that managers must address for competitive success. (Prerequisite: ORG575

and all other core and specialization courses). Credit will not be granted for both ORG580 and ORG581.

ONLINE TEACHING AND LEARNING COURSES**OTL500 Administration, Management and Planning in Educational Organizations (3 credits)**

Historical and contemporary perspectives of management and organization in educational organizations in the United States. Course surveys modern institutional concerns in both secondary and postsecondary institutions.

OTL505 Educational Systems and Change (3 credits)

Examines the process of change in education, focusing on teacher's role as leader and facilitator.

OTL510 Teacher Leadership (3 credits)

Highlights skills needed in developing teachers as leaders of change in education systems and institutions.

OTL515 Teacher as a Change Agent (3 credits)

Introduces strategies for professional growth including interpretation of research and professional collaboration to lead and advocate for effective change.

OTL520 The Adult and Nontraditional Learner (3 credits)

Introduction to adult and nontraditional learners; current theory, research, and practice relating to various nontraditional student populations are examined.

OTL521 Strategies for Teaching Adults and Nontraditional Learners (3 credits)

Advanced examination of adult and nontraditional students in educational and training settings; with emphasis on distance learning instructional techniques, critical reflection, and application.

OTL531 Models of Instructional Delivery (3 credits)

Examination and analysis of historical and contemporary models for delivery of instruction. Focus on applications of instructional methods in Pre-K-12 environments and non-traditional settings.

OTL540 Instructional Theory and Design Principles (3 credits)

Introduction to instructional system design theories and models used in distance learning settings. Practical emphasis on application of these theories to effective course design. Students who take OTL540 will not be able to apply this credit towards any program requiring OTL540K.

OTL540K Theory and Practice in Backward Design (3 credits) Introduction to instructional system design theories and models used in Pre-K-12 learning environments and non-traditional settings with a focus on backward design. Students who take OTL540K will not be able to apply this credit towards any program requiring OTL540.

OTL541 Evaluation and Assessment in Online Learning (3 credits) Examination of methods and techniques for evaluation and assessment of learning in the distance and online learning context. Analysis of contemporary issues in online assessment. Students who take OTL541 will not be able to apply this credit towards any program requiring OTL541K.

OTL541K Evaluation and Assessment (3 credits) Examination of methods and techniques for evaluation and assessment of learning in Pre-K-12 settings with a focus on instructional improvement and student achievement. Students who take OTL541K will not be able to apply this credit towards any program requiring OTL541.

OTL542 Online Learning Technologies (3 credits) Survey of methods and critical reflection of various current and emerging technologies for online and distance learning, with emphasis on selecting appropriate technologies for effective instruction.

OTL543 Multimedia Technologies and Design Principles (3 credits) Survey of methods, skills, and tools for creating multimedia learning opportunities. Creative exploration and application of new and emerging multimedia technologies. Students who take OTL543 will not be able to apply this credit towards any program requiring OTL543K.

OTL543K Multimedia Technologies and Design and Integration (3 credits) Survey of methods, skills, and tools for creating multimedia learning opportunities. Creative exploration and application of new and emerging multimedia technologies to integrate into the classroom. Students who take OTL543K will not be able to apply this credit towards any program requiring OTL543.

OTL550 Curriculum Development and Design (3 credits) Philosophies and theories guiding the development of curriculum and courses for effective learning. Practical application in establishing quality assurance models for teaching and learning at the instructional level. Students who take OTL550 will not be able to apply this credit towards any program requiring OTL550K.

OTL550K Curriculum Development and Design (3 credits) Philosophies and theories guiding the development of

curriculum and courses for effective learning in Pre-K-12 settings. Practical application in establishing quality assurance models for teaching and learning at the instructional level. Students who take OTL550K will not be able to apply this credit towards any program requiring OTL550.

OTL560 Facilitating Learning and Transfer (3 credits) An evaluation of contemporary learning theories, with emphasis on major issues, research findings, and application of learning principles to online teaching and learning. Students will examine online instructional strategies and practice facilitation techniques that promote learning transfer. The course also provides students with essential knowledge and skills in preparation for the capstone course.

OTL565 Cultural and Linguistic Diversity in the Differentiate Classroom (3 credits) An Examination of the theories and concepts that define cultural and linguistic diversity with an emphasis on the theory and methods for creating multiple pathways of learning to accommodate students with varying backgrounds of knowledge, readiness, language, interest, and learning styles.

OTL568 Action Research (3 credits) Advanced examination of a teacher led research approach with an emphasis on instructional improvement and student learning.

OTL570 Program Planning and Development (3 credits) Establishing online learning programs for adult and nontraditional learners. Focus on research, strategic and business planning, development, and evaluation.

