



# COLUMBIA SOUTHERN UNIVERSITY

Online Degrees. Affordable Tuition. Superior Service.

Doctor of Business  
Administration *Online*

# RAISING EXPECTATIONS



## WELCOME TO COLUMBIA SOUTHERN UNIVERSITY

If you dream of making a difference on a larger scale, the Doctor of Business Administration (DBA) at Columbia Southern University (CSU) is for you. Our DBA is one of few accredited doctoral programs offered completely online and covers a range of subjects such as business theories, corporate finance, and research methods.

As a DBA student, you will experience our personalized service for which we are best known. You learn on your own terms and your own time, but you are never on your own. Once you enroll, you will be assigned a student services representative who will work with you throughout your DBA program. Discipline specific faculty members are also assigned at the beginning of each course to provide you with the academic support you need to successfully complete your degree.

While many doctoral programs can take over five years to complete, CSU offers accelerated course options that allow you to graduate in as little as three years. Flexible programs and open enrollment give you the opportunity to begin courses at anytime and study at your own pace.

A doctoral degree is among the most prestigious educational goals you can pursue. Whether you make the decision to pursue your DBA to increase your earning potential, expand your career options or to simply fulfill your personal commitment of earning a doctoral degree, you will be personally and professionally rewarded for your prudence.

As you read through this catalog, I encourage you to consider the doors that earning your DBA may open for you. Let CSU prepare you with the expertise you need to reach your full potential.

Sincerely,

A handwritten signature in black ink that reads "Robert Mayes, Jr." in a cursive script.

Robert G. Mayes, Jr.  
President

Visit our website at [www.ColumbiaSouthern.edu/Disclosure](http://www.ColumbiaSouthern.edu/Disclosure) for information about gainful employment including cost of attendance, on-time graduation rates, occupational opportunities, median student debt and other important information about CSU programs.

[www.ColumbiaSouthern.edu/DBA](http://www.ColumbiaSouthern.edu/DBA) | 800.359.3979

# ABOUT CSU

The mission of Columbia Southern University is to change lives through education by offering affordable, flexible, quality academic opportunities

and extraordinary service enabling adults to maximize their professional and personal potential, and serve the communities in which they live and work.

## WHY CSU?

One of the nation's first completely online universities, Columbia Southern University was developed to meet the demand for alternatives to the traditional university experience. Degree programs are designed to fit around the work schedules of military, firefighters, police and others with demanding and unpredictable careers.

### QUALITY SERVICE

Beginning with your initial contact, you'll find that our personalized service is second to none. Faculty and staff are dedicated to the principle that it is only through your success that we succeed. We are readily available to assist you with information from the application process to graduation requirements.

### SELF-PACED PROGRAMS

Begin courses at anytime and study when it best fits your schedule. With the CSU Open Enrollment System, you can set your own pace for completing your degree program. Students are allowed 10 weeks to complete each course.

### TEXTBOOKS AT NO COST

Textbooks are provided at no cost through the CSU Book Grant.

### NO RESIDENCY REQUIRED

At CSU, residency is not a requirement and coursework can be completed at times that are most convenient for you. Faculty and staff offer flexible individualized instruction designed to provide each student with the guidance and support necessary for successful course completion.

### ACCREDITATION AND RECOGNITION

CSU is an accredited member of the Distance Education and Training Council (DETC). The accrediting commission of the DETC is listed by the U.S. Department of Education as a nationally recognized accrediting agency and is a recognized member of the Council for Higher Education Accreditation (CHEA). CSU is also licensed by the Department of Postsecondary Education, State of Alabama.

### COMPLIMENTARY TUTORING SERVICES

CSU offers writing and math tutoring services at no cost. Tutoring services are available from 8 a.m. to 5 p.m. Monday through Thursday and 8 a.m. to 3 p.m. Friday.



1601 18th Street, NW  
Washington, D.C. 20009  
202-234-5100

# THE DBA GOAL



Covering a range of subjects such as business theories, practices, and issues, our Doctor of Business Administration (DBA) program is designed to provide students with opportunities to explore and master business administration. Primary objectives of this program include equipping students with the knowledge and ability to:

- Integrate professional business knowledge with skills that can be applied to enhance an individual's professional career and individual growth
- Demonstrate manager/practitioner proficiencies that advance business theory and practice
- Assess the relevance of applying theoretical knowledge to contemporary business problems
- Explain and apply a range of quantitative and qualitative research methods frequently used in business research
- Discriminate between the behavioral, political, operational, and strategic issues to optimize organizational effectiveness
- Analyze and evaluate internal and external environmental organizational influences
- Compare and contrast the value of educational experience with practical experience
- Prepare for advanced leadership positions

Our DBA program incorporates the latest technology available to enhance the online learning experience.

