Undergraduate Catalog

2019-2020

Table of Contents

Undergraduate Catalog 2019-2020

Mission

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

Vision

Our vision is to be a highly innovative institution of higher education, dedicated to excellence in both its traditional and nontraditional programs nationwide.

Values

We believe all students deserve access to affordable, quality education. We believe higher learning should be individualized, innovative and flexible. We believe a liberal arts core curriculum produces globally engaged citizens who are creative, curious and ethical. We believe people of all beliefs and backgrounds should engage in civil discourse and discovery.

This catalog is published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the College. Columbia College reserves the right to change prices, curricula, policies and practices as described in this catalog as circumstances, efficiency of operation and fiscal contingencies may require.

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: Office of Human Resources, Columbia College, 1001 Rogers St., Columbia, MO 65216; (573) 875-7495.

About Columbia College

Columbia College, a private, coeducational institution, offers associate, baccalaureate and master's degrees that prepare students of differing backgrounds for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution.

The college is accredited by the Higher Learning Commission and holds a specialized accreditation in its education program. Students may enroll in day, evening or online education classes at the home campus in Columbia, Missouri, or through Columbia College Global (CCG) at one of our many nationwide locations.

Degree requirements, course objectives, and academic standards at each CCG location are the same as those established for students on the main campus in Columbia, Missouri. Classes at extended locations are taught primarily by adjunct faculty who meet the qualifications for appointment by the full-time faculty of each academic department, based at the Columbia campus. The credentials of adjunct faculty are reviewed by academic department chairs who determine the courses they are qualified to teach; faculty who are determined qualified by the departments are then approved by the Dean of the course's School.

Course goals and objectives are prescribed by full-time faculty. They develop master syllabi for all courses and recommend textbooks to be used. The Vice President for Columbia College Global (CCG), along with the director of each CCG location, has the responsibility of recruiting faculty and ensuring the academic programs and instruction at the locations are of the highest quality. The nationwide locations classrooms are housed in appropriate facilities and are equipped with computers with internet access, projectors and other equipment in support of academic courses and programs of study.

Columbia College educates more than 19,000 students each year and has more than 89,000 alumni.

College Profile

Classification:	Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
Location:	Home campus in Columbia, Missouri (population 100,000 plus more than 30,000 students at three separate colleges), on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide locations located throughout the U.S. and in Cuba: Alabama: Redstone Arsenal; California: Imperial Valley, Lemoore, Los Alamitos, San Diego, San Luis Obispo; Cuba: Guantanamo Bay; Colorado: Denver; Florida: Jacksonville, NAS Jacksonville, Orlando, Georgia: Fort Stewart, Kings Bay, Hunter Army Air Field; Illinois: Crystal Lake, Elgin, Freeport, Lake County; Missouri: Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, Springfield, St. Louis; New York: Fort Drum, Hancock Field; Oklahoma: Fort Sill; Texas: Fort Worth, Mesquite; Utah: Salt Lake City; Washington: NS Everett/Marysville, Whidbey Island.
Degrees Conferred:	Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education and Master of Science in Criminal Justice.
School Code/FICE #:	002456
Campus:	36 buildings on a 40-acre campus four blocks from downtown Columbia, and also includes a building downtown.
Library:	Print: More than 64,000 items including 100 print periodicals and 2,000 audio-visual items. Electronic: More than 220,000 e-books, 32,000 streaming videos, 142,000 streaming audio discs and 60 databases. Member of MOBIUS statewide consortium.
Enrollment:	More than 1,000 full and part-time day students, representing 30 states and 17 foreign countries; more than 1,500 evening and graduate students and more than 16,000 Nationwide and Online students per year.
Alumni:	More than 89,000 Columbia College alumni.
Athletics:	Member, American Midwest Conference of the NAIA (men's and women's soccer, basketball,cross country, track and field, golf, and esports; men's baseball and lacrosse; women's volleyball, softball, and bowling) and a variety of intramural sports.

Accrediting Agencies

Columbia College is accredited by the Higher Learning Commission. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing approved by the Missouri State Board of Nursing.

The Higher Learning Commission230 South LaSalle Street, Suite 7-500Chicago, IL 60604-1411Telephone: (312) 263-0456 or (800) 621-7440E-mail: info@hlcommission.org

Department of Elementary and Secondary EducationP.O. Box 480Jefferson City, MO 65102Telephone: (573) 751-6504E-mail: gail.hairston@dese.mo.gov

Missouri State Board of Nursing3605 Missouri BoulevardP.O. Box 656Jefferson City, MO 65102-0656Telephone: (573) 751-0681E-mail: nursing@pr.mo.gov

Principles of Excellence: Columbia College, to include over 30 locations, fully complies with Executive Order 13607 establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. The College is dedicated to continuing our long-standing partnership with military and veteran communities.

Servicemembers Opportunity Colleges (SOC): Columbia College is a charter member of the Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network System (DNS) for all branches. The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website.

2019 - 2020 Academic Calendars

Fall and Spring Semester Academic Calendar
Early and Late Fall Academic Calendar
Early and Late Spring Academic Calendar
Early and Late Summer Academic Calendar

2019-2020 Academic Calendar

Fall Semester August 26 – December 14, 2019

February 1	Deadline for students to submit 2019-2020 FAFSA for Missouri Access Grant
July 29	Deadline for new freshmen international students to apply & submit all required materials for admission(Day students only)
July 29	Deadline for cancelling housing contract (Day students, if approved for off-campus living)
July 31	Day student deadline for making payment arrangements and/or making first payment (if applicable) for Fall classes (class schedules will be canceled ifpayment is not made)
August 1	Deadline to submit housing contract (Day students only)
August 21	Move-in for new residential Day students, 1:00 pm
August 22	Orientation for new students and parents 10:00 am-5:00 pm; New Student Pinning, 1:15 pm
August 25	Last day to register before classes begin
August 26	Start of semester
August 26	Classes begin
August 28	Last day to add classes
September 2	Labor Day: classes cancelled; offices closed (library closed Sept. 1–Sept. 3)
September 3	Last day to drop a course (not applicable to Day total withdrawal)
October 5	Family Day/Homecoming
October 18	Midterm (Day students only)

October 18	Day Student Fall Break: day classes cancelled, offices and library open
October 22	Midterm grades for all Day 100- and 200-level courses entered online by 12:00 noon
October 28- Nov 1	Day Student Advising Week: students meet with advisor to determine Spring 2020 classes
November 4	Registration for Spring 2020 begins for currently enrolled seniors, Honors students and military members
November 6	Day Registration for Spring 2020 begins for currently enrolled juniors
November 7	Day Registration for Spring 2020 begins for currently enrolled sophomores
November 8	Day Registration for Spring 2020 begins for currently enrolled freshman and non- degree students
November 15	Last day to withdraw with grade of "W"
November 15	Residence halls close at 6:00 pm (except by special arrangement)
November 25-29	Thanksgiving Break: day classes do not meet; offices and library closed Nov. 28-30
December 1	Residence halls open at 12:00 noon
December 2	Classes resume
December 6	Last day of day classes; last day to complete a total withdrawal from all classes
December 6	Deadline for cancelling housing contract (if approved for off-campus living)
December 9-12	Final examinations
December 13	Nurses' Pinning Ceremony, 6:30 pm
December 13	Residence halls close at 12:00 noon (except by special arrangement)
	Winter Class Break: offices and library open 8:00 am- 5:00 pm, Monday-Friday
December 14	COMMENCEMENT, 12:00 noon
December 14	End of semester
December 17	Final grades entered by 12:00 noon

Spring Semester January 6– April 25, 2020

December 6	Deadline for new Day students to submit housing contracts
December 9	Deadline for new students to apply & submit all required materials for admission and returning students to apply

	for readmission (deadline does not apply to Program Transfers)(Day students only)
December 18	Day student deadline for finalizing financial arrangements and making payment (if applicable) to hold Spring classes (classes will be canceled if payment is notmade)
January 4	Residence Halls open, 12:00 noon
January 5	Last day to register before classes begin
January 6	Start of semester
January 6	Classes begin
January 8	Last day to add classes
January 13	Last day to drop a course (not applicable to Day total withdrawal)
January 20	Martin Luther King, Jr. Day: classes do not meet; offices and library closed
February 28	Midterm (Day students only)
March 3	Midterm grades for all Day 100- and 200-level courses entered online by 12:00 noon
March 20	Residence halls close at 6:00 pm (except by special arrangement)
March 23-27	Spring Break: day classes cancelled; evening and graduate classes are in session
March 29	Residence halls reopen at 12:00 noon
March 30	Last day to withdraw from classes with a grade of "W"
March 30	Day classes resume
March 30-April 3	Day Student Advising Week: students meet with their advisor to determine their Fall 2020 classes
April 6	Day Registration for Fall 2020 begins for currently enrolled seniors, Honors students and military members
April 8	Day Registration for Fall 2020 begins for currently enrolled juniors
April 9	Day Registration for Fall 2020 begins for currently enrolled sophomores
April 10	Day Registration for Fall 2020 begins for currently enrolled freshman
April 17	Last day of Day classes; last day to complete a total withdrawal from all classes
April 20-23	Final examinations

April 24	Residence halls close at 12:00 noon (except by special arrangement)
April 24	Nurses' Pinning Ceremony, 6:30 pm
April 25	Ivy Chain, 9:30 am
April 25	COMMENCEMENTS, 11:30 pm and 4:00 pm
April 25	End of semester
April 28	Final grades entered by 12:00 noon

Early Fall Session August 26 – October 19, 2019

July 8	Registration begins for graduate, seniors, military and new students
July 10	Registration begins for returning juniors
July 11	Registration begins for returning sophomores
July 12	Registration begins for returning freshmen and non-degree seeking students
August 26	Start of session
August 26	Classes begin
August 28	Last day to add undergraduate and graduate classes
September 2	Labor Day: offices closed; in-seat classes cancelled; (library closed Sept. 1-Sept. 3)
September 3	Last day to drop classes
October 4	Last day to withdraw from classes with grade of "W"
October 19	Classes end
October 19	End of session
October 22	Grades entered by 12:00 noon

Late Fall Session October 21 – December 14, 2019

July 8	Registration begins graduate, seniors, military and new students
July 10	Registration begins for returning juniors
July 11	Registration begins for returning sophomores
July 12	Registration begins for returning freshmen and non-degree seeking students
October 21	Start of session
October 21	Classes begin
October 23	Last day to add undergraduate and graduate classes
October 28	Last day to drop classes

November 28-29	Thanksgiving Break: in-seat classes cancelled; offices and library closed Nov. 28-29
December 2	Last day to withdraw from classes with grade of "W"
December 14	Classes end
December 14	End of session
December 17	Grades entered by 12:00 noon

Early Spring Session January 6 – February 29, 2020

November 4	Registration begins graduate, seniors, military and new students
November 6	Registration begins for returning juniors
November 7	Registration begins for returning sophomores
November 8	Registration begins for returning freshmen and non-degreeseeking students
January 6	Start of session
January 6	Classes begin
January 8	Last day to add undergraduate and graduate classes
January 13	Last day to drop classes
January 20	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
February 14	Last day to withdraw from classes with grade of "W"
February 29	Classes end
February 29	End of session
March 3	Grades entered by 12:00 noon