OTL599 Capstone Project (3 credits) This course provides students the opportunity to demonstrate the culmination of their learning in their program through the design of a capstone project or portfolio of customized professional work.

PRIOR LEARNING PROGRAM COURSES

PLA390 Portfolio Project Mastery (1 credit)

The 1-credit PLA Portfolio Project course (PLA390) is designed to assist students in learning the skills necessary to successfully integrate their prior professional and life experience learning into a CSU-Global Campus course Portfolio Project(s). Students will learn to carefully analyze Portfolio Paper grading rubrics to ensure that papers meet the requirements; and they will enhance their writing and research skills to effectively communicate their learning experiences and knowledge. This course is a requirement for the first PLA Portfolio paper option for CSU-Global Campus undergraduate course credit. All subsequent Portfolio papers for course credits (up to 12 credit hours total) may be conducted through the CSU-Global Campus independent study course.

CRIMINOLOGY COURSES

PBS300 Introduction to Crime and Deviance (3 credits)

Basic coverage of crime and deviant behavior from sociological, economic, cultural and legal perspectives. Included is a review of the causes and effects of antisocial behavior, crime prevention and punishment.

PBS400 Fundamentals of Law (3 credits)

A review of statutory, executive, administrative and judicial law related to public safety management. Emphasis is on equipping organizational leaders with the practical legal knowledge essential for managing public sector organizations.

PBS430 Fundamentals of Penology (3 credits)

Overview of the establishment and functioning of prisons and the punishment of criminals. Issues covered include philosophies of punishment and rehabilitation, sentencing, incarceration types and conditions, prison overcrowding and recidivism.

PBS431 Victimology (3 credits)

An analysis of the effects of criminal behavior upon victims, including victim types, offender and victim relationships, and the role of the criminal justice system in interfacing with victims.

PBS432 Analysis of Crime and Deviance in the United States (3 credits) An advanced examination of issues related to criminal and deviant behavior in the United States. Areas of analysis include antecedents and backgrounds of criminals and factors contributing to aggression, violence and antisocial behavior, as well as implications for victims and society.

PUBLIC MANAGEMENT COURSES

PMG300 Public Administration (3 credits)

An overview of issues related to leading and managing public organizations and government agencies. Focus includes policy development, strategic planning, agency operations, civil service systems, legal framework, and ethical considerations.

PMG320 Public Policy and Strategy (3 credits)

An analysis of the development, implementation and evaluation of public policy and strategy. Study includes influences of administrative, legislative and judicial legal perspectives, as well as accountability to citizens and governing boards.

PMG400 Strategic Planning for Public and Nonprofit Organizations (3 credits)

A practical examination of strategic planning for public and nonprofit organizations. Emphasis on understanding the nonprofit sector, creating effective leadership in the planning process, generating internal and external support, and plan implementation.

PMG420 Public Relations (3 credits)

Provides a review of essential elements and strategies for conducting effective public relations efforts, including communication skills, information and message management, audience targeting, media relations and press releases, and campaign development and operations.

PMG430 Human Resource Management in the Public Sector (3 credits)

Overview of the application of human resource management functions in the public sector, including recruiting, selecting, training, compensating and appraising employee performance.

PMG460 Community Development (3 credits)

An examination of the various facets of community resource development and management. Emphasis on planning and management strategies to guide nonprofit organizations in community development projects, programs and efforts.

SOCIOLOGY COURSES

SOC101 Introduction to Sociology (3 credits)

The scientific study of patterns and processes of human social relations. Fulfills a general education social science requirement.

SOC300 Working in Modern Society (3 credits)

An analysis of the conditions and challenges faced by workers in contemporary society, including the meeting of both employer and individual expectations. Focus includes the balancing of numerous factors including personal life, job commitment, and career management. This course fulfills a general education requirement for social sciences.

SOC305 Technology and Tools for the Global Information Age (3 credits)

Explore the vast and growing number of technology tools available to meet the organizational demands of a global world. Evaluate the impact of technology on communication, skills development, and the role of leadership while learning to develop applicable strategies to meet organizational needs with optimal results. This course fulfills a general education requirement for social sciences.

SOC310 Race, Gender and Ethnic Relations in the U.S. (3 credits)

Survey of the historical and current issues related to race, gender and ethnic relations found in practices and policies. Review of judicial, political and economic influences on organizational diversity management.



Colorado State University
GLOBAL CAMPUS

**2011 Academic Catalog
SEMESTER I
Semester Length: January 10-June 26, 2011**

**8000 E. Maplewood Dr., Bldg. 5, Ste. 250
Greenwood Village, CO 80111
www.csuglobal.org**