## THE FACULTY

Our faculty's commitment to excellence in teaching is central to the CSU mission. Faculty members are dedicated to fostering a dynamic online learning environment characterized by quality courses, the

free exchange of ideas, and high academic expectations. You can expect individualized attention, advice and support throughout your educational journey.

*All program requirements must be completed through CSU within 10 years of your initial course enrollment.*

# THE DBA PROGRAM

## ASSESSING YOUR GOALS

A dissertation committee is responsible for assessing achievement of learning objectives and outcomes. This assessment is conducted at five points throughout the student's research and preparation for dissertation.

1. Concept Paper (DBA 9306A)
2. Research Methodology (DBA 9306B)
3. Proposal (DBA 9306C)
4. Manuscript (DBA 9306D)
5. Oral Defense (DBA 9410)

## THE PROGRAM OF STUDY

The online DBA program offers two options consisting of 61 semester hours including:

### Option 1: Dissertation

- 45 hours of required DBA courses
- 12 hours of dissertation courses
- 3 hours of comprehensive exam and dissertation defense
- 1 hour student orientation course

### Option 2: Research Project

- 48 hours of required DBA courses
- 9 hours of project courses
- 3 hours of comprehensive exam and research project defense
- 1 hour student orientation course

Graduates will successfully complete **61 hours** as outlined below.

*The estimated time of completion of this program in 6 years.*

REQUIRED COURSES		SEMESTER HOURS
DBA 7000	Student Orientation	1
DBA 7035	Business, Government and Society	3
DBA 7180	Managerial Economics and Business Theory	3
DBA 7240	Doctoral Writing and Inquiry into Research	3
DBA 7310	Statistics for Business Decisions and Research	3
DBA 7420	Organizational Behavior and Comparative Management	3
DBA 7553	Human Resource Management	3
DBA 7632	Business Ethics and Corporate Responsibility	3
DBA 8149	Business Research Methods	3
DBA 8230	Marketing Research and Competitive Strategy	3
DBA 8341	Corporate Finance	3
DBA 8475	Operations and Supply Chain Management	3
DBA 8552	Management Accounting and Control Systems	3
DBA 8671	Technology and Innovation Management	3
DBA 8710	International Business and Global Strategy	3
DBA 8758	Negotiations and Business Strategy	3
<b>OPTION 1: DISSERTATION REQUIRED COURSES</b>		
DBA 9101	Comprehensive Exams	2
DBA 9306 A	Dissertation—Concept Paper	3
DBA 9306 B	Dissertation—Methodology / Ethics	3
DBA 9306 C	Dissertation—Proposal	3
DBA 9306 D	Dissertation—Manuscript	3
DBA 9410	Dissertation—Defense	1
<b>OPTION 2: RESEARCH PROJECT REQUIRED COURSES</b>		
DBA 8800	Organizational Psychology	3
DBA 9201	Comprehensive Review	2
DBA 9406 A	Project—Concept Paper	3
DBA 9406 B	Project—Methodology / Ethics	3
DBA 9406 C	Project—Report	3
DBA 9501 D	Project—Defense	1
<b>Total</b>		<b>61</b>

# TUITION & FEES



TUITION*	PER CREDIT HOUR
DBA Courses	\$300.00

*Tuition is payable in U.S. funds. Columbia Southern University accepts Checks, Money Orders, Visa, MasterCard, and American Express.*

\* Tuition Rates are subject to change at any time. Please check [www.columbiasouthern.edu/financial](http://www.columbiasouthern.edu/financial) for the most updated information.

## APPLICANT/STUDENT FEES

Fees may apply to certain services rendered. Charges are as follows:

Fee	Amount
Application Fee .....	\$0
Online Library Fee .....	\$50
Dissertation Fee.....	\$1,200
<i>to be paid in equal increments of \$300 upon enrolling in DBA 9306A, DBA 9306B, DBA 9306C, and DBA 9306D</i>	
Research Project Fee.....	\$900
<i>(DBA 9406A, DBA 9406B, DBA 9406 D)</i>	
Graduation Fee.....	\$75
30-Day Course Extension Fee ...	\$50
Leave of Absence Fee.....	\$50
Return Check Fee .....	\$25
Late Payment Fee.....	\$15
Additional Transcript Fee.....	\$10

All fees are nonrefundable.

## CSU BOOK GRANT

Textbooks are provided at no cost through the CSU Book Grant. Students who do not successfully complete a course will be responsible for the return/cost of the course textbook(s).