Late Spring Session March 2 – April 25, 2020

November 4	Registration begins graduate, seniors, military and new students
November 6	Registration begins for returning juniors
November 7	Registration begins for returning sophomores
November 8	Registration begins for returning freshmen and non-degreeseeking students
March 2	Start of session
March 2	Classes begin
March 4	Last day to add undergraduate and graduate classes
March 9	Last day to drop classes

April 10	Last day to withdraw from classes with grade of "W"
April 25	Classes end
April 25	End of session
April 28	Grades entered by 12:00 noon

Early Summer Session April 27 – June 20, 2020

March 16	Registration begins graduate, seniors, military and new students
March 18	Registration begins for returning juniors
March 19	Registration begins for returning sophomores
March 20	Registration begins for returning freshmen and non-degree seeking students
April 27	Start of session
April 27	Classes begin
	Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-5:00 pm; Sunday, 2:00-10:00 pm
April 29	Last day to add undergraduate and graduate classes
May 4	Last day to drop classes
May 25	Memorial Day: offices closed; library closed both May 24 & May 25; in-seat classes cancelled
June 5	Last day to withdraw from classes with grade of "W"
June 20	Classes end
June 20	End of session
June 23	Grades entered by 12:00 noon

Late Summer Session June 22 – August 15, 2020

March 16	Registration begins graduate, seniors, military and new students
March 18	Registration begins for returning juniors
March 19	Registration begins for returning sophomores
March 20	Registration begins for returning freshmen and non-degree seeking students
June 22	Start of session
June 22	Classes begin
	Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-

	5:00 pm; Sunday, 2:00-10:00 pm
June 24	Last day to add undergraduate and graduate in-seat classes
June 29	Last day to drop classes
July 4	Independence Day: offices and library closed, in-seat classes cancelled
July 31	Last day to withdraw from classes with grade of "W"
August 15	Classes end
August 15	End of session
August 18	Grades entered by 12:00 noon

Resources

Activity Calendar

To view the most current activity calendar and to add events to the calendar, go to www.ccis.edu/CougarLink.

Alumni Association

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 89,000 members around the world. Its mission is to foster lasting relationships and to sustain the College's traditions. Columbia College students become members of the CCAA upon graduation. There is no fee or registration process.

Career Services

The Grossnickle Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services are designed to promote professional and personal success including a carefully guided assessment of students' skills, abilities, values, achievements, and interests which can aid in effective career planning. Additionally, the Career Center meets with students and alumni in person, over the telephone or electronically to advise on a broad range of topics from resume and cover letter preparation, job search techniques, interview practice, graduate school assistance and much more. Career Services can also assist students in locating and applying for internships as well as processing internships for credit for eligible students.

 Columbia College is proud to offer a dynamic and easy-to-use online career management system called Handshake. This system is free to all students and alumni and lists jobs and internships all throughout the country and can be accessed at www.ccis.edu/handshake. Additionally, the Center hosts a number of events throughout the year that give the students a chance to network with alumni and industry leaders in supportive environments.

Note that Columbia College offers career assistance to all graduates and works to help students conduct successful job searches; however, employment upon program completion is not guaranteed. For more information and a full list of upcoming events, contact the Grossnickle Career Services Center at 573-875-7425 or at careerservices@ccis.edu or visit our website at www.ccis.edu/careercenter.

CougarMail

CougarMail, powered by Google, is your official Columbia College e-mail account. Each student receives free cloud storage with Google Drive and has access to other Google Apps for Education features, such as GoogleSites and GoogleCalendar. CougarMail is the official means of communication for the college and students are responsible for information sent to this account. It is expected that students will log-on to CougarMail regularly. Students can access CougarMail by logging into CougarTrack or at the Gmail login page. Be sure to enter your full Cougarmail email address and your CougarTrack password.

CougarTrack

CougarTrack allows students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are also available through CougarTrack. Once students have completed an enrollment process online, an e-mail confirmation of their activity is sent, which should be reviewed carefully for accuracy.

Student Accessibilty Resources

Student Accessibility Resources (SAR) leads the campus in the creation of inclusive learning environments and facilitates access through innovative services, programs, and partnerships. Disability is an aspect of diversity that is integral to our society and to the Columbia College community. The SAR office collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the college community.

After admission to the college, students who want to explore reasonable academic accommodations are encouraged to contact SAR to explore the possibilities and options without feeling a need to commit to utilizing any resources.

Student Accessibility Resources can be reached at (573) 875-7626 or by emailing SAR@ccis.edu. The office is located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons. For more information please visit Student Accessibility Resources.

Study Abroad Programs

Columbia College encourages students to explore opportunities to study outside the United States. The College maintains exchange partnerships with universities in Japan, South Korea, Thailand and the United Kingdom. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network. Columbia College also offers a Study Tour to a different country or region of the world each year. These tours typically take place at the end of the spring semester. Trips last 9-14 days, and students may earn up to six credits of optional coursework. In addition, students may participate in study abroad programs offered by other institutions or providers. Any student participating in a study abroad program must submit a Study Abroad Application to the Study Abroad Office. Dr. Brian Kessel, Study Abroad Advisor, counsels students about the availability, value and academic appropriateness of these programs. Students interested in obtaining more information about short-term, semester or internship abroad programs should contact Dr. Kessel at (573) 875-7625 or blkessel@ccis.edu.

Technology Services and Solution Center

The Technology Services office is responsible for academic and administrative computing needs and handles telephone service for residential students. The solutions center supports the campus in computer and network use. It provides a single point of contact for questions concerning telephone service, email, connecting computers to the campus network, and problems with college-owned systems. Telephone: (573) 875-4357.

E-mail, Internet Access, Microsoft Office and Anti-Virus Software

Students are assigned CougarMail e-mail accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: http://accounts.ccis.edu. Students may access CougarMail by logging into CougarTrack or at the Gmail login page. Be sure to enter your full Cougarmail email address and your CougarTrack password. CougarMail is a free service to all students and is a lifetime account for graduates. Internet access is available to students for use as a resource in the student computer lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop and portable/mobile devices. Students using computers on the College network must have the latest version of anti-virus software. Registered students are eligible for free Microsoft Office 365. A link to free Microsoft Office 365 and anti-virus software is available in CougarTrack, under Help--Technology Solutions Center.

Computer Purchase

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College website at http://www.dell.com/ccis.

Main Campus Day Resources

Bookstore

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Textbooks are available new, used and for select titles they are available for rent and digitally.

Textbooks are available for purchase a few weeks before classes begin to Traditional Day campus and students taking nursing courses at Lake of the Ozarks. When obtainable, used texts are sold for 25% less than the cost of a new text. Rental textbooks for select titles are available for 55% less than the cost of a new text. Students can reserve textbooks online at: http://ccis.bncollege.com or whywaitforbooks.com. Students may receive textbook refunds based on the policies listed below. No refunds will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

Refund Policy:

For all courses, a full refund will be given with a receipt if the textbook is returned within the first week of classes.

- Textbooks must be in original condition, including all components in packages.
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days.
- Merchandise must be in original condition, unopened with tags.
- Refunds will be issued in the original form of payment.

- The textbook buyback period is during finals week. This is the best time to sell back textbooks.
- TI-83, TI-84 (or higher) calculators will not be considered for buyback.

The Bookstore hours are posted on the Bookstore door; on their website and available via phone greeting.

Contact Information:

Columbia College BookstoreAtkins-Holman Student Commons1009 Rogers StreetColumbia, MO 65216

Phone Number: (573) 875-7341FAX Number: (573) 442-0747E-mail: ccis@bkstore.comWebsite: http://ccis.bncollege.comFacebook: facebook.com/ColumbiaCollegeBookstore

Texbook Program and Texbook Supply Vouchers

Students taking courses at the College's main campus traditional "Day" venue in Columbia, Missouri have access to textbooks for those courses through the institutional book vendor. Such students may request a textbook voucher as well as a supply voucher via CougarTrack, the College's online portal. Students with available financial aid funds will be eligible for such vouchers to be used with the College's on-site bookstore. These vouchers are not automatically generated and voucher requests must be initiated by a student. Students will be notified of the status of their voucher request via their College email accounts. Students are only given the option for a voucher with financial aid funds if the student has enough financial aid funds to cover the student's direct costs to the College (e.g., tuition, fees, housing, etc.) and there is a remaining credit balance on the student's account. Any textbook purchases the student makes with the voucher may not exceed the amount of credit that the student has on the student's account and any purchases made with a textbook voucher will be charged to the student account. Students may apply for a voucher through the last day to add classes.

Traditional-venue students who also simultaneously enroll in a nontraditional venue course will follow the nontraditional venue textbook program for nontraditional venue courses.

Campus Activities Board (CAB)

Campus Activities Board (CAB): The Campus Activities Board, or CAB, is in charge of providing fun and entertaining activities for Columbia College students. CAB brings educational, enriching, and interesting entertainers such as comedians, magicians, hypnotists, and more to campus in order to attract a variety of students. The Campus Activities Board is also responsible for hosting educational, exciting, and entertaining events and various student competitions. All events hosted by CAB are FREE, so be sure to check social media or the bulletin boards on campus to find out more about events, times, and locations for these events!

Campus Safety

The Columbia College Campus Safety Office provides safety and security services for the main campus located in Columbia, Missouri. Specific responsibilities include, but are not limited to: after-dark escorts, parking and traffic control, opening and securing buildings and rooms, campus patrol and safety inspections. They also act as the liaison with local law enforcement agencies and other emergency services. The Annual Security and Fire Safety Report is published by the Director of Campus Safety and may be viewed at: http://www.ccis.edu/offices/campussafety/reportsandstats.aspx. For more information, visit the Campus Safety website or call (573) 875-7315.

Center for Student Leadership

The Center for Student Leadership is a student-centered department dedicated to leadership and involvement opportunities that enhance personal, interpersonal, and organizational development. The

Center for Student Leadership also oversees all registered student organizations. To get involved on campus or to see a list of student organizations visit www.ccis.edu/studentorgs or call (573) 875-7403 for more information.

Computer Classrooms

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting, are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the student computer lab. In addition, instructional labs are available in the Tenth Street Center and Federal Hall.

Copy Machines

Copy machines are available for student use in the library.

Counseling Services

Counseling Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210).

Confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to personal growth and making academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling Services is a confidential resource for dating violence, domestic violence, sexual violence and harassment. Our office also provides referrals to community resources when appropriate. For additional information and online resources, see the counseling services webpage: www.ccis.edu/counselingservices Appointments are available Monday - Friday; to make an appointment please call 573-875-7423.

Dining Services

Dulany Dining Hall Open 7:00am-9:00pm daily. Students may purchase a meal plan or purchase meals at the following prices: Breakfast $4.25, Lunch $5.25, Dinner $6.00, Special $6.50 (subject to change). Glasses, dishes and food are not to be taken from Dulany Hall. Spouses, family and friends are welcome. Guest prices are as follows: Breakfast: $5.95, Brunch: $11.95, Lunch: $8.95, Dinner: $10.95 (subject to change)

The Cougar Cafe The Cougar Cafe, located in the Student Commons, is open from 7:30 a.m. - 8:30 p.m. Monday - Thursday when classes are in session. The menu consists of a variety of grab and go items, and Starbucks Coffee. *Summer and holiday hours will vary*.

