Academic Integrity Policy

Ethical conduct is a foundation upon which a successful academic career at Columbia Southern University rests. The students, faculty, and staff must commit themselves to the highest standards of honesty, trust, fairness, respect, and responsibility. This policy can be found in the Student Handbook under Academic Policies.

https://mycsu.columbiasouthern.edu/student/policies/

Academic Calendar

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

http://www.columbiasouthern.edu/Degree/Academic-Calendar

Grading Policy

CSU will verify your attendance in each registered course at the end of the first week. Your Discussion Board posting or Unit I Assessment must be submitted to verify attendance. Students who choose not to attend the first week will be institutionally dropped from the course.

The following list defines additional policies regarding late assignment submissions for Term Courses:

- Weekly course assignments must be turned in during the week they are assigned.
- Discussion Board assignments: respond to the Discussion Board assignment by Saturday, Midnight (Central Time). Comment on another student's response by Tuesday, Midnight (Central Time).
- Other graded assignments must be turned in by Tuesday, Midnight (Central Time).
- Assignments not turned in by the deadline will be penalized as follows:
  - One day late – 10 points deduction
  - Two days late – 20 points deduction
  - Three days late – 30 points deduction
  - Assignments will not be accepted after the third day – the student will earn a zero on assignments not turned in by the third day after the deadline
  - Students earn zero points if Discussion Board assignments are submitted late.
Submitting Assessments

Unit Assessments use an open book examination format and permit you to use your textbook and other reference materials while taking your examination. Assessment scores comprise a significant portion of your course grade. Since the assessments are open-book and no time constraints are imposed, you have an opportunity to check and confirm your answer selections. You should not submit your assessment or exam until you are confident you have answered each of the questions correctly. Be sure to use your time wisely in order to do your best on the graded evaluations.

Blackboard allows only one submission for each examination. You may open unit assessments multiple times, but you may only submit them once. You may print the assessment and prepare your answers offline. Alternatively, you may enter and save your answers for a portion of the exam or assessment, and continue it at a later time. You will not be given an opportunity to improve your grade by retaking the course exams.

Online Discussion Board Assignment

Online Discussion Boards, also called “threaded discussions,” allow students to participate in course discussions with fellow class members. The Discussion Board is asynchronous, meaning that the students do not have to be online at the same time to respond to posted activity. Blackboard organizes the Discussion Board into “forums.” There is a forum for each question in which you are required to respond and reply to other students.

The goal of Discussion Boards is to promote reflection and analysis, and to help students learn to appreciate and evaluate positions that others express. Discussion Boards provide students an opportunity to learn from other classmates. Postings stay on the Discussion Board for an extended period of time to allow students to gain knowledge and insight from faculty and peers.

There will be a discussion board question for each unit to be completed within the course. In all Term courses, students must respond to the Discussion Board assignment by Saturday, Midnight (Central Time) and must comment on another student’s response by Tuesday, Midnight (Central Time) of each week of the unit to receive credit.

When commenting to a professor or fellow student posting – your response must be substantial and meaningful. Your comment should add value to the discussion and cannot be limited to “good point” or “I Agree.” An appropriate comment elaborates on the topic, offers further explanation, or offers an informed point of debate.

Grading Rubric for Discussion Boards: The Online Discussion Board Assignment will be graded based on the following rubric. To view the rubric, click the link below.

Discussion Board Rubric

For more detailed information please click the links below:

- How do I respond to a Discussion Board Question?
- How do I post my comment to a Discussion Board Response?
myCSU Student Portal

The myCSU Student Portal is available to all students and you will login with your Blackboard username and password. Here, you will be able to view the course information for the courses in which you are enrolled or in which you have been enrolled, the latest CSU News and Announcements, the CSU Event Calendar, CSU Policies, any emails that CSU has sent to you, and the Success Center, which is our tutoring service for writing and math. You can also find the online enrollment forms, proctor agreement form, request to take final exams, request (Incomplete Course Request) for course extension and more.

https://myCSU.columbiasouthern.edu

Term Enrollment Policies

The Term Enrollment System includes no group projects and courses are totally asynchronous. Courses are eight weeks in length, have set start and end dates, and are cohort based. Students must submit discussion board postings and other assignments by the weekly due date.

https://mycsu.columbiasouthern.edu/policies/term/

Term Course Schedule

http://www.columbiasouthern.edu/Degree/term_schedule

Contacting Faculty

Your professor’s contact information is available for viewing under the Professor button in this online course. All course content related questions and subject matter inquiries should be directed to your professor.

The best method of contacting your professor is by email. All non-course content related questions should be directed to the Student Services Department at students@columbiasouthern.edu.

Contacting CSU

Students with questions regarding course registration, procedural activities, textbook or course materials, or who need special assistance should contact CSU using the following contact information:

http://www.columbiasouthern.edu/contactus/

Course Evaluations

Course evaluations are sent by email to students after their final course grade is posted. Students have the opportunity to evaluate the course professor, course materials, and other services of the university. These evaluations are used to improve course instruction, materials, and services.