## PAYMENT OPTIONS

Payment options include: Corporate Billing, Credit Card, Check or Money Order. With this simple option, you pay for one course at a time.

## PAYMENT PLAN

Need to break your payment into smaller increments? Don't worry. CSU allows you to pay half of your tuition via credit card upon enrollment and the other half is charged later.

## MILITARY TUITION ASSISTANCE

Tuition assistance is available for all active members of the armed forces and some retired personnel through TA or VA Benefits. Students using TA or VA benefits must enroll in the Term System. For VA students, CSU also offers the VA Flex Payment Plan. You can learn more about this plan and other military benefits at [www.ColumbiaSouthern.edu/Military](http://www.ColumbiaSouthern.edu/Military).

## FEDERAL FINANCIAL AID

The majority of our students qualify for some federal assistance in the form of grants or student loans. CSU participates in the Federal Direct Stafford Loans program.

# TUITION & FEES

## SCHOLARSHIP PROGRAMS

At CSU, we recognize that diligence and ambition should be rewarded as often as possible. That's why we've established several annual scholarships to provide students with monetary support during their journeys to achieving higher education.

These scholarships include:

- Robert G. Mayes Memorial Scholarship
- Hero Behind the Hero Scholarship
- Next Step Law Enforcement Scholarship
- Learning Partner Scholarship

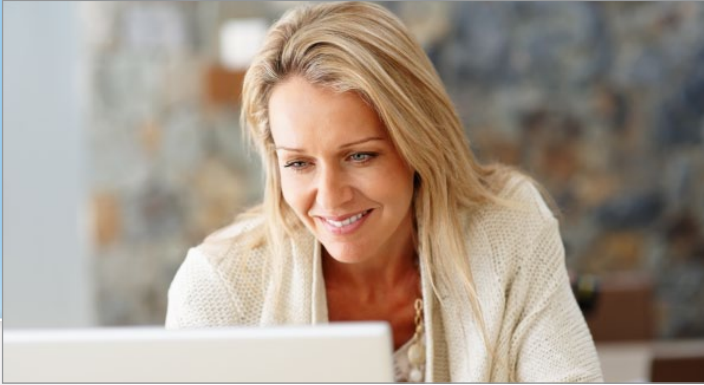
To learn more about any of these scholarships or to apply for one or more, please visit [www.ColumbiaSouthern.edu/Scholarships](http://www.ColumbiaSouthern.edu/Scholarships).

## LEARNING PARTNERSHIPS

Making education even more affordable, CSU Learning Partners receive a 10% tuition discount and are eligible for exclusive scholarship opportunities.

CSU is committed to sharing our quality online degree programs with organizations around the world. Universities, corporations, municipalities, fire departments and police departments are on the list of CSU partners. Among these are Delta Air Lines, Chicago Fire Department, National Sheriffs' Association, and many others. Our partnerships extend to organizations in most of the 50 U.S. states and several countries.

# ADMISSIONS & POLICIES



Curricula for all CSU programs are designed to reflect today's evolving business climate. Whether you're involved in a DBA course or conducting graduate research, you will develop relevant skills and valuable perspectives you can apply to your career. Courses and project assignments also incorporate work-related issues to reinforce your knowledge of concepts and theories with real world experience.

## ACADEMIC CALENDAR

Columbia Southern University has an open admission policy. Applications for Admission and Enrollment are accepted throughout the calendar year. Apply today at no cost.

## ADMISSION REQUIREMENTS

Columbia Southern University seeks doctoral students with strong intellectual and academic preparation, breadth and depth of managerial or professional experience, and the capacity for disciplined scholarly investigation.

Applicants are required to have an accredited conferred Bachelor's degree and an accredited conferred Master's degree in business, or a related field plus a resume showing two years of professional business experience. Doctoral candidates must be fluent in English, and are expected to write at a level meeting the standards of scholarly publications. The admission decision will be based on students total accomplishment and skills; expected capacity to understand contemporary practices in business and public management; and the economic, social and political context in which business is conducted. Students applying to the doctoral program will be required to document relevant academic experience and have a minimum of two years of professional experience. Academic and practical experience must be documented with transcripts and a resume. A Master's degree earned at an appropriately accredited institution with a minimum GPA of 3.0 out of 4.0 will be required for admission to the doctoral program.

Applicants who earned a Master's degree at an institution where instruction was not in English will be required to post a minimum score of 550 (213 computer-based or 80 internet based) on the Test of English as a Foreign Language (TOEFL). A score of at least Band 6 on the IELTS is also acceptable.