Enrollment Service Center

The Enrollment Service Center is the one-stop for parking permits, financial aid, bill payment, and registration inquiries. Click here for office hours and contact information.

ID Cards

Main Campus Day and Main Campus Evening students need ID cards to check out library materials, pick up loan checks, attend college-sponsored events, enter residence halls, and eat in the campus dining locations. There is no charge for the first ID. A $20 fee (subject to change) will be charged to the student's account for the replacement of any lost or stolen card. After three replacements, the charge increases to $40. Contact Student Affairs at (573) 875-7400 for more information.

International Student Services

The International Student Services office serves the international student population at Columbia College through a philosophy of empowerment. Services are designed to provide students with information and support necessary to achieve academic goals and become an active and integral part of the campus community. The Director advises students, faculty, staff and the administration on current issues in international education, immigration regulations and internal policies affecting students. Contact (573) 875-7686 for more information.

Library

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 90 hours a week and librarians are available to provide assistance and answer questions at all times for persons visiting the library or by phone, e-mail, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Computers, printers, scanners and copy machines are available for student use.

The library's collection supports the curriculum of Columbia College with more than 64,000 physical items (books, videos, compact discs, etc.), 100 print magazine, journal, and newspaper titles, as well as more than 160,000 full-text electronic journals, 208,000 electronic books, 27,000 streaming videos and 134,000 streaming audio discs. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students access to more than 29 million items in more than 75 academic, special or public libraries. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

Click here for library hours. Hours are subject to change when classes are not in session and during holidays.

Contact Information

Phone Number: (573)875-7381, (800) 231-2391 x7381E-mail: library@ccis.edu; https://library.ccis.edu/

Lost and Found

The Campus Safety Office serves as the lost and found depository. Items not claimed will remain with Campus Safety for a period of 30 days, after which the items will be disposed of appropriately. Call (573) 875-7315 for more information.

Mail Services

Students may mail letters and packages at the Robnett-Spence Building. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. Mail center hours are 8:00 a.m.-5:00 p.m., Monday through Friday. Telephone: (573) 875-7431.

Parking Permits

All Columbia College students must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times. Parking permits can be ordered online at CCIS.edu/ParkingPermits. Log in to your CougarTrack account to complete the form with the vehicle registration information including vehicle, make, model, year, color and license plate number. It is recommended you have your parking permit mailed to you, at no additional charge. Permits may also be picked up at the Enrollment Service Center in Missouri Hall 205. Proof of identification is required to pick up a parking permit. Call (573) 875-7252 for more information.

Recreation

The Student Commons, Southwell Sports Complex and common areas are available for a variety of recreational activities. The Fitness Center is located in the Southy Building. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, classrooms, Dulany Hall and space in the Student Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first come, first-served basis. More information is available in the Plant and Facilities Office.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

Sports Information

Tickets: Tickets for men's and women's basketball games are $8 for adults and $5 for all students (K-college). Tickets for Cougar soccer, softball, baseball, lacrosse and volleyball games are $5 for adults and $3 for all students. Tickets may be purchased at the event. Ticket prices are subject to change without notice. There is no admission charge for students who show their Columbia College ID at home games. Contact Kim Kliegel at (573) 875-7433 or kakliegel1@ccis.edu for ticket information.

Student Computer Lab

Technology Services maintains the Buchanan Hall Student Computer Lab equipped with computers, scanners, monochrome and color high speed laser printers in Buchanan Hall. This lab is open to currently enrolled students on a walk-in basis and offers extended hours. Software used in classroom instruction is available to students for use in completing assignments. E-mail and internet access is also provided. Student email accounts may also be set up here.

Within the Buchanan Hall Student Computer Lab is a multimedia room, which is available for use as a group study room. The room is equipped with two Dell computers and one Apple computer. These computers have video and photo editing software installed. The computer lab is closed anytime classes are not in session, primarily during semester breaks and holidays.

The Tenth Street Center also offers an open lab with computers and high speed laser printers at various times.

The Technology Solutions Center has digital cameras and digital video cameras available for check out. Cameras may be checked out for a period of 24 hours. For more information about camera check-outs, contact the Technology Solutions Center at (573) 875-4357.

Student Health Services

Student Health Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210). Health services are available to day and evening students. Student Health Services strives to provide students of Columbia College with excellent high-quality medical care that promotes student health and academic success in a non-discriminatory and supportive atmosphere. It is staffed by a board certified advanced practice registered nurse (APRN). The nurse practitioner provides a wide range of health care services including diagnosis and treatment of most acute illnesses or minor injuries. Medical care and most services are free to students. Some fees may apply for testing and injections. Appointments are preferred and are available Monday - Friday; to make an appointment please call 573-875-7423. For more information refer to the Student Health Services Website: www.ccis.edu/healthservices.

Student Medical Insurance

Columbia College is concerned about the well-being of its students. Effective fall 2019, all full-time students at the Day campus in Columbia, Missouri are required to maintain health insurance coverage that meets or exceeds the minimum requirements of the Affordable Care Act (ACA) while they are a student with the College. Additional information about the student health insurance requirement is available here: https://www. CCIS.edu/healthinsurance.

Testing Services

The Testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, Online Proctored Exams, MOGEA, and testing for students with disabilities. To contact Testing Services, call (573) 875-7485.

The Ether L. Bruce Math Center

The Ether L. Bruce Math Center, located in 105 Wightman, provides free educational support to students enrolled for credit in mathematics courses offered through Columbia College who can come into the Center for in-person tutoring.

Drop-in tutoring is provided for all mathematics courses numbered below 300, including Mathematics for Elementary Teachers, Algebraic/Geometric Reasoning for Teachers, Beginning through College Algebra, Finite Math, Pre-Calculus, Calculus I & II, Discrete Mathematics I and Statistics I.

Students in mathematics courses not on this list are welcome to contact the coordinator at the email address given below to determine when tutoring could be made available for their course.

The center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

Services offered on a walk-in basis in a one-to-one or small group format include:

- Help in understanding concepts

- Problem-solving development
- Graphing calculator instruction
- Exam preparation
- Strategies for dealing with math anxiety

Click here for Math Center hours and access to handouts. For more information, contact Susan Hughes at (573) 875-7618 or e-mail: sdhughes@ccis.edu.

The Elizabeth Toomey Seabrook Writing Center & Tutoring Services

The Elizabeth Toomey Seabrook Writing Center, located in 101 Wightman, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed for academic success. These services are offered to current students who can come to the center for face-to-face writing consultations, which are offered primarily by appointment. Students can get help with:

- Brainstorming ideas and developing a thesis
- Organizing a paper and adding depth to analysis
- Revising and editing
- Avoiding plagiarism and mastering various citation styles

Click here for Writing Center hours and essay writing assistance.

Professional and peer tutors are also available to enhance student learning experiences in various academic disciplines, such as accounting and finance, computer information systems, and the sciences. This free service is available to students who are enrolled in tutor-supported courses and available to come in person for group tutoring sessions. Tutors are available on a walk-in basis at a variety of times each week to help students with the following tasks:

- Understanding concepts and productively reviewing notes
- Working problems
- Preparing for quizzes and exams

To view the current tutoring schedule, click here.

For more information, contact Kate Denehy at (573) 875-7614 or mcdenehy@ccis.edu.

TRiO - Student Support Services Program

The Student Support Services (TRiO SSS) program is a federally funded, U.S. Department of Education TRiO program designed to increase retention and graduation of students who are either low-income, first generation, and/or have a documented disability. TRiO SSS provides a supportive student learning community emphasizing academic literacy and cultural enhancement.

TRiO SSS accomplishes its mission by providing financial, personal, career and academic guidance, peer and professional tutoring, mentoring, and by serving as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room, textbook and equipment checkout (including laptops) and a student lounge.

Student Support Services is located in Columbia House, 311 North Tenth Street. Office hours are Monday-Friday, 7:00 a.m.-5:00 p.m. on Monday, Wednesday and Friday; and 7:00 am- 7:00 pm on Tuesday and Thursday. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7615, email studentsupport@ccis.edu or visit our website: www.ccis.edu/TRiOSSS.

Vending Machines

To report lost money or vending machine problems, please visit the Plant and Facilities Operations Office in St. Clair 4.

Main Campus Evening Resources

Bookstore

The main campus Bookstore, located on the first floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks.

Textbook Policy

Columbia College ("College") students have different options to access textbooks each semester as described in this policy. In addition, students are informed of their options to access textbooks in the College Catalog and on the College's website.

The options for students to access textbooks vary depending on the venue of their courses (i.e., Traditional vs. Nontraditional). Many students who receive federal financial aid can apply available aid to purchase textbooks through the last day to add classes; however, students must be awarded financial aid before they can utilize the financial aid funds for textbook purchases.

In all cases, students are required to have the required textbooks for the start of each course and failure to do so may impact their ability to satisfactorily complete coursework.

I. Columbia College Nontraditional Venue Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through CC Global (extended locations and online, i.e., nontraditional venues). Most textbooks for CC Global courses are digital textbooks that students have access to through the College's learning management system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start date. In the event a digital textbook is not available, a printed copy of the textbook will be provided to the student. The printed textbook will be shipped to the student at least seven days before the course start date, or within 24 hours of registration being finalized for the course, should the student register within 13 days of the course start date.

Nontraditional venue students who also simultaneously enroll in a traditional venue course will follow the nontraditional venue textbook program for nontraditional venue courses.

A. Opting In

By default, all eligible students taking a course through CC Global will be enrolled in the nontraditional venue textbook program for that course. This program is not available to Traditional "Day" students. A student who opts out of the nontraditional venue textbook program, but who would like to reenroll in the program will have the opportunity to opt in at the beginning of each academic year. Students who desire to opt back in to the nontraditional venue textbook program at a time other than the beginning of an academic year may appeal to the Enrollment Service Center. Students are allowed one appeal and whether to grant the appeal is entirely at the discretion of the College. Students who receive textbooks as part of their tuition do not have to submit a request for a textbook voucher to receive the required textbooks for courses.

B. Opting Out

CC Global students may elect to opt out of the nontraditional venue textbook program by communicating this intent to their advisor and by submitting a completed Textbook Program Opt-out form before enrolling in courses at the College for the semester. After communicating intent to opt out to their academic advisor, the student will receive an email from the academic advisor with a link to the opt out form. Opting out of receiving textbooks through the nontraditional venue textbook program applies to all courses for which the student registers after opting out. Once a student registers for at least one course for the semester, the next opportunity to opt out is before registering for the following semester. Students who opt out will receive a $20 per credit hour reduction on their student account and will be responsible for obtaining all required textbooks and required materials on their own. Students receiving Military Tuition Assistance who opt out of the Textbook Program will not receive a $20 per credit hour reduction on their student account because their textbook cost is in addition to tuition and covered by a $20 per credit hour institutional grant. Students who receive reduced tuition rates pursuant to the College's Employee Educational Grant or Graduate Education Grant and opt out will not be charged $20 per credit hour for the nontraditional venue textbook program regardless of their tuition reduction amount; these students who opt out of the nontraditional venue textbook program are responsible for purchasing required materials on their own.

