



COLORADO STATE UNIVERSITY  
— GLOBAL —

FIN330: CORPORATE FINANCE

**Credit Hours:** 3

**Contact Hours:** This is a 3-credit course offered in an accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

**Faculty Information:** Faculty contact information and office hours can be found on the faculty profile page.

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## COURSE DESCRIPTION AND OUTCOMES

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### Course Description:

This course is designed to provide students with an in-depth analysis of corporate financial operations, tools, and technologies. Specific topic areas include sources of corporate funding, the capital structure of corporations, operational and financial projection modeling, budgeting, and the actions financial leaders take to increase the value of the firm. Additionally, students will apply the tools and analysis used to allocate financial resources.

### Course Overview:

Your focus in this course is on detailed corporate finance concepts. You will begin with an overview of finance, including basic concepts, variations of finance, and other topics. You will calculate ratios, evaluate the cause of the 2008 financial crisis, study stocks, bonds, and leasing options. You will evaluate and explain the present and future values. You will also evaluate the difference between debt and equities.

### Course Learning Outcomes:

1. Analyze the impact of corporate finance on business operations.
2. Determine effective corporate funding source types.
3. Describe capital structures.
4. Use financial information to inform decision making.
5. Create a financial strategy to increase firm value.
6. Use financial tools to determine effective resource allocation.
7. Create models using corporate financial data.

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## PARTICIPATION & ATTENDANCE

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Prompt and consistent attendance in your online courses is essential for your success at CSU Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If, for some reason, you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

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## COURSE MATERIALS

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### Textbook (required):

- Lasher, W. (2017). *Practical financial management* (8th ed.). Australia: Cengage Learning. eISBN-13: 9781305637542

### Additional required course materials:

- Financial Calculator- HP 10bII+ Financial Calculator -OR- Texas Instruments BAII Plus Business Analyst

**NOTE:** All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

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## COURSE SCHEDULE

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### Due Dates

The Academic Week at CSU Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the opening exercise before reading each week's content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.
- **Live Classroom:** Although participation is not required, Live Classroom sessions are held during Week 3 and Week 6. There are two total sessions.

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## WEEKLY READING AND ASSIGNMENT DETAILS

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### Module 1

#### Readings

- Chapters 1 and 2 in *Practical Financial Management* (8th ed.)
- Farris, P. W., & Haskins, M. E. (2016). Aligning operations with value-created insights; Facilitating the financial task. *Management Accounting Quarterly* 17 (3), 17.

#### Opening Exercise (0 points)

#### Discussion (25 points)

## Mastery Exercise (10 points)

### Module 2

#### Readings

- Chapters 3 and 4 in *Practical Financial Management* (8th ed.)
- Rashid, C.A. (2018). Efficiency of financial ratios analysis for evaluating companies' liquidity. *International Journal of Social Sciences & Educational Studies*, 4(4), 110–123. To view this reading, please open the link provided, click "View record in DOAJ," and then click "Full Text."
- Stein, N. (2016). "Business planning". *Horticulture Week*, 34. Web. To view this reading, please open the link provided and download the "PDF full text."

#### Opening Exercise (0 points)

#### Discussion (25 points)

#### Critical Thinking (95 points)

##### Option 1: Tinri Company Ratio Analysis

The Tinri company, a large manufacturer and supplier of wireless speakers, experienced massive growth the last three years. However, the company's profits and stock prices have declined over the past two years.

Tinri recruited you as their lead financial consultant to address upper management with potential reasons for the decline. Prior to your meeting you must collaborate with your team members to create a list of ratio-related topics to focus the conversation.

To begin, you must evaluate the 5 categories of ratios, explain the purpose of the ratios, and determine how implementing each category or ratio can assist in Tinri's declined areas.

In your presentation address the following:

1. Explain the purpose of ratio category.
2. Analyze how evaluating each ratio can benefit Tinri's declined areas.
3. Provide a plan for how your team and yourself will monitor the ratios including:
  - a. How often will you evaluate the ratios?
  - b. When will you notify upper management if adjustments need to be made?
  - c. How will you begin the process of making adjustments?

Submit your calculations in Excel and your analysis in a memo to your supervisor. Explain what the calculations mean for Tinri. Your document should be 3-4 pages and contain 4-6 scholarly references. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules. Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

Option 2: Chase Inc. Ratio Analysis

Chase Inc. is planning for next year and has the following summarized results so far (\$000):

<b>Income Statement</b>	
EBIT	246
Interest	?
EBT	?
Income Tax	?
Net Income	?