## DOCTORAL DISSERTATION & RESEARCH PROJECT

Doctoral students are required to complete a dissertation or research project that will be approved by and defended before a committee. The defense may take part "at a distance" and no degree shall be awarded without majority of committee approval. CSU will assist students in the dissemination and publication of their research. Information regarding this capstone doctoral requirement is published in the Dissertation Handbook.

## TESTING AND EVALUATION

**DBA Courses:** CSU courses are divided into units. CSU Assessment Instruments for the non-dissertation DBA courses include Unit Quizzes, Section Exams, Online Discussion Board Assignments, Article Reviews, Case Studies, and Final Examinations. All non-dissertation DBA courses contain six unit exams, two essay based section exams, and a final exam. In addition, most DBA courses contain one or more of the other assessment instruments.

**Dissertation courses:** The student's dissertation committee is responsible for assessing achievement of learning objectives and outcomes. This assessment is accomplished at five points in the student's research and preparation of the dissertation. They are: Concept



# ADMISSIONS & POLICIES

Paper (DBA 9306A); Research Methodology (DBA 9306B); Proposal (DBA 9306C); Manuscript (DBA 9306D); and Oral Defense (DBA 9410).

As you progress through your course, you will receive e-mail grade notifications for each assignment and you may view your grades through the online course grade book. In addition, the myCSU Student Portal provides you with online access to your academic record. Here you can view information about your course and upload papers or project files.

See all of our institutional policies at <https://mysu.columbiasouthern.edu/policies/>

## COURSE SEQUENCE

Students are required to complete their courses in the sequence they appear on the degree plan. CSU has ranked these courses in a sequence that best serves our student.

## CANDIDACY STATUS

Students will have earned DBA Candidacy Status following the completion of the third DBA course.

## ACADEMIC PROGRESS

To maintain satisfactory academic progress a doctoral student must enroll in his/her next course within 6-weeks of completion of the previous course.

## GOOD STANDING

For a doctoral student to be in good standing, a minimum cumulative 3.0 GPA must be maintained.

## ACADEMIC PROBATION

A doctoral student may be placed on academic probation due to violation of academic integrity or if his/her GPA falls below 3.0 on a 4.0 scale.

A doctoral student has one 10-week period to show improvement in his/her GPA and a maximum of two 10-week periods to bring the GPA to 3.0 or higher.

## LEAVE OF ABSENCE

Should issues arise in your professional or personal life that requires you to set your studies aside for a time, you may request a Leave of Absence (LOA), for up to six months. During your tenure as a doctoral student at CSU, you are allowed a total of three LOA's not to exceed one LOA per calendar year.

## WITHDRAWAL

Students who find it necessary to withdraw from the program may do so in any manner. For verification purposes students are asked to submit a written notice to the university. Your request will be processed by the Registrar's Office within 30 working days.

## TERMINATION

Columbia Southern University reserves the right to terminate enrollment if a student:

- Falsifies information, either on the original application or any other University document.
- Fails to make required tuition or fee payments.
- Cheats on any lesson, project or examination.

## TRANSCRIPTS

A transcript bearing the University seal and signature of the Registrar is the official copy of your permanent academic record. A transcript will be provided to you at the time of graduation. Additional transcripts may be obtained by written request.

## STUDENT RECORDS

Columbia Southern University recognizes and respects our student's right of privacy. We will not release information regarding your association with the University without your written consent.

## NON DISCRIMINATION POLICY

CSU provides equal educational opportunities and does not discriminate with respect to race, religion, national origin, sexual orientation, physical handicap, age, marital status, or status such as disabled veteran.

# ADMISSIONS & POLICIES

## POLICY DISCLAIMER

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

## TRANSFER CREDIT

Transfer credit is limited to 15% of the total doctoral credits required to complete the degree. The courses must be relevant to the student's program of study and equivalent in both content and degree level of graduate courses. In all cases, an institution must conform to its state regulatory agency's requirements on the amount of transfer credit allowed.

# GETTING STARTED

Fitting an education into your already busy schedule is not easily done, but it is possible. Our completely online DBA programs are designed with the flexibility you need to fit your education around career and family commitments. You can begin at anytime and study at a pace that best fits your lifestyle.

You will first complete our two week Student Orientation course. This course is designed to familiarize you with CSU procedures, policies, resources, and course structures. After completing this course, you should be able to:

- List the tips for successful navigation of CSU courses
- Identify the primary contacts available to CSU students
- Explain the process of submitting examinations
- Explain the process of securing an official proctor to proctor your final examination and the requirements for taking the final exam
- Describe the characteristics of successful students at CSU
- Identify methods and tips for writing effective course papers
- Explain the process for enrollment, course registration, and ordering textbooks
- Identify and discuss the student support services available at CSU
- Discuss the university policies pertaining to course completion, leave of absences, grading, fees, academic integrity and graduation

Each time you register for a course, you will receive email notification that the registration has been processed. This email contains online account information and instructions for accessing your course. Within each course, you will find a detailed study guide that provides everything you need to get started.

# ADMISSION PROCESS

Columbia Southern University has an open admission policy. Applications for Admission and Enrollment are accepted throughout the calendar year. Apply today at no cost.

1

## APPLY

Submit our simple online or paper-based Application for Admission at [www.ColumbiaSouthern.edu/Apply-Now](http://www.ColumbiaSouthern.edu/Apply-Now). There is no fee for the application, so apply today!

2

## REQUEST TRANSCRIPTS

Already have some college credit that you don't want to go to waste? Fill out our Transcript Request Service Form and relax while we request your transcripts for you. Up to 15 percent of doctoral courses can be transferred into your degree program!

3

## EVALUATION

Our admission team will review your application and your transcripts (if you have previous credit). Then we'll let you know exactly which courses you will need to complete in order to earn your degree.

4

## ENROLL

Our helpful admission staff will be with you every step of the way to make sure you get enrolled in your first CSU class without any difficulty.

# STUDENT RESOURCES



### *myCSU Student Portal*

Filled with tools for managing your student experience, some of the features offered include:

- The Latest CSU News and Announcements
- Student Success Center
- Event Calendar
- Easy Access to All Student Forms
- Policies
- Course Information
- Student Emails

For more information, please contact the CSU Student Services Department at (877) 323-4471.

### *Online Library*

Our online library offers access to a wealth of reference materials and professional librarians available to answer your questions 24 hours a day and 7 days a week. To take advantage of this resource, you will be required to pay a one-time fee of \$50.



# COLUMBIA SOUTHERN UNIVERSITY

## Application for Admission – Doctor of Business Administration

### APPLICANT INFORMATION

Mr. Ms Name _____	Date ____/____/____
Address _____	S.S. # ____-____-____
City _____ State _____ Zip _____	Sex M F
Country _____	DOB: ____/____/____
E-Mail _____ Marital Status _____	
Telephone: Business (____) _____-_____ Home (____) _____-_____ Best Contact Time _____	
Present Employer _____ Position _____	
City _____ State _____ Zip _____	
Is your employer a CSU Learning Partner? <input type="checkbox"/> Yes <input type="checkbox"/> No (Students employed by Learning Partners are eligible for a 10% tuition discount.)	
Through what source did you learn of Columbia Southern University? _____	

### PREVIOUS EDUCATION

Please attach a copy of the transcripts from all colleges and universities you have attended. Legible copies of transcripts will suffice for evaluative purposes. Please provide both front and back page of transcripts if possible. If you do not have a copy of a transcript, please contact the Registrar's Office at the college or university you attended and have an official transcript sent to the Registrar's Office at CSU for our evaluation. An official copy of all transcripts must be submitted to CSU within 60 days after you enroll.

College/University Name	Date Graduated	Degree Earned	Major	Credits Earned

### DBA PROGRAM OPTIONS

Option 1: Dissertation <input type="checkbox"/>	Option 2: Research Project <input type="checkbox"/>
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### RESUME OF PROFESSIONAL WORK EXPERIENCE

Please provide a current resume of your professional work experience since earning your bachelor's degree. A minimum of two years of professional experience is a requirement for admission.

APPLICATION FEE			
Select One:	Fees: <input type="checkbox"/> \$0.00 Domestic (USA & Canada) <input type="checkbox"/> \$0.00 Foreign		
Method of Payment:	<input type="checkbox"/> VISA/MasterCard <input type="checkbox"/> AMEX <input type="checkbox"/> DISCOVER <input type="checkbox"/> CHECK/MONEY ORDER ENCLOSED		
Card Number		Exp Date	
Name on Card			

I certify that to the best of my knowledge the information provided in this application is accurate and complete. I understand that if this information or any other information upon which my admission is based is found to be inaccurate or incomplete, Columbia Southern University may rescind my degree. If I am admitted and enroll at Columbia Southern University, I agree to abide by the rules and regulations of the University as contained in the University Catalogue and on the University website. I acknowledge that all official transcripts that I submit to the school will become the property of the University and will not be forwarded to another institution or returned to me.

\_\_\_\_\_ / \_\_\_\_ / \_\_\_\_\_  
 Applicant Signature Date