Campus Safety

The Columbia College Campus Safety Office provides safety and security services for the main campus located in Columbia, Missouri. Specific responsibilities include, but are not limited to: after-dark escorts, parking and traffic control, opening and securing buildings and rooms, campus patrol and safety inspections. They also act as the liaison with local law enforcement agencies and other emergency services. The Annual Security and Fire Safety Report is published by the director of Campus Safety and may be viewed at: http://www.ccis.edu/offices/campussafety/reportsandstats.aspx. For more information, visit the Campus Safety website or call (573) 875-7315.

Computer Classrooms

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting, are conducted in these facilities. Students are able to complete assignments outside of class using the computer resources in the student computer lab. In addition, instructional labs are available in the Tenth Street Center and Federal Hall.

Computer Lab

The Technology Services computer lab is open to all registered students. Student e-mail accounts may also be set up here. The lab is closed anytime classes are not in session, primarily during semester breaks and holidays. For Computer Lab questions, call (573) 875-7333.

Copy Machines

Copy machines are available for student use in the library.

Counseling Services

Counseling Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210).
Confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to personal growth and making academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling Services is a confidential resource for dating violence, domestic violence, sexual violence and harassment. Our office also provides referrals to community resources when appropriate. For additional information and online resources, see the counseling services webpage: www.ccis.edu/counselingservices. Appointments are available Monday - Friday; to make an appointment please call 573-875-7423.

Enrollment Service Center

The Enrollment Service Center is the one-stop for financial aid, bill payment, and registration inquiries. Click here for office hours and contact information.

ID Cards

Main Campus Day and Main Campus Evening students need ID cards to check out library materials, pick up loan checks, attend college-sponsored events, enter residence halls and eat in the campus dining locations. There is no charge for the first ID. A $20 fee will be charged to the student's account for the replacement of any lost or stolen card. After three replacements, the charge increases to $40. Contact Student Affairs at (573) 875-7400 for more information.

International Center

The International Center serves the international student population at Columbia College through a philosophy of empowerment. Services are designed to provide students with information and support necessary to achieve academic goals and become an active and integral part of the campus community. The director advises students, faculty, staff and the administration on current issues in international education, immigration regulations and internal policies affecting students. Contact the International Center at (573) 875-2756 for more information.

Library

The J.W. and Lois Stafford Library provides a place for students to study individually or in groups. The library is open more than 90 hours a week and librarians are available to provide assistance and answer questions at all times for persons visiting the library or by phone, e-mail, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Computers, printers, scanners and copy machines are available for student use.

The library's collection supports the curriculum of Columbia College with more than 64,000 physical items (books, videos, compact discs, etc.), 100 print magazine, journal, and newspaper titles, as well as more than 100,000 full-text electronic journals, 220,000 electronic books, 27,000 streaming videos and 134,000 streaming audio discs. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students access to more than 29 million items in more than 75 academic, special or public libraries. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

Click here for library hours. Hours are subject to change when classes are not in session and during holidays.

Contact Information:
Phone: (573) 875-7381, (800) 231-2391 x7381
E-mail: library@ccis.edu; https://library.ccis.edu/

Lost and Found

The Campus Safety Office serves as the lost and found depository. Items not claimed will remain with Campus Safety for a period of 30 days, after which the items will be disposed of appropriately. Call (573) 875-7315 for more information.

Mail Services

Students may mail letters and packages at the Robnett-Spence Building. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. Mail center hours are 8:00 a.m.-5:00 p.m., Monday through Friday. Telephone: (573) 875-7431.

Parking Permits

Students who park on campus in Columbia, MO are required to have a parking permit. Parking is free and the permit must be displayed in the vehicle. Parking permits can be ordered online at CCIS.edu/ParkingPermits. Log in to your CougarTrack account to complete the form with the vehicle registration information including vehicle, make, model, year, color and license plate number. All parking permits will be mailed. You will not need to pick it up in-person. Contact the Enrollment Service Center at (573) 875-7252 for more information.

Recreation

The Student Commons, Southwell Sports Complex and common areas are available for a variety of recreational activities. The Fitness Center is located in the Southy Building. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, classrooms, Dulany Hall and space in the Student Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first come, first-served basis. Contact the Plant and Facilities Office at (573) 875-7300 for more information.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

Religious and Spiritual Expression

Opportunities abound in Columbia for religious expression, cultural appreciation, spiritual exploration and faith development. The Columbia College Chapel is open to all students, faculty and staff for prayer and meditation. Programs on campus include spiritual events, studies of religious issues, and opportunities for

discussion with others through affiliated clubs and organizations. Learn more about our religious affiliated student organizations at www.ccis.edu/studentorgs or other events on campus in the Student Affairs Office.

Columbia College respects the right of all persons to practice their faith according to the recognized tenets of their religion. Should religious observance require absence from regularly scheduled activities, individuals are responsible for notifying supervisors/instructors prior to the absence and making appropriate arrangements.

Sports Information

Tickets for men's and women's basketball games are $8 for adults and $5 for all students (K-college). Tickets for Cougar soccer, men's lacrosse, baseball, softball and volleyball games are $5 for adults and $3 for all students. Tickets may be purchased at the event. Ticket prices are subject to change without notice. There is no admission charge for students who show their Columbia College ID at home games. Contact the Athletics Department at (573) 875-7433 or cougarathletics@ccis.edu for ticket information.

Student Computer Lab

Technology Services maintains the Buchanan Hall Student Computer Lab equipped with computers, scanners, monochrome and color high speed laser printers in Buchanan Hall. This lab is open to currently enrolled students on a walk-in basis and offers extended hours. Software used in classroom instruction is available to students for use in completing assignments. E-mail and internet access is also provided. Student email accounts may also be set up here. The lab is closed anytime classes are not in session, primarily during semester breaks and holidays.

Within the Buchanan Student Computer Lab is a multimedia room. The room is equipped with two Dell computers and one Apple computer.These computers have video and photo editing software installed. This room is available for use as a group study room.

The Tenth Street Center offers an open lab with computers and high speed laser printers at various times.

The Technology Solutions Center has digital cameras and digital video cameras available for check out. Cameras may be checked out for a period of 24 hours. For more information about camera check-outs, contact the Technology Solutions Center at (573) 875-4357.

Student Health Services

Student Health Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 206). Health services are available to day and evening students. Student Health Services strives to provide students of Columbia College with excellent high-quality medical care that promotes student health and academic success in a non-discriminatory and supportive atmosphere. It is staffed by a board certified advanced practice registered nurse (APRN). The nurse practitioner provides a wide range of health care services including diagnosis and treatment of most acute illnesses or minor injuries. Medical care and most services are free to students. Some fees may apply for testing and injections. Appointments are preferred and are available Monday - Friday; to make an appointment please call 573-875-7423. For more information refer to the Student Health Services Website.

Testing Services

The Testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, Online Proctored Exams, MOGEA, and testing for students with disabilities. To contact Testing Services, call (573) 875-7485.

The Ether L. Bruce Math Center

The Ether L. Bruce Math Center, located in 105 Wightman Bldg, provides free educational support to students enrolled for credit in mathematics courses offered through Columbia College who can come into the Center for in-person tutoring.

Drop-in tutoring is provided for all mathematics courses numbered below 300, including Mathematics for Elementary Teachers, Algebraic/Geometric Reasoning for Teachers, Beginning through College Algebra, Finite Math, Pre-Calculus, Calculus I & II, Discrete Mathematics I and Statistics I.

Students in mathematics courses not on this list are welcome to contact the coordinator at the email address given below to determine when tutoring could be made available for their course.

The center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College.

All services are offered on a walk-in basis in a one-to-one or small group format and include:

- Help in understanding concepts
- Problem-solving development
- Graphing calculator instruction
- Exam preparation
- Strategies for dealing with math anxiety

Click here for Math Center hours and access to handouts. For more information, call (573) 875-7651 or e-mail: mathcenter@ccis.edu.

The Elizabeth Toomey Seabrook Writing Center & Tutoring Services

The Elizabeth Toomey Seabrook Writing Center, located in 101 Wightman, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed for academic success. These services are offered to current students who can come to the center for face-to-face writing consultations, which are offered primarily by appointment. Students can get help with:

- Brainstorming ideas and developing a thesis
- Organizing a paper and adding depth to analysis
- Revising and editing
- Avoiding plagiarism and mastering various citation styles

Click here for Writing Center hours and essay writing assistance.

Professional and peer tutors are also available to enhance student learning experiences in various academic disciplines, such as accounting and finance, computer information systems, and the sciences. This free service is available to students who are enrolled in tutor-supported courses and available to come in person for group tutoring sessions. Tutors are available on a walk-in basis at a variety of times each week to help students with the following tasks:

- Understanding concepts and productively reviewing notes
- Working problems
- Preparing for quizzes and exams

To view the current tutoring schedule, click here.

For more information about the Seabrook writing Center, call (573) 875-7616. For Tutoring Services, call (573) 875-7614. You can also email writing_center@ccis.edu.

Vending Machines

To report lost money or vending machine problems, please visit the Plant and Facilities Operations Office in St. Clair 4.

CC Global Resources

Online students living in the Columbia, Missouri area can access many of the resources available to Main Campus Evening students.

Enrollment Service Center

The Enrollment Service Center is the one-stop for financial aid, bill payment, and registration inquiries. Click here for office hours and contact information.

ID Cards

If a student lives within close proximity to a Columbia College location, they can visit the location to obtain a Student ID Card.

Columbia College IDs can be made for students who do not reside near a Columbia College location. Students must first be authenticated. The student should contact their location for more information about the authentication process.

Once authenticated, a request for an ID must be submitted by the student from their CougarMail account to ccidrequest@ccis.edu. Students are required to provide their name, their Columbia College ID number, their current mailing address, a copy of a government issued photo ID, and a head shot similar to a driver's license photo in their email request. The photo must be taken of shoulders up, against a plain background, without hats, scarves, sunglasses or other head gear with the exception of religious reasons. Glamour shots and self-taken photos are not acceptable.

Contact your location or the Student Affairs Office at (573) 875-7400 or studentaffairs@ccis.edu for more information.

Online Tutoring Services, Writing Center & Math Center

CC Global students are provided free online tutoring services in math and English through Smarthinking. With Smarthinking, students experience online tutoring that is simple, fast and always available. Students connect to live educators from any computer that has Internet access, with no special software installation or equipment required. Smarthinking provides online tutoring 24 hours a day, 7 days a week, enabling students to get the help they need when they need it.

The Elizabeth Toomey Seabrook Writing Center and Tutoring Services, located on the main campus in Columbia, Missouri, provides free educational support services to help Columbia-area students develop and maintain writing skills needed for academic success. These services are offered to current students who can come to the center for face-to-face writing consultations, which are offered primarily by appointment. Students can get help with:

- Brainstorming ideas and developing a thesis
- Organizing a paper and adding depth to analysis
- Revising and editing
- Avoiding plagiarism and mastering various citation styles

Click here for Writing Center hours and essay writing assistance.