<b>Balance Sheet</b>		
	<b>This Year</b>	<b>Next Year</b>
Assets	482	645
Current Liabilities	53	70
Debt	265	?
Equity	233	?
Total Liabilities & Equity	682	845

The firm pays interest of 11% on all borrowing and is subject to an overall tax rate of 38%. It paid interest of \$25,000 this year and plans a \$85,000 dividend next year. Complete Chase's forecast of next year's financial statements. Round all calculations to the nearest \$1,000. What is ending debt?

Submit your calculation in an Excel Worksheet along with an analysis in a memo to your supervisor. Explain what the calculations mean for Chase. Your document should be 3-4 pages and contain 4-6 scholarly references. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

### **Mastery Exercise (10 points)**

## **Module 3**

### **Readings**

- Chapter 5 in *Practical Financial Management* (8th ed.)
- Lather, S. (2018). Corporate social responsibility and its adherence to the human right laws. *International Journal of Recent Research Aspects*, 236-238. To view this reading, please open the link provided and download the "PDF full text."
- Shankar, D., & Dhankar, R. (2015). Understanding the behavior of stock market functionality: Need and role of behavioral finance. *Review of Management*, 5(3/4), 5–11. To view this reading, please open the link provided and download the "PDF full text."

### **Opening Exercise (0 points)**

### **Live Classroom (0 points)**

### **Discussion (25 points)**

### **Mastery Exercise (10 points)**

### **Critical Thinking (95 points)**

#### Option 1: Risk Assessment

You have been asked to assist the new employees in the finance department in understanding risk. Create a 2 page memo responding to the following questions.

1. Explain what interest rates are.
2. How are they determined?
3. Provide some examples in U.S history when interest rates rose and describe what caused them.
4. What factors in addition to supply and demand determine market interest rates?

Submit your analysis in a 2 page memo. Your document should contain at least 4 references, 2 of which are scholarly. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure your work is in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

## Option 2: Risk Analysis

You have been asked to assist the new employees in the finance department in understanding risk.

1. Explain what interest rates are.
2. How are they determined?
3. Provide some examples in U.S history when interest rates rose and describe what caused them.
4. What factors in addition to supply and demand determine market interest rates?

Create a PPT, with 8 to 10 slides (not including the reference or cover page) and including the chart. Be sure to include your responses in the note section of each slide Your presentation should contain 4 references, 2 of which are scholarly. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Use the CSU Global library “how to” presentation page for assistance with creating your presentation.

Make sure your work is in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

### **Portfolio Milestone (50 points)**

#### Option 1: Working Capital Analysis Memo: Portfolio Milestone 1

This section of the project must be completed prior to moving forward with the next section.

Choose from one of the following multinational corporation pairings.

- Alphabet Inc. (formerly Google) & Microsoft
- Adidas & Nike
- Ford Motor Company & General Motors
- Coca Cola & Pepsi Co
- Dunkin Donuts & Krispy Kreme
- BMW & Mercedes-Benz

In a 2-3 page memo, answer questions 1-3 & complete the chart in number 4. Refer to [www.morningstar.com](http://www.morningstar.com) or [www.sec.gov](http://www.sec.gov) to locate the required information.

1. For each company in your pairing, create a brief company profile which includes: the year the business began and location of the business headquarters.
2. Define working capital.
3. Identify the sources and uses of working capital for each company.
4. Locate the 2018 annual reports for each company & complete the following chart.

Company Name	Stock Market Symbol	52 Week Range	Net Profit Margin	Current Ratio	Quick Ratio	Inventory Turnover

Option 2: Working Capital Analysis PowerPoint: Portfolio Milestone 1

This section of the project must be completed prior to moving forward with the next section.

Choose from one of the following multinational corporation pairings.

- Alphabet Inc. (formerly Google) & Microsoft
- Adidas & Nike
- Ford Motor Company & General Motors
- Coca Cola & Pepsi Co
- Dunkin Donuts & Krispy Kreme
- BMW & Mercedes-Benz

In an 8 to 10 slide PPT presentation (not including the reference or cover page), answer questions 1-3 & complete the chart in number 4.

1. For each company in your pairing, create a brief company profile which includes: the year the business began and location of the business headquarters.
2. Define working capital.
3. Identify the sources and uses of working capital for each company.
4. Locate the 2018 annual reports for each company & complete the following chart.

