



COLLEGE OF ADULT AND PROFESSIONAL STUDIES

Student Handbook 2023-2024

Updated January 2024

“Integrating Faith in Learning, Leading and Serving”

Charleston Southern University

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INTRODUCTION

Every College of Adult and Professional Studies (CAPS) student, by virtue of enrollment, has agreed to abide by and uphold the policies of Charleston Southern University (CSU) and CAPS. The CSU and CAPS student handbooks provide general and academic policy information that outline student rights and responsibilities. CAPS students are responsible for knowing the contents of the CSU and CAPS student handbooks. CSU and CAPS reserve the right to amend these handbooks as required.

In addition to the CSU and CAPS student handbooks, academic catalogs are available at the appropriate link below:

- x Undergraduate Catalog: [Undergraduate Catalog 2023-24](#)
- x Graduate Catalog: [Graduate Catalog 2023-24](#) (use the dropdown in the upper right to select the current graduate catalog)

CAPS PROGRAM INFORMATION AND POLICIES

Mission

The mission of the College of Adult and Professional Studies (CAPS) is to encourage, engage, and revitalize our students through learning, mentoring, and service to the community, our families, and workplace

Vision

The vision of the College of Adult and Professional Studies is to provide an educational opportunity that engages and supports students in exceeding their professional, personal, and spiritual expectations.

Goals and Guiding Principles

Goals

- x To provide a comprehensive online education that enhances opportunities for professional and personal growth and development
- x To encourage community service through education
- x To enhance the lives of our students through valuable programs
- x To build strength of character in our dedication to others
- x To promote a positive learning environment
- x To develop a mentoring and learning culture

Guiding Principles

- x ***Excellence in Christian Higher Education for Nontraditional Adult Learners.***
We will give our students a college education from a Christian perspective, which will equip them to be servant leaders in the world. Our programs will encourage development of a Christian worldview, academic achievement, and professional performance.
- x ***Integrity with Students, Faculty, Businesses, and University Colleagues.***
As educational leaders in a Christian university, we will be held to a higher standard in our actions and relationships. We will work closely with all program stakeholders to demonstrate Christian principles in practice.
- x ***Partnerships with Internal and External Customers.***
Successful outcomes will be measured in large part by the performance of our internal and external customer partnerships. Our faculty and students will recognize our expertise and learning approach. The business community will value our position in the educational marketplace.
- x ***Integration of Faith in Learning, Leading and Serving in Our Communities.***
We embrace an integrated faith approach to learning, which seeks to incorporate a Christian worldview into all aspects of the curriculum and education process. Our faith must be woven into every aspect of our education and in our service to our communities.