Professional and peer tutors are also available on the Columbia, Missouri, campus to enhance student learning experiences in various academic disciplines, such as accounting and finance, computer information systems, and the sciences. This free service is available to students who are enrolled in tutor-supported courses and available to come in person for group tutoring sessions. Tutors are available on a walk-in basis at a variety of times each week to help students with the following tasks:

- Understanding concepts and productively reviewing notes
- Working problems
- Preparing for quizzes and exams

To view the current tutoring schedule, click here.

For more information about the Seabrook Writing Center, call (573) 875-7616. For Tutoring Services, call (573) 875-7614. You can also email writing_center@ccis.edu.

The Ether L. Bruce Math Center, located on the main campus in Columbia, Missouri, provides free educational support to students enrolled for credit in mathematics courses offered through Columbia College who can come into the Center for in-person tutoring. Drop-in tutoring is provided for all mathematics courses numbered below 300, including Mathematics for Elementary Teachers, Algebraic/Geometric Reasoning for Teachers, Beginning through College Algebra, Finite Math, Pre-Calculus, Calculus I & II, Discrete Mathematics I and Statistics I. Students in mathematics courses not on this list are welcome to contact the coordinator at the email address given below to determine when tutoring could be made available for their course. Services offered on a walk-in basis in a one-to-one or small group format include:

- Help in understanding concepts
- Problem-solving development
- Graphing calculator instruction
- Exam preparation

Click here for Math Center hours and access to handouts. For more information, call (573) 875-7651 or e-mail: mathcenter@ccis.edu.

Other tutoring options may be available at your campus location. Please contact your campus for more information.

Stafford Library

Columbia College's J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all locations. The library is open more than 90 hours per week and librarians are available to provide assistance and answer questions by phone, email, chat or text.

The library's collection supports the curriculum of Columbia College with more than 64,000 physical items (books, videos, compact discs, etc.), 100 print magazine, journal, and newspaper titles, as well as more than 160,000 full-text electronic journals, 208,000 electronic books, 27,000 streaming videos and 134,000 streaming audio discs. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students taking classes at a Missouri location or residing in Missouri access to more than 29 million items in more than 75 academic, special or public libraries. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

Click here for library hours. Hours are based on the main campus class schedule and are subject to change during breaks and holidays.

Contact information: Phone: (573) 875-7381 or (800) 231-2391 x7381; Email: library@ccis.edu; Website: https://library.ccis.edu.

Textbooks

Columbia College ("College") students have different options to access textbooks each semester as described in this policy. In addition, students are informed of their options to access textbooks in the College Catalog and on the College's website.

The options for students to access textbooks vary depending on the venue of their courses (e.g., Traditional vs. Nontraditional). Many students who receive federal financial aid can apply available aid to purchase optional textbooks through the last day to add classes; however, students must be awarded financial aid before they can utilize the financial aid funds for textbook purchases.

In all cases, students are required to have the required textbooks for the start of each course and failure to do so may impact their ability to satisfactorily complete coursework.

I. Columbia College Nontraditional Venue Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through CC Global (i.e., nontraditional venues). Most textbooks for CC Global courses are digital textbooks. Students have access to their textbooks through the College's learning management system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start date. In the event a digital textbook is not available, a printed copy of the textbook will be provided to the student. The printed textbook will be shipped to the student at least seven days before the course start date, or within 24 hours of registration being finalized for the course if the student registers within 13 days of the course start date.

Nontraditional venue students who also simultaneously enroll in a traditional venue course will follow the nontraditional venue textbook program for nontraditional venue courses.

A. Opting In

By default, all eligible students taking a course through CC Global will be enrolled in the nontraditional venue textbook program for that course. This program is not available to Traditional "Day" students. A student who opts out of the nontraditional venue textbook program, but who would like to reenroll in the program will have the opportunity to opt in at the beginning of each academic year. Students who desire to opt back in to the nontraditional venue textbook program at a time other than the beginning of an academic year may appeal to the Enrollment Service Center. Students are allowed one appeal and whether to grant the appeal is entirely at the discretion of the College. Students who receive textbooks as part of their tuition do not have to submit a request for a textbook voucher to receive the required textbooks for courses.

B. Opting Out

CC Global students may elect to opt out of the nontraditional venue textbook program by communicating this intent to their advisor and by submitting a completed Textbook Program Opt-out form before enrolling in courses at the College for the semester. After communicating intent to opt out to their academic advisor, the

student will receive an email from the advisor with a link to the opt out form. Opting out of receiving textbooks through the nontraditional venue textbook program applies to all courses for which the student registers after opting out. Once a student registers for at least one course for the semester, the next opportunity to opt out is before registering for the following semester. Students who opt out will receive a $20 per credit hour reduction on their student account and will be responsible for obtaining all required textbooks and required materials on their own. Students receiving Military Tuition Assistance who opt out of the Textbook Program will not receive a $20 per credit hour reduction on their student account because their textbook cost is in addition to tuition and covered by a $20 per credit hour institutional grant. Students who receive reduced tuition rates pursuant to the College's Employee Educational Grant or Graduate Education Grant and opt out will not be charged $20 per credit hour for the nontraditional venue textbook program regardless of their tuition reduction amount; these students who opt out of the nontraditional venue textbook program are responsible for purchasing required materials on their own.

Robert W. Plaster School of Business

Associate in Science

Business Administration, A.S.

The Associate in Science in Business Administration is a general business degree that provides for the student a fundamental understanding of basic business practices.

General Education Requirements (21 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Recommended

- ECON 293 - Macroeconomics 3 hours

Required

- MATH 150 - College Algebra 3 hours **or**
- MATH 170 - Finite Mathematics 3 hours

General Education Core (12 sem. hrs)

Take 3 credits from 4 of the following areas to complete the general education requirement. Courses can be selected from either the General Education core or elective options in each goal.

- Ethical Reasoning
- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship
- Human Experience
- Communication Competence

- Reasoning in Natural Science
- Mathematical Reasoning

General Education Elective (3 sem. hrs)

Complete three credits from any of the general education core options.

Major Area Requirements (24 sem. hrs)

Courses in the major cannot be taken pass/fail.

- MGMT 150 - Introduction to Business 3 hours
- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 350 - Business Finance 3 hours
- MGMT 230 - Principles of Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Choose at least two courses from the following:

- ECON 294 - Microeconomics 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours

Major Area Electives (12 sem. hrs)

Choose four courses from at least two of the following areas:

- Accounting
- Computer Information Systems
- Economics
- Finance
- Management
- Marketing

Total Semester Hours: 60

Accounting, B.A.

The Accounting major prepares students for entry-level positions in areas such as managerial accounting, taxation, or auditing. The program also helps prepare students for graduate studies in accounting and/or other business related fields.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here .

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Accounting Major (24 sem. hrs)

Students who elect to earn a major in Accounting must complete 24 semester hours of required courses from the courses listed below.

Required Courses (24 sem. hrs)

All courses must be completed with a grade of C or higher.

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ACCT 382 - Intermediate Accounting I 3 hours
- ACCT 383 - Intermediate Accounting II 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours
- ACCT 485 - Fund and Government Accounting 3 hours
- ACCT 489 - Auditing I 3 hours
- FINC 298 - Personal Financial Planning 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Business Administration, B.A.

The Business Administration program serves students from a variety of backgrounds. A principle focus of the program is to prepare students for entry-level positions and for advancement in business including preparation for graduate business programs.

All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation. Completion of **MGMT 479 - Strategic Management 3 hours** with a C or higher satisfies this culminating requirement for all business majors.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirements) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours **
- MKTG 210 - Principles of Marketing 3 hours

Business Administration Major (24 sem. hrs)

Take one course from each category:

Innovation & Entrepreneurship

- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

Marketing

- MKTG 331 - Consumer Behavior 3 hours
- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 360 - Digital Marketing 3 hours

Human Resources

- MGMT 261 - Introduction to Human Resource Management 3 hours

Finance

- FINC 354 - Investments 3 hours
- FINC 395 - Financial Markets and Institutions 3 hours
- FINC 396 - Corporate Finance 3 hours
- FINC 495 - International Finance 3 hours

Management

- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours

Accounting

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ACCT 382 - Intermediate Accounting I 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours

Business Electives (6 sem. hrs)

Must select from BUSI 300 or 400 level courses.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement
** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

Finance, B.A.

The Finance program includes instruction in financial analysis, financial markets, financial instruments, and investments and prepares graduates for positions in corporate and personal financial management.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours

- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Finance Major (27 sem. hrs)

Students who elect to earn a major in Finance must complete the courses listed below:

Required Courses (18 sem. hrs)

All must be completed with a grade of C or higher.

- FINC 298 - Personal Financial Planning 3 hours
- FINC 354 - Investments 3 hours
- FINC 395 - Financial Markets and Institutions 3 hours
- FINC 396 - Corporate Finance 3 hours
- FINC 496 - Advanced Financial Management 3 hours
- FINC 498 - Comprehensive Financial Planning 3 hours

Electives (9 sem. hrs)

Select from the following:

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ECON 393 - Intermediate Macroeconomics 3 hours
- FINC 295 - Risk and Insurance 3 hours
- FINC 361 - Small Business Finance 3 hours
- FINC 397 - Principles of Real Estate 3 hours
- FINC 495 - International Finance 3 hours *
- MGMT 430 - Management Science 3 hours

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Healthcare Management, B.A.

The Healthcare Management program will examine the unique opportunities and challenges in managing an effective healthcare organizations. It prepares students to utilize sound business practices within the context of leading and managing healthcare operations.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *

- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Healthcare Management Major (27 sem. hrs)

Students who elect to earn a major in Healthcare Management must complete the courses listed below.

Required Courses (27 sem. hrs)

All courses must be completed with a grade of C or higher.

- BIOL 230 - Medical Terminology 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 300 - The American Healthcare System 3 hours
- MGMT 315 - Comparative Healthcare Systems 3 hours
- MGMT 325 - Operations Management and Quality in Healthcare 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 353 - Legal and Ethical Aspects of Healthcare 3 hours
- MGMT 400 - Financial Management in Healthcare 3 hours
- MGMT 480 - Case Studies in Healthcare Management 3 hours

Electives (1-15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Human Resource Management, B.A.

Human resources management (HRM) contributes to the strategic direction and effectiveness of an organization. Human resource professionals help manage and retain the most important asset - human capital. HRM students will develop knowledge, skills, and abilities that contribute to strategic goals of an organization. Students will develop competencies in business acumen, talent acquisition and development, compliance, employee and labor relations, motivation, compensation and benefits, and human resource systems in diverse and inclusive organizations.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Human Resource Management Major (24 sem. hrs)

Students who elect to earn a major in Human Resource Management must complete 21 hours of required courses and 3 hours of electives courses from the courses listed below:

Required Courses (21 sem. hrs)

All courses must be completed with a grade of C or higher.