Company Name	Stock Market Symbol	52 Week Range	Net Profit Margin	Current Ratio	Quick Ratio	Inventory Turnover

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

Follow Guide Rubric instructions in addition to CT exercise instructions.

## Module 4

### Readings

- Chapter 6 in *Practical Financial Management* (8th ed.)
- Muda, I., & Hasibuan, A. N. (2018). Public discovery of the concept of time value of money with economic value of time. *Proceedings of MICoMS 2017 Emerald Reach Proceedings Series*, 251–257.
- Munteanu, I., & Bacula, M. (2017). The time value of money in financial management. *Ovidius University Annals: Economic Sciences Series, XVII(2)*, 593–597.

### Opening Exercise (0 points)

### Discussion (25 points)

### Mastery Exercise (10 points)

### Critical Thinking (90 points)

#### Option 1: Present and Future Value Analysis

Janet Stein wants to buy a food truck when she graduates from college in two years. She has the following sources of money:

1. She has \$6000 in the bank in an account paying 8% compounded quarterly.
2. She will receive \$3000 in one year from a trust.
3. She'll take a business loan out at the time of purchase on which she'll make monthly payments of \$500 at 18% compounded monthly over 4 years.
4. Janet's uncle is going to give \$1,600 a quarter starting today for one year. In addition, Janet will save up money in a credit union through monthly payroll deductions at her part time job. The credit union pays 10% compounded monthly.  
If the truck is expected to cost \$40,000 how much must she save each month?
5. Janet's uncle would like a detailed plan outlining the amount of money she will have saved each year. As Janet's finance advisor, she is asking you to help her calculate the amount of money she will have over the next two years and explain to her uncle how utilizing the present value & future value concepts, along with planning, will assist Janet in her food truck buying decision.
6. Report your annual calculations using Excel and write a 1-2 page memo to her uncle detailing the analysis component.

Submit your Excel spreadsheet with calculations. Submit a 1-2 page summary of your analysis. Describe the amount of money she will have saved each year over the next two years and explain how utilizing the present value & future value concepts, along with planning, will assist Janet in her car-buying decision. Include resources from the CSU Global library or reliable internet sources to find additional appropriate scholarly/academic references beyond the references given in the modules to support your analysis. Follow Guide Rubric instructions in addition to CT exercise instructions.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

## Option 2: Time Value Concepts

Following the examples on page 243 in your textbook answer the following questions.

1. How much will \$750 per year deposited at 12% be worth in 6 years?
2. How much will you have to save each year to have \$65,000 in 10 years if the interest rate is expected to be 6%?
3. What interest rate will make \$7,500 accumulate to \$279,600 in 15 years?
4. How many years will it take for \$850 per year to accumulate to \$20,000 if the interest was 8%?
5. What are the annual payments on a loan of \$350,00 to be repaid over 8 years at 10%?

Complete 5 sheets in your Excel workbook and submit Your Excel spreadsheet with calculations. Follow Guide Rubric instructions in addition to CT exercise instructions.

## Module 5

### Readings

- Chapter 7 in *Practical Financial Management* (8th ed.)
- Claggett, E. T. (2016). A tutorial on bonds, yield curves and duration. *Journal of Business & Behavioral Sciences*, 28(1), 49–61. To view this reading, please open the link provided and download the “PDF full text.”
- Waggoner, J. (2019). How to get higher yields. *Kiplinger’s Personal Finance*, 73(6), 42–53. To view this reading, please open the link provided and download the “PDF full text.”

### Opening Exercise (0 points)

### Discussion (25 points)

### Mastery Exercise (10 points)

### Critical Thinking (90 points)

#### Option 1: Bond Assessment

Louis Lindsey is a moderate investor who asked for your advice about two bonds his company is considering investing in. One is a seasoned issue of the Star Accessory Company that was first sold 22 years ago at a face value of \$1000, with a 25 year term paying 6%. The other is a new 30 year issue of the Landry Escalator Company that is coming out now at a face value of \$1000. Interest rates are now 6%, so both bonds will pay the same coupon rate.

In a 2 page analysis, answer the following questions:

1. What is each bond worth today? Show your calculations and provide a 1 page analysis on your results.
2. If the interest rates were to rise to 12% today, estimate, without making any calculations, what each bond would be worth. Review page 294 in your textbook for assistance.
3. Calculate the prices in number 2, to verify your estimating ability. If interest rates are expected to rise, which bond is the better investment?
4. If interest rates are expected to fall, which bond is better? Are long term rates likely to fall much lower than 6%? Why or why not? (Refer back to the Interest Rate Model in chapter 5).