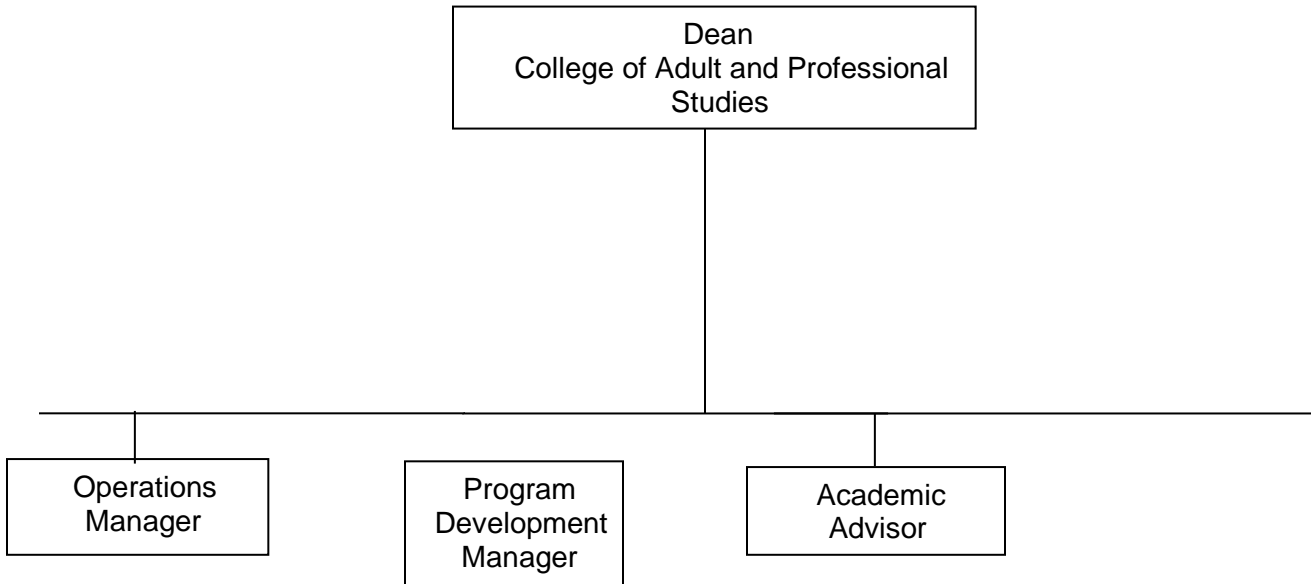
History

The “Evening College” began in 2000 as a group of courses designed to meet the needs of U.S. Navy personnel in a traditional setting. Eventually, reduced numbers in Navy personnel led to a public advertising campaign in 2004 that increased student enrollments, moved students into cohort groups, and offered 16 courses in the Bachelor of Management Arts (BMA) major during the evening hours on campus. The first cohort consisted of eight students.

Market and student demands allowed for a change in format. The program was expanded to include a Bachelor of Science in Business Administration (BSBA) major during the evening hours on campus. The first cohort consisted of eight students.

**College of Adult and Professional Studies
Charleston Southern University**

Organizational Chart



Revised November 2021

Administration, Faculty, and Staff

Contact Information

Phone: 1800-951-7496 | Fax: 843-863-7786

Students will not download or install viruses or other unauthorized or inappropriate programs, fonts, scripts, games or pictures to any of the course applications or in emails or other communication to students or professors. Students will not misuse or compromise any of the software used to deliver the courses to students.

Nondiscrimination Policy and Student Rights

Charleston Southern University does not illegally discriminate on the basis of race, age, color, national or ethnic origin, disability, sex, pregnancy, childbirth or related medical conditions (including but not limited to lactation), religion, genetic information, veteran or military status,

Time on Task Estimates

ACADEMIC POLICIES

Academic policies that apply to all CSU students may be found in the CSU Student Handbook accessible online at www.charlestonsouthern.edu or www.csuniv.edu

Grade Scales

The College of Adult and Professional Studies grade scale follows:

Undergraduate

A = 90-100

B+ = 87-89

B = 80-86

C+ = 77-79

C = 70-76

D = 60-69

F = <60

Graduate

A = 93-100

B+=90-92

B = 83-89

C = 75-82

F = Below 75

Grades are rounded up to the next whole number if the score is .5 or above. (Example: a grade of 85.5 to 86 or 89.7 to 90)

Grades for tests or any other course requirements will be posted to the student's individual grade book. Official grades are entered by the professor of record for each course to MyCSUNo grades will be given over the telephone. Official final course grades will be made available to students from the University through his or her MyCSU access at the completion of the semester or term.

Academic Integrity

The College of Adult and Professional Studies fully supports and enforces the university's Academic Integrity Policy. Refer to the [Academic Integrity Policy](#) on the CSU website. Students will have a right to appeal any removal from the program but will follow the process provided in the policy related to the appeal processes.

Plagiarism

Plagiarism is a critical offense and is not accepted in any format. First offenses, depending on the criticality of the offense, will be met with a warning and zero (0) points for the assignment, discussion board, report, etc. The second offense will result in the reporting of the event as a critical offense to the University, zero (0) points for the assignment, and will result in failure of the course. The third offense will result in dismissal from the program. Dismissal from the program may be appealed through the University appeal process.

The College of Adult and Professional Studies utilizes SafeAssign®, a Blackboard Learn service that compares the content of assignments to its comprehensive database of textbooks, newspapers, magazines, and student submitted material. CSU faculty may also use Turnitin or other plagiarism checking programs. In short, if you take content from any book or website, SafeAssign®, Turnitin, and other plagiarism checking programs will detect it, providing the facilitator with a report indicating the plagiarized content and the source of the material.

That report, along with instructor evaluation, can become the basis for an Academic Integrity report to the University. Students are responsible for reviewing the University on [Academic Integrity/Dishonesty](#) carefully. Ignorance is not an excuse for plagiarizing material in a course.

Student Expectations Regarding Plagiarism

Students will not take ideas, writings, or images produced by the authors or creators of documents or information contained in any online text unless expressly permitted by the author. Copyrighted materials, to include online materials, are protected under Federal Law and require permission for reproduction.

Students will not publish their own materials when completing assignments. Copying and pasting materials from the online text to the assignment or discussion board responses is considered to be a copyright infringement.

Students will not change, modify, copy, or transfer any files or materials developed and presented in the course materials.

Students will not allow individuals who are not students of Charleston Southern University, College of Adult and Professional Studies to participate, use, or complete any of the assignments, tests, discussion boards, or chat rooms assigned to the student of record assigned to the course.

The use of Artificial Intelligence (AI) without giving proper credit is also considered plagiarism, per the [Academic Integrity Policy](#).

APA and Other Formats Policy

The College of Adult and Professional Studies uses the Publication Manual of the American Psychology Association (APA), latest edition, to give credit where credit is due and to offer guidelines for standards in expression and formatting of formal written work. Students in the College of Adult and Professional Studies should use APA style as the default format. However, Liberal Arts Core and general elective courses taught by faculty from other colleges within the University may impose other style requirements, such as MLA Style, Turabian Style, etc. For example, MLA (Modern Language Association) style is the acceptable format in courses such as English. Both the APA manual and the MLA manual are provided in all applicable courses and may be accessed through the CSU Online Library.

Faculty do not want to diminish the importance of content by placing undue focus on APA formatting during the grading process. However, faculty believe that competence in APA format in professional writing is an essential skill for graduates of the CAPS program. Key items that faculty members will consider when reviewing written assignments for APA style include the following:

- x Title page
- x Header
- x Doublespaced
- x In-text citations
- x Reference sheet, alphabetized and formatted correctly
- x Indented paragraphs
- x Properly formatted quotations
- x Font size / type
- x Third person
- x Margins

Using correct APA format is equally important when the assignment is submitted directly into a discussion thread. The purpose of the discussion threads is to foster and encourage interaction between classmates and the instructor. Students do not need to write in third person in discussion threads. Students may relate personal experiences, if they are relevant to the discussion. However, students are expected to support their assertions with source support. Therefore, citing

the overall score will be reduced by 25% no response posts are received, then the overall score will be reduced by 50%.

3. Students should be respectful and write in a proper and professional manner.

Please refer to the Discussion Board Rubric located within Blackboard for specific requirements and guidance on delivering a substantial discussion.

Course Materials

Required course materials are included in the cost of tuition through our textbook provider, Slingshot. Course materials will either be shipped to the address on file or uploaded to a student's Slingshot account through our [Campus Portal](#). On rare occasion, a student may be asked to acquire additional course material at their expense. This is determined by the professor of record for each course.

Written Work

- x All graded assignments must be typewritten, as designated by the professor of record for the course.
- x All referenced materials must be presented according to the Publication Manual of the American Psychological Association (APA), based on the most current published edition (currently, 7th edition), with the exception of courses that specify use of a different format
- x All required written assignments are due on the last night of each lesson week at 11:59pm EST. This information is included in the course calendar for every course.
- x All written and graded assignments are considered the property of the College of Adult and Professional Studies and should be returned to the appropriate professor of record for the related course.
- x SafeAssign, Turnitin, or other plagiarism checking programs will be used to check for plagiarism upon submission.

Late and Make-up Assignments

All deliverables are due by 11:59 PM on the due dates indicated. When substantive emergencies occur, acceptance of late submissions is left to the discretion of the course instructor.

Assignments that are submitted after the due date with prior written approval (text or email) from the instructor may receive the following deductions:

1. Late assignments are subject to a deduction of 10% of the available points for each day late.
2. Assignments submitted later than one week after due date will not be accepted and will receive a zero (0).