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours

- MGMT 341 - Introduction to Entrepreneurship 3 hours **or**
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 461 - Training and Development 3 hours
- MGMT 490 - Strategic Human Resource Management 3 hours

Electives (3 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MATH 362 - Introduction to Automata Theory, Languages and Computation 3 hours
- MGMT 375 - Labor Relations 3 hours

- MGMT 499 - Management Internship 1-3 hours
- MKTG 370 - Social Media 3 hours

Electives (3 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Innovation and Entrepreneurship, B.A.

The Innovation and Entrepreneurship major encourages the development of an entrepreneurial mindset which recognizes the significance of the innovation process. Market opportunities and the risks of new ventures and initiatives are explored and students learn to transform opportunities into financial, cultural or social value for others. Students learn how to apply the tools of management, marketing, finance and accounting to their own start-up business, or use them to improve an existing one. The degree is comprised of a wide variety of courses that prepare students to apply practical business skills to bring business ideas to life and sustain those through implementation, growth and into maturity.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Innovation and Entrepreneurship Major (24 sem. hrs)

Students who elect to earn a major in Innovation and Entrepreneurship must complete the courses listed below:

Required Courses (18 sem. hrs)

All courses must be completed with a grade of C or higher.

- FINC 361 - Small Business Finance 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (6 sem. hrs)

Choose from the following options:

- ACCT 386 - Managerial and Cost Accounting 3 hours
- ARTS 318 - Corporate Identity 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Strategic Sales and Customer Experience Management 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

- ARTS 317 - Web Design I 3 hours **or**
- CISS 298 - Web Programming 3 hours

- ARTS 244 - Digital Media: Adobe Photoshop
- ARTS 255 - Digital Photography 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

International Business, B.A.

International business has rarely been a more crucial field of study. Students will be grounded with a business core and explore such areas as cross-cultural management, global marketing, international finance, law and politics.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours **
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

International Business Major (24 sem. hrs)

Students who elect to earn a major in International Business must complete twelve hours of required courses and six hours of elective courses from the list below.

Required Courses (12 sem. hrs)

All courses must be completed with a grade of C or higher.

- ECON 495 - International Finance 3 hours **or**
- FINC 495 - International Finance 3 hours *

- MGMT 348 - International Business Law 3 hours
- MGMT 339 - Diversity in Organizations 3 hours *
- MKTG 410 - Global Marketing 3 hours *

Electives (12 sem. hrs)

- COMM 303W - Intercultural Communication 3 hours
- POSC 292 - International Relations 3 hours *
- POSC 321 - Politics of Developing Nations 3 hours *
- POSC 360 - U.S. Foreign Policy 3 hours
  Note: Knowledge of a foreign language or a minor in a foreign language is highly recommended.

- ANTH 212 - Cultures in the World 3 hours **or**
- SOCI 212 - Cultures in the World 3 hours

- POSC 353 - Asian Politics 3 hours

- ANTH 339W - History of Modern Africa 3 hours **or**
- HIST 339W - History of Modern Africa 3 hours

- PHIL 202 - Asian Philosophy and Religion 3 hours **or**
- RELI 202 - Asian Philosophy & Religion 3 hours

- ANTH 101 - Introduction to Geography 3 hours **or**

- GEOG 101 - Introduction to Geography 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

Management, B.A.

The Management major prepares students for entry into professional business careers and graduate studies with the requisite knowledge and skill sets needed to succeed in a highly competitive global economy. The program concentrates on management fundamentals that can be applied in all types of organizations, public and private, profit and not-for-profit. Historical and current management theory is the foundation upon which critical thinking and problem solving approaches are layered and then solidified with high demand skill and tool sets.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Management Major (24 sem. hrs)

Students who elect to earn a major in Management must complete 15 hours of required courses and nine hours of elective courses from the list below.

Required Courses (15 sem. hrs)

All courses must be completed with a grade of C or higher.

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours

Electives (9 sem. hrs)

Choose from the following options:

- LEAD 200 - Introduction to Leadership Concepts 3 hours

- MGMT 311 - Public Administration and Policy 3 hours **or**
- PADM 311 - Public Administration & Policy 3 hours **or**
- POSC 311 - Public Administration and Policy 3 hours

- MGMT 399 - Management Internship 1-12 hours **or**
- MGMT 499 - Management Internship 1-3 hours

- MGMT 433 - Topics 1-3 hours
- MKTG 478 - Strategic Marketing 3 hours
- MGMT 422 - Small Business Management 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Marketing, B.A.

Marketing is everywhere. This major will assist in preparing you for this vast field. Students will get a firm grounding in business administration as well as have the opportunity to study various areas such as digital marketing, marketing communications, consumer behavior, marketing research, advertising, sales and service, and strategic marketing management. This includes appropriate and ethical strategies and tactics related to pricing, product, distribution, and promotion to solve marketing problems. Students will understand the importance of providing value to the consumer while building relationships all within the whole marketing process. Potential career opportunities include advertising, market research, e-marketing, public relations, social media, working with brands, product and service marketing, event marketing, sales and service.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Marketing Major (24 sem. hrs)

Students who elect to earn a major in Marketing must complete twelve hours of required courses and twelve elective hours of the specified elective courses with a MKTG prefix.

Required Courses (12 sem. hrs)

All courses must be completed with a grade of C or higher.

- MKTG 331 - Consumer Behavior 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (12 sem. hrs)

- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Strategic Sales and Customer Experience Management 3 hours
- MKTG 354 - Public Relations Writing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 378 - Marketing Communication Practicum 3 hours

- MKTG 399 - Marketing Internship 1-12 hours **or**
- MKTG 499 - Marketing Internship 1-3 hours

- MKTG 410 - Global Marketing 3 hours *

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

All students must take part in a culminating evaluation of the course outcomes during their last 30 hours prior to graduation. Completion of **MKTG 478 - Strategic Marketing 3 hours** with a C or higher satisfies this culminating requirement for the marketing major.

* Course meets multicultural graduation requirement

Organizational Leadership, B.A.

The Business Leadership program prepares students for entry into a variety of professional contexts and graduate studies with knowledge and skill sets needed to succeed in highly competitive environments. The program focuses on providing a strong theoretical and applied skills to prepare for modern social, cultural and professional issues encountered in contemporary leadership positions.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.
- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement (3 sem. hrs.)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (42 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours
- ECON 210 - Survey of Economics 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours

- MGMT 265 - Business Law I 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 368W - Business Ethics 3 hours
- ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours
- ORGL 320 - Leading Change 3 hours
- ORGL 330 - Fiscal Management for Leaders 3 hours
- ORGL 410 - Negotiation and Conflict 3 hours
- ORGL 420 - Readings in Leadership 3 hours

Electives (15 sem. hrs.)

Select five courses from the following list:

- COMM 393 - Organizational Communication 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Open Electives (12-15 sem. hrs.)

Total: 120 (sem. hrs)
The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Sports Management, B.A.

Sports Management is a major that focuses on the unique rewards and challenges associated with management and marketing in a sports-focused industry. While heavily steeped in a business framework, this program allows students to learn how business concepts are molded into the needs of the sports industry at all levels from community recreation to major national and international sports organizations.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Sports Management Major (24 sem. hrs)

Students who elect to earn a major in Sports Management must complete 15 hours of required courses and nine elective hours. Students should choose their elective hours carefully based on their employment goals.

Required Courses (15 sem. hrs)

All courses must be completed with a grade of C or higher.

- FINC 410 - Sports Finance 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 480 - Sports and Event Marketing 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- SOCI 230 - Sports and Society 3 hours

Electives (9 sem. hrs)

Complete 9 hours from the following courses:

- EDUC 260 - Theories of Coaching 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours

- MGMT 399 - Management Internship 1-12 hours **or**
- MGMT 499 - Management Internship 1-3 hours

- MKTG 335 - Advertising and Sales Promotion 3 hours
- PSYC 280 - Psychology of Sport 3 hours

Electives (1-3 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Accounting, B.S.

The Accounting major prepares students for entry-level positions in areas such as managerial accounting, taxation, or auditing. The program also helps prepare students for graduate studies in accounting and/or other business related fields.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Accounting Major (24 sem. hrs)

Students who elect to earn a major in Accounting must complete 24 semester hours of required courses from the courses listed below.

Required Courses (24 sem. hrs)

All must be completed with a grade of C or higher.

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ACCT 382 - Intermediate Accounting I 3 hours
- ACCT 383 - Intermediate Accounting II 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours
- ACCT 485 - Fund and Government Accounting 3 hours
- ACCT 489 - Auditing I 3 hours
- FINC 298 - Personal Financial Planning 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Business Administration, B.S.

The Business Administration program serves students from a variety of backgrounds. A principle focus of the program is to prepare students for entry-level positions and for advancement in business including preparation for graduate business programs.

All students must take part in a culminating evaluation of the core-course outcomes during their last 30 hours prior to graduation. Completion of **MGMT 479 - Strategic Management 3 hours** with a C or higher satisfies this culminating requirement for all business majors.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours **
- MKTG 210 - Principles of Marketing 3 hours

Business Administration Major (24 sem. hrs)

Take one course from each category:

Innovation and Entrepreneurship

- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

Marketing

- MKTG 331 - Consumer Behavior 3 hours
- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 360 - Digital Marketing 3 hours

Human Resources

- MGMT 261 - Introduction to Human Resource Management 3 hours

Finance

- FINC 354 - Investments 3 hours
- FINC 395 - Financial Markets and Institutions 3 hours
- FINC 396 - Corporate Finance 3 hours
- FINC 495 - International Finance 3 hours

Management

- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours

Accounting

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ACCT 382 - Intermediate Accounting I 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours

Business Electives(6 sem. hrs)

Must select from BUSI 300 or 400 level courses.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

Note(s):

* Course meets multicultural graduation requirement

** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

Finance, B.S.

The Finance program includes instruction in financial analysis, financial markets, financial instruments, and investments and prepares graduates for positions in corporate and personal financial management.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Finance Major (27 sem. hrs)

Students who elect to earn a major in Finance must complete the courses listed below:

Required Courses (18 sem. hrs)

All must be completed with a grade of C or higher.

- FINC 298 - Personal Financial Planning 3 hours
- FINC 354 - Investments 3 hours
- FINC 395 - Financial Markets and Institutions 3 hours
- FINC 396 - Corporate Finance 3 hours
- FINC 496 - Advanced Financial Management 3 hours
- FINC 498 - Comprehensive Financial Planning 3 hours

Electives (9 sem. hrs)

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- FINC 295 - Risk and Insurance 3 hours
- FINC 397 - Principles of Real Estate 3 hours
- FINC 495 - International Finance 3 hours *
- MGMT 430 - Management Science 3 hours
- FINC 361 - Small Business Finance 3 hours
- ECON 393 - Intermediate Macroeconomics 3 hours

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Healthcare Management, B.S.

The Healthcare Management program will examine the unique opportunities and challenges in managing an effective healthcare organizations. It prepares students to utilize sound business practices within the context of leading and managing healthcare operations.

Please note: there is no guarantee that the courses will be offered "in seat" at any particular location; courses will be available online.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours **
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Healthcare Management Major (27 sem. hrs)

Students who elect to earn a major in Healthcare Management must complete the courses listed below:

Required Courses (27 sem. hrs)

All must be completed with a grade of C or higher.