Submit your calculation analysis in a memo to the investor. Your document should be 3-4 pages and contain 4 references, 2 of which are scholarly. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure your work is in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

### Option 2: Bond Analysis

Louis Lindsey is a moderate investor who asked for your advice about two bonds his company is considering investing in. One is a seasoned issue of the Star Accessory Company that was first sold 22 years ago at a face value of \$1000, with a 25 year term paying 6%. The other is a new 30 year issue of the Landry Escalator Company that is coming out now at a face value of \$1000. Interest rates are now 6%, so both bonds will pay the same coupon rate.

In a 2 page analysis, answer the following questions:

1. What is each bond worth today? Show your calculations and provide a 1 page analysis on your results.
2. If the interest rates were to rise to 12% today, estimate, without making any calculations, what each bond would be worth. Review page 294 in your textbook for assistance.
3. Calculate the prices in number 2, to verify your estimating ability. If interest rates are expected to rise, which bond is the better investment?
4. If interest rates are expected to fall, which bond is better? Are long term rates likely to fall much lower than 6%? Why or why not? (Refer back to the Interest Rate Model in chapter 5).

Create a narrated PPT with 8 to 10 slides (not including the reference or cover page) and include the chart. Your presentation should contain 4 references, 2 of which are scholarly. Follow Guide Rubric instructions in addition to CT exercise instructions.

Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure your work is in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

## Module 6

### Readings

- Chapter 8 in *Practical Financial Management* (8th ed.)
- Levine, S., C.F.A. (2018). The science and art behind stock valuation. *Better Investing*, 68, 32-33.
- Root, A. (2019). The bond market is predicting a recession but the stock market still isn't. *Barron's (Online)*.

### Opening Exercise (0 points)

### Discussion (25 points)

### Live Classroom (0 points)

### Mastery Exercise (10 points)

### **Portfolio Milestone (50 points)**

#### Option 1: Working Capital Analysis Memo: Portfolio Milestone 2

This section of the project must be completed prior to moving forward with the next section.

Using your multinational corporation pairing from Milestone 1, answer the following questions in a 2-3 page analysis.

1. Define investment banking & its components.
2. Research the IPO process for each of your multinational corporations. Identify the IPO criteria for your corporations include the following:
  - a. Identify the year of your company(s) IPO
  - b. Price of the IPO shares
  - c. Number of stock splits
  - d. How often are dividends paid out?
3. Identify the IPO process, briefly describe each step.

#### Option 2: Working Capital Analysis PowerPoint: Portfolio Milestone 2

This section of the project must be completed prior to moving forward with the next section.

Using your multinational corporation pairing from Milestone 1, answer the following questions in an 8 to 10 slide PPT presentation (not to include the reference or cover page).

1. Define investment banking & its components.
2. Research the IPO process for each of your multinational corporations. Identify the IPO criteria for your corporations include the following:
  - a. Identify the year of your company(s) IPO
  - b. Price of the IPO shares
  - c. Number of stock splits
  - d. How often are dividends paid out?
3. Identify the IPO process, briefly describe each step.

Be sure to include 2 references to support your work. One of which may be your textbook. Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

## **Module 7**

### **Readings**

- Chapter 9 in *Practical Financial Management* (8th ed.)
- Gravelle, J. G. (2017). Debt Versus Equity Finance. *Congressional Research Service: Report*, 11–12. To view this reading, please open the link provided and download the “PDF full text.”
- Investopedia. (2019, April 25). How is the capital asset pricing model (CAPM) represented in the security market line (SML)? [Blog post]. New York: Newstex. Retrieved from <https://search-proquest-com.csuglobal.idm.oclc.org/docview/2251441559?accountid=38569>

### **Opening Exercise (0 points)**

### **Discussion (25 points)**

## Mastery Exercise (10 points)

### Module 8

#### Readings

- Review Chapters 1-9 in *Practical Financial Management* (8th ed.)
- Schwab, L., Gold, S., Kunz, N., & Reiner, G. (2017). Sustainable business growth: Exploring operations decision-making. *Journal of Global Responsibility*, 8(1), 83-95.
- Zimmermann, K. (2017, February 6). Better data, better decisions. *CFO.Com*.

#### Opening Exercise (0 points)

#### Discussion (25 points)

#### Mastery Exercise (10 points)

#### Portfolio Project (250 points)

Option 1: Working Capital Analysis Memo: Portfolio Project

Using your multinational corporation pairing from Portfolio Milestone 1, complete the following in a 4-5 page analysis, including the chart.