3. No work may be submitted after the last day of the course.
4. See Class Discussions for late discussion post policy.

Satisfactory Academic Progress (SAP), Academic Probation, Suspension and Expulsion

- x See the SAP scale and other important information in the current Catalog (CSU Website).
 - o [Undergraduate Policy](#)
 - o [Graduate Policy](#)

Integration of Faith

Integration of Faith in learning, leading, and serving is not only the vision of Charleston Southern University and the College of Adult and Professional Studies, it is considered a way of life. Faith is integrated into each course through assignments, discussion, and projects.

STUDENT PROGRESS POLICIES

FACILITIES AND SERVICES

Academic Advisors/Enrollment Specialists and Registration

Upon admission to the University, each student will be supported by a CSU Graduate Enrollment Specialist and a CAPS Academic Advisor. The Academic Advisor assists the student with course selection and schedule planning, registration, referral to School and University resources and services, and in general, serves as a student advocate. Students may also register for courses offered in the CAPS program via the "Add/Drop Courses" link contained in the "Academics" tab in a student's MyCSU portal once they have completed their Registration Agreement (will show up on the "Academics" tab if not already completed) student who is anticipating a change in plans for completing the chosen major/program (e.g., add/drop, withdrawal, etc.) must speak with the Academic Advisor prior to initiating the appropriate paperwork to effect the change. No transaction will be completed without written documentation being completed to include email confirmation of the actions requested by students. The responsibility for assuring that all requirements are met rests solely with the student

All forms of financial assistance are administered through the financial aid office. Further information on financial assistance may be found in the [CSU Student Handbook](#) or by calling the CAPS office at 843-663-7525 for assistance.

Bookstore

Course materials are included in the cost of tuition. Additional supplies and CSU merchandise is available in the campus store in the Student Center on campus, or online [at the store](#)

- x Students must provide assignments and required writing in a format that the professor can open and read.
- x Major tests and/or projects, case studies, or group projects may be due at different times during the course as determined in the course syllabus. A majority of all requirements will be due at the end of each lesson. A lesson is usually represented as a week.
- x Students should contact the professor of record with concerns or questions prior to contacting the CAPS office or administrators. If the professor does not respond to the student's questions, the student should contact the CAPS office for clarification. Students are expected to contact the professor by email and phone prior to calling the CAPS office.
- x Late and Makeup Assignments
 - o All deliverables are due by 11:59 PM on the due dates indicated. Assignments that are submitted after the due date without prior written approval (text or email) from the instructor will receive the following deductions:
 - Late assignments are subject to a deduction of 10% of the available points for each day late.
 - Assignments submitted later than one week after due date will not be accepted and will receive a zero (0).
 - No work may be submitted after the last day of the course.
 - o See Class Discussions for late discussion post policy.
 - o When substantive emergencies occur, acceptance of late submissions is left to the discretion of the course instructor.
- x APA style is used for all courses offered in the CAPS program unless otherwise noted in the course syllabus. CORE or elective courses may use MLA, Turabian Style, or another style. Students should refer to the course syllabus for specific guidelines.
- x Students are responsible for ensuring that all financial responsibilities are met prior to registration for courses. Registration for classes is not permitted with a balance owed to the University.
- x Students should direct questions regarding financial statements and/or business office holds to the business office for clarification and resolution.
- x The temporary grade of "I" can only be awarded in cases when a student has completed and passed a majority of the work required for a course but, for reasons beyond the student's control, cannot complete the entire course in the time frame of the term enrolled. Incomplete grades are contingent upon instructor discretion, and instructors are under no obligation to grant them. Incomplete grades should only be assigned when, in the instructor's judgment, it is feasible for the student to complete the course if not enrolled, without attending additional class meetings to complete course requirements. An Incomplete should not be given as a substitute for a failing grade or because a student failed to complete assignments over the course of the academic term. To award a grade of "Incomplete" an instructor should fill out a Request to Receive an Incomplete Course (found on MyCSU) and submit to the office of the Registrar.