- BIOL 230 - Medical Terminology 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 300 - The American Healthcare System 3 hours
- MGMT 315 - Comparative Healthcare Systems 3 hours
- MGMT 325 - Operations Management and Quality in Healthcare 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 353 - Legal and Ethical Aspects of Healthcare 3 hours
- MGMT 400 - Financial Management in Healthcare 3 hours
- MGMT 480 - Case Studies in Healthcare Management 3 hours

Electives (15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

Human Resource Management, B.S.

Human resources management (HRM) contributes to the strategic direction and effectiveness of an organization. Human resource professionals help manage and retain the most important asset - human capital. HRM students will develop knowledge, skills, and abilities that contribute to strategic goals of an organization. Students will develop competencies in business acumen, talent acquisition and development, compliance, employee and labor relations, motivation, compensation and benefits, and human resource systems in diverse and inclusive organizations.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours

- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Human Resource Management Major (24 sem. hrs)

Students who elect to earn a major in Human Resource Management must complete 21 hours of required courses and 3 hours of electives courses from the courses listed below:

Required Courses (21 sem. hrs)

All must be completed with a grade of C or higher.

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours

- MGMT 341 - Introduction to Entrepreneurship 3 hours **or**
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 461 - Training and Development 3 hours
- MGMT 490 - Strategic Human Resource Management 3 hours

Electives (3 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 375 - Labor Relations 3 hours
- MGMT 499 - Management Internship 1-3 hours
- MKTG 370 - Social Media 3 hours

Business Electives (6-9 sem. hrs)

Must select from BUSI 300 or 400 level courses.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Innovation and Entrepreneurship, B.S.

The Innovation and Entrepreneurship major encourages the development of an entrepreneurial mindset which recognizes the significance of the innovation process. Market opportunities and the risks of new ventures and initiatives are explored and students learn to transform opportunities into financial, cultural or social value for others. Students learn how to apply the tools of management, marketing, finance and accounting to their own start-up business, or use them to improve an existing one. The degree is comprised of a wide variety of courses that prepare students to apply practical business skills to bring business ideas to life and sustain those through implementation, growth and into maturity.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Innovation and Entrepreneurship Major (24 sem. hrs)

Students who elect to earn a major in Innovation and Entrepreneurship must complete the courses listed below:

Required Courses (18 sem. hrs)

All must be completed with a grade of C or higher.

- FINC 361 - Small Business Finance 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (6 sem. hrs)

Choose from the following options:

- ACCT 386 - Managerial and Cost Accounting 3 hours
- ARTS 318 - Corporate Identity 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Strategic Sales and Customer Experience Management 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

- ARTS 317 - Web Design I 3 hours **or**
- CISS 298 - Web Programming 3 hours

- ARTS 244 - Digital Media: Adobe Photoshop
- ARTS 255 - Digital Photography 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

International Business, B.S.

International business has rarely been a more crucial field of study. Students will be grounded with a business core and explore such areas as cross-cultural management, global marketing, international finance, law and politics.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**

- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours **
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

International Business Major (24 sem. hrs)

Students who elect to earn a major in International Business must complete twelve hours of required courses and twelve hours of elective courses from the list below.

Required Courses (12 sem. hrs)

All must be completed with a grade of C or higher.
- ECON 495 - International Finance 3 hours **or**
- FINC 495 - International Finance 3 hours

- MGMT 339 - Diversity in Organizations 3 hours *
- MGMT 348 - International Business Law 3 hours
- MKTG 410 - Global Marketing 3 hours *

Electives (12 sem. hrs)

- COMM 303W - Intercultural Communication 3 hours
- POSC 292 - International Relations 3 hours *
- POSC 321 - Politics of Developing Nations 3 hours *
- POSC 360 - U.S. Foreign Policy 3 hours
  Note: Knowledge of a foreign language or a minor in a foreign language is highly recommended.

- ANTH 212 - Cultures in the World 3 hours **or**
- SOCI 212 - Cultures in the World 3 hours

- POSC 353 - Asian Politics 3 hours

- ANTH 339W - History of Modern Africa 3 hours **or**
- HIST 339W - History of Modern Africa 3 hours

- PHIL 202 - Asian Philosophy and Religion 3 hours **or**
- RELI 202 - Asian Philosophy & Religion 3 hours

- ANTH 101 - Introduction to Geography 3 hours **or**
- GEOG 101 - Introduction to Geography 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement
** MGMT 479 is the culminating experience course for all students receiving a Business Administration degree

Management, B.S.

The Management major prepares students for entry into professional business careers and graduate studies with the requisite knowledge and skill sets needed to succeed in a highly competitive global economy. The program concentrates on management fundamentals that can be applied in all types of organizations, public and private, profit and not-for-profit. Historical and current management theory is the foundation upon which critical thinking and problem solving approaches are layered and then solidified with high demand skill and tool sets.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours

- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Management Major (24 sem. hrs)

Students who elect to earn a major in Management must complete 15 hours of required courses and nine hours of elective courses from the list below.

Required Courses (15 sem. hrs)

All must be completed with a grade of C or higher.

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours

Electives (9 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours

- MGMT 311 - Public Administration and Policy 3 hours **or**
- PADM 311 - Public Administration & Policy 3 hours **or**
- POSC 311 - Public Administration and Policy 3 hours

- MGMT 399 - Management Internship 1-12 hours **or**
- MGMT 499 - Management Internship 1-3 hours

- MGMT 433 - Topics 1-3 hours
- MKTG 478 - Strategic Marketing 3 hours
- MGMT 422 - Small Business Management 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

- ACCT 386 - Managerial and Cost Accounting 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Marketing, B.S.

Marketing is everywhere. This major will assist in preparing you for this vast field. Students will get a firm grounding in business administration as well as have the opportunity to study various areas such as digital marketing, marketing communications, consumer behavior, marketing research, advertising, sales and service, and strategic marketing management. This includes appropriate and ethical strategies and tactics related to pricing, product, distribution, and promotion to solve marketing problems. Students will understand the importance of providing value to the consumer while building relationships all within the whole marketing process. Potential career opportunities include advertising, market research, e-marketing, public relations, social media, working with brands, product and service marketing, event marketing, sales and service.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Marketing Major (24 sem. hrs)

Students who elect to earn a major in Marketing must complete 12 hours of required courses and 12 elective hours with a MKTG prefix.

Required Courses (12 sem. hrs)

All must be completed with a grade of C or higher.

- MKTG 331 - Consumer Behavior 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (12 sem. hrs)

- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Strategic Sales and Customer Experience Management 3 hours
- MKTG 370 - Social Media 3 hours

- MKTG 399 - Marketing Internship 1-12 hours **or**
- MKTG 499 - Marketing Internship 1-3 hours

- MKTG 410 - Global Marketing 3 hours *
- MKTG 354 - Public Relations Writing 3 hours
- MKTG 378 - Marketing Communication Practicum 3 hours

Electives (18 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Organizational Leadership, B.S.

The Business Leadership program prepares students for entry into a variety of professional contexts and graduate studies with knowledge and skill sets needed to succeed in highly competitive environments. The program focuses on providing a strong theoretical and applied skills to prepare for modern social, cultural and professional issues encountered in contemporary leadership positions.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement (3 sem. hrs.)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (42 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours
- ECON 210 - Survey of Economics 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 368W - Business Ethics 3 hours
- ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours
- ORGL 320 - Leading Change 3 hours
- ORGL 330 - Fiscal Management for Leaders 3 hours
- ORGL 410 - Negotiation and Conflict 3 hours
- ORGL 420 - Readings in Leadership 3 hours

Electives (15 sem. hrs.)

Select five courses from the following list:

- COMM 393 - Organizational Communication 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Open Electives (18-21 sem. hrs.)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Sports Management, B.S.

Sports Management is a major that focuses on the unique rewards and challenges associated with management and marketing in a sports-focused industry. While heavily steeped in a business framework, this program allows students to learn how business concepts are molded into the needs of the sports industry at all levels from community recreation to major national and international sports organizations.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours (this option also fulfills core requirement) **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (45 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as pass/fail.

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours *
- MGMT 368W - Business Ethics 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 479 - Strategic Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area

In general, 300 - level courses in the Business Administration Professional Core or Electives Groups are taken after students have completed the freshman and sophomore years (4 full semesters).

However, students who have completed 45 semester hours and who have a cumulative grade-point average of 2.75 or above are eligible to take 300 - level business core courses during the second semester of the sophomore year.

A student can complete no more than two internships in business administration, each carrying no more than three semester hours of credit.

Courses in the major cannot be taken as pass/fail.

Sports Management Major (24 sem. hrs)

Students who elect to earn a major in Sports Management must complete 15 hours of required courses and nine elective hours. Students should choose their elective hours carefully based on their employment goals.

Required Courses (15 sem. hrs)

All must be completed with a grade of C or higher.

- FINC 410 - Sports Finance 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 480 - Sports and Event Marketing 3 hours
- SOCI 230 - Sports and Society 3 hours

Electives (9 sem. hrs)

Complete 9 hours from the following courses:

- MKTG 335 - Advertising and Sales Promotion 3 hours

- MGMT 399 - Management Internship 1-12 hours **or**
- MGMT 499 - Management Internship 1-3 hours

- EDUC 260 - Theories of Coaching 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- PSYC 280 - Psychology of Sport 3 hours

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets multicultural graduation requirement

Human Resource Management Certificate (CCG, Evening)

Certificates

Certificates are available in Business Administration and Crime Scene Investigation.

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree seeking and non-degree seeking students with an opportunity for focused study in three key business areas that employers' value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to recognize his/her achievement (see below).

A certificate in Crime Scene Investigation (CSI) is available to students completing a Columbia College degree or minor in Criminal Justice or Forensic Science. Law enforcement academy graduates with an associate's or bachelor's degree from another regionally accredited school in Criminal Justice, Justice Studies, or Forensic Science are also eligible to complete the CSI certificate (see below).

General requirements for all business certificates

- Complete all required courses with a grade of C or above.
- Complete at least 9 semester hours of the program with Columbia College.
- Prerequisites in parentheses

Human Resource management Certificate

Required Courses:

- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 375 - Labor Relations 3 hours
- MGMT 461 - Training and Development 3 hours

Management Certificate (CCG, Evening)

Certificates

Certificates are available in Business Administration and Crime Scene Investigation.

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree seeking and non-degree seeking students with an opportunity for focused study in three key business areas that employers' value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to recognize his/her achievement (see below).

A certificate in Crime Scene Investigation (CSI) is available to students completing a Columbia College degree or minor in Criminal Justice or Forensic Science. Law enforcement academy graduates with an associate's or bachelor's degree from another regionally accredited school in Criminal Justice, Justice Studies, or Forensic Science are also eligible to complete the CSI certificate (see below).