1. Calculate the following ratios using the 2018 annual reports for the multinational companies selected in Module 3.
  - a. Average Collection Period
  - b. Fixed Asset Turnover
  - c. Total Asset Turnover
  - d. Debt Ratio
  - e. Times Interest Earned
  - f. Return on Sales
  - g. Return on Assets
  - h. Price/Earnings Ratio
2. Identify what each ratio tells us about the company.
3. Provide a brief financial strategy for upper management, one that will position your multinational companies in a more secure position. Include your data from Portfolio Milestones 1 & 2.
4. Evaluate your companies. Take a look at what they are doing for their community, their employees, and the economy. Now, imagine I have given you \$10,000 to invest in one of the multinational companies you chose. Based on ratios, and other concepts you have learned, which company would you invest in and why? (Your reasoning must relate back to Chapters 1-9 topics).
5. Research the company you plan to invest in, determine which area could benefit from a \$10,000 investment. (Some examples are: employee training, advertising, or health insurance). Design a financial strategy detailing how you would advise the company on how to utilize the \$10,000. (Separate 1 page document).

Company	Average Collection Period	Fixed Asset Turnover	Total Asset Turnover	Debt Ratio	Times Interest Earned	Return on Sales	Return on Assets	Price / Earnings Ratio

- Submit your completed Portfolio Project including Part I, Part II, and Part III, charts, analysis and your financial strategy. Including your cover page and reference page. Upon completion, your entire project should be 8 pages.

Be sure to include 4-6 references to support your work, 3 of which must be scholarly/peer-reviewed. One of which may be your textbook. Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: CSU Global Guide to Writing and APA.

#### Option 2: Working Capital Analysis PowerPoint: Portfolio Project

Using your multinational corporation pairing from Portfolio Milestone 1, complete the following in a 4-5 page analysis, including the chart.

- Calculate the following ratios using the 2018 annual reports for the multinational companies selected in Module 3.
  - Average Collection Period
  - Fixed Asset Turnover
  - Total Asset Turnover
  - Debt Ratio
  - Times Interest Earned
  - Return on Sales
  - Return on Assets
  - Price/Earnings Ratio
- Identify what each ratio tells us about the company.
- Provide a brief financial strategy for upper management, one that will position your multinational companies in a more secure position. Include your data from Portfolio Milestones 1 & 2.
- Evaluate your companies. Take a look at what they are doing for their community, their employees, and the economy. Now, imagine I have given you \$10,000 to invest in one of the multinational companies you chose. Based on ratios, and other concepts you have learned, which company would you invest in and why? (Your reasoning must relate back to Chapters 1-9 topics).
- Research the company you plan to invest in, determine which area could benefit from a \$10,000 investment. (Some examples are: employee training, advertising, or health insurance). Design a

financial strategy detailing how you would advise the company on how to utilize the \$10,000.  
(Separate 1 page document).

Company	Average Collection Period	Fixed Asset Turnover	Total Asset Turnover	Debt Ratio	Times Interest Earned	Return on Sales	Return on Assets	Price / Earnings Ratio

- Submit your completed Portfolio Project (including information from Milestone 1 & Milestone 2), charts, analysis and your financial strategy. Including your cover page and reference page. Upon completion, your entire project should be 8 pages. Follow guide rubric instructions in addition to CT exercise instructions.

Be sure to include 4-6 references to support your work, 3 of which must be scholarly/peer-reviewed. One of which may be your textbook. Use the CSU Global library to find additional appropriate scholarly/academic references beyond the references given in the modules.

Make sure it's in APA Format. A helpful resource for APA formatting can be found at this website: [CSU Global Guide to Writing and APA](#).

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## COURSE POLICIES

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Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

### Course Grading

20% Discussion Participation  
0% Opening Exercises  
0% Live Classroom  
8% Mastery Exercises  
37% Critical Thinking Assignments  
35% Final Portfolio Project

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## IN-CLASSROOM POLICIES

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For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU Global institutional policies.

### Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /repurposing your own work (see *CSU Global Guide to Writing and APA Requirements* for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

### Citing Sources with APA Style

All students are expected to follow the *CSU Global Guide to Writing and APA Requirements* when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU Global APA style, please review the APA resources within the CSU Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

### Disability Services Statement

CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email [ada@CSUGlobal.edu](mailto:ada@CSUGlobal.edu) for additional information to coordinate reasonable accommodations for students with documented disabilities.

**Netiquette**

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.