General requirements for all business certificates

- Complete all required courses with a grade of C or above.
- Complete at least 9 semester hours of the program with Columbia College.
- Prerequisites in parentheses

Management Certificate

Required Courses (12 sem. hrs)

- MGMT 254 - Business Communication 3 hours
- MGMT 360 - Organizational Theory 3 hours **or**
- MGMT 362 - Organizational Behavior 3 hours

- MGMT 368W - Business Ethics 3 hours

Electives (6 sem. hrs)

- MGMT 339 - Diversity in Organizations 3 hours *
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 375 - Labor Relations 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Marketing Management Certificate (CCG, Evening)

Certificates

Certificates are available in Business Administration and Crime Scene Investigation.

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree seeking and non-degree seeking students with an opportunity for focused study in three key business areas that employers' value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to recognize his/her achievement (see below).

A certificate in Crime Scene Investigation (CSI) is available to students completing a Columbia College degree or minor in Criminal Justice or Forensic Science. Law enforcement academy graduates with an associate's or bachelor's degree from another regionally accredited school in Criminal Justice, Justice Studies, or Forensic Science are also eligible to complete the CSI certificate (see below).

General requirements for all business certificates

- Complete all required courses with a grade of C or above.
- Complete at least 9 semester hours of the program with Columbia College.
- Prerequisites in parentheses

Marketing Management Certificate

Required Courses:

- MKTG 331 - Consumer Behavior 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 410 - Global Marketing 3 hours *
- MKTG 478 - Strategic Marketing 3 hours

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Accounting

Specific Requirements

Required Courses

Choose one option from below:

Option 1

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours

- 12 upper-level semester hours of courses with an ACCT field code

Option 2

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 396 - Corporate Finance 3 hours
- 9 upper-level semester hours of courses with an ACCT field code.

Total Semester Hours: 18

Business

Specific Requirements

Complete 18 hours of coursework including courses with field codes in at least four of the following: ACCT, CISS, ECON, FINC, MGMT, or MKTG. Twelve of the 18 hours must be upper-level.

Total Semester Hours: 18

Economics

Specific Requirements

(All must be completed with a grade of C or higher.)

Required Courses (12 sem. hrs)

- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours
- ECON 393 - Intermediate Macroeconomics 3 hours
- ECON 394 - Intermediate Microeconomics 3 hours

Electives (6 sem. hrs)

- COMM 334 - Political Economy of Film and Media 3 hours

- ECON 310 - Environmental and Resource Economics 3 hours **or**
- ENVS 310 - Environmental and Resource Economics 3 hours

- ECON 320 - Healthcare Economics 3 hours

- ECON 395 - Financial Markets and Institutions 3 hours **or**
- FINC 395 - Financial Markets and Institutions 3 hours

- ECON 495 - International Finance 3 hours **or**
- FINC 495 - International Finance 3 hours

- ENVS 251 - Resource Management 3 hours **or**
- GEOG 251 - Resource Management 3 hours

- FINC 410 - Sports Finance 3 hours

- HIST 371 - History of American Business 3 hours **or**
- MGMT 371 - History of American Business 3 hours

- POSC 321 - Politics of Developing Nations 3 hours

Total: 18 Semester Hours

Entrepreneurship

Specific Requirements

- ACCT 280 - Accounting I (Financial) 3 hours
- FINC 361 - Small Business Finance 3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 254 - Business Communication 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 422 - Small Business Management 3 hours

Note(s):

Students earning a minor in Entrepreneurship are encouraged to select ECON 293 - Macroeconomics 3 hours as a General Education Social Science course.

Total Semester Hours: 24

Finance

Specific Requirements

Choose one option from below:

Option 1

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 350 - Business Finance 3 hours
- 9 additional semester hours of courses with a FINC field code

Option 2

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours
- FINC 350 - Business Finance 3 hours
- 6 additional semester hours of courses with a FINC field code

Total Semester Hours: 18

Management

Specific Requirements

Eighteen semester hours (twelve of which must be upper-level) of courses with a MGMT field code including

- MGMT 393 - Business Information Systems 3 hours

Total Semester Hours: 18

Marketing

Specific Requirements

Eighteen semester hours of courses with a MKTG field code (twelve of which must be 300 - or 400 - level courses).

Required courses include:

- MKTG 210 - Principles of Marketing 3 hours
- MKTG 331 - Consumer Behavior 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours
- MKTG 478 - Strategic Marketing 3 hours
- Three semester hours of marketing courses with a MKTG field code

Total Semester Hours: 18

School of Humanities, Art and Social Sciences

Associate in Science

Criminal Justice Administration, A.S.

The Associate in Science in Criminal Justice Administration is a comprehensive two-year program designed to allow specialization within the field while integrating the interdisciplinary perspectives of sociology ,psychology, and political science.

General Education Requirements (21 sem. hrs)

For a general education course listing click here. For general education requirement information click here.

First Year Writing Seminar (3 sem. hrs.)

- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Foundations Seminar (3 sem. hrs.)

- COLL 133 - General Education Foundations Seminar 3 hours

General Education Core (12 sem. hrs)

Take 3 credits from 4 of the following areas to complete the general education requirement. Courses must be taken from the general education core options.

- Ethical Reasoning
- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship
- Human Experience
- Communication Competence
- Reasoning in Natural Science
- Mathematical Reasoning

General Education Elective (3 sem. hrs)

Major Area Requirements (24 sem. hrs)

Courses in the major cannot be taken pass/fail.

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours
- POSC 340 - Judicial Process 3 hours

Choose at least three of the following:

- CJAD 301 - Criminal Law 3 hours
- CJAD 308 - Drug Abuse and Crime Control 3 hours
- CJAD 405 - Laws of Criminal Evidence 3 hours
- CJAD 415 - Criminal Procedures 3 hours
- SOCI 331 - Juvenile Delinquency 3 hours

Major Area Electives (15 sem. hrs)

- PSYC 101 - General Psychology 3 hours
- SOCI 111 - General Sociology 3 hours
- POSC 111 - American National Government 3 hours

- HIST 121 - American History to 1877 3 hours **or**
- HIST 122 - American History Since 1877 3 hours

    Complete 3 hours in CJAD elective courses.

Total Semester Hours: 60

Human Services, A.S.

The Associate in Science in Human Services is designed to assist students in developing empirically based knowledge and practice skills fundamental for responsible and effective application within the Human Service field.

General Education Requirements (21 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

First Year Writing Seminar (3 sem. hrs)

- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Foundations Seminar (3 sem. hrs.)

- COLL 133 - General Education Foundations Seminar 3 hours

General Education Core (12 sem. hrs)

Take 3 credits from 4 of the following areas to complete the general education requirement. Course must be taken from the general education core options.

- Ethical Reasoning
- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship
- Human Experience
- Communication Competence
- Reasoning in Natural Science
- Mathematical Reasoning

General Education Elective (3 sem. hrs)

Complete three credits of elective credit from the general education areas. Courses must be taken from the general education core options.

Major Area Requirements (18 sem. hrs)

Courses in the major cannot be taken as pass/fail.

- HUMS 105 - Introduction to Human Services 3 hours
- HUMS 305 - Foundations of Counseling 3 hours
- HUMS 335 - Working with Groups 3 hours
- HUMS 340 - Working with Families 3 hours

- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours **or**
- SOCI 175 - Introduction to Theory-based Research and Writing 3 hours

Three (3) hours from one of the following:

- HUMS 300 - Exploring Research 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

Human Services Elective (6 sem. hrs)

Course in the major cannot be taken as Pass/Fail.

Electives (15 sem. hrs)

Total Semester Hours: 60

Criminal Justice Administration, B.A.

The Bachelor of Arts in Criminal Justice Administration is designed to permit the pursuit of flexible career goals while integrating the general study of criminal justice and law with other relevant disciplines. The degree promotes and enhances communication and critical thinking skills, and prepares students for entry-level employment in law enforcement, corrections, and loss prevention, for promotion and leadership roles, and for graduate study and law school. As with any Bachelor of Arts degree, the B.A. requires six hours of Foreign language. Students who have completed a state police academy or the corrections basic training academy should refer to the Partners in Law Enforcement program (PILE), or Partners in Corrections program for transfer credit possibility. A Crime Scene Investigation certificate is also available to students completing a Criminal Justice degree.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (42 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail:

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours *
- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 330 - Management of Criminal Justice Agencies 3 hours
- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours

- CJAD 405 - Laws of Criminal Evidence 3 hours
- CJAD 415 - Criminal Procedures 3 hours
- CJAD 495 - Integrative Seminar 3 hours

- HUMS 300 - Exploring Research 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3hours **or**
- POSC 395 - Political Science and Public Administration Research Methods 3hours **or**
- CJAD 425 - Legal Research and Writing 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours

- POSC 340 - Judicial Process 3 hours

- SOCI 321 - Criminology 3 hours **or**
- SOCI 331 - Juvenile Delinquency 3 hours

Behavioral, Forensic, and Social Sciences Electives (6 sem. hrs)

Three semester hours must be Criminal Justice electives. Forensic Science courses are only available at Day Campus. The remaining 3 hours must be from one of the following:

- Human Services
- Political Science
- Psychology
- Sociology
- FRSC 305 - Forensic Anthropology 3 hours
- FRSC 327 - Fingerprint Evidence 3 hours
- FRSC 445 - Forensic Pathology 3 hours

Electives (without CSI certificate) (22-25 sem. hrs)

Certificate in Crime Scene Investigation (Optional) (15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, CJAD 495 - Integrative Seminar 3 hours, as a culminating evaluative experience.

* Course meets Multicultural graduation requirement

Human Services, B.A.

For students currently working in the field of human services, or otherwise have considerable work experience, the Bachelor of Arts in Human Services is recommended. The BA prepares students with the knowledge, values, and skills, necessary to enhance their career within the helping professions working with, and within, human service agencies. Students develop skills to work with client systems at the individual, family, group, and community level.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- HUMS 330 - Ethics in the Human Services Profession 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (36 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- HUMS 105 - Introduction to Human Services 3 hours
- HUMS 300 - Exploring Research 3 hours
- HUMS 305 - Foundations of Counseling 3 hours
- HUMS 325 - Case Management 3 hours
- HUMS 335 - Working with Groups 3 hours
- HUMS 340 - Working with Families 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours

- HUMS 495 - Senior Seminar 3 hours
- PSYC 101 - General Psychology 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours * **or**
- ANTH 270 - Minority Cultures and Relations 3 hours *
- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours

Human Services Electives (15 sem. hrs)

Chosen from below:

- HUMS 310 - Military Case Work 3 hours
- HUMS 333 - Topics 3 hours

- HUMS 350 - Social Gerontology 3 hours **or**
- SOCI 350 - Social Gerontology 3 hours

- HUMS 375 - Disabilities 3 hours
- HUMS 380 - Addiction 3 hours
- HUMS 385 - Mental Health 3 hours
- HUMS 390 - Child Welfare 3 hours
- SOCI 421 - Class, Status, and Power 3 hours

Electives (18-22 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

As the Culminating Evaluative Experience, all students must complete HUMS 495 - Senior Seminar 3 hours with a grade of C or higher.

* Course meets Multicultural graduation requirement

Criminal Justice Administration, B.S.

The Bachelor of Science in Criminal Justice Administration is designed to permit the pursuit of specific career goals while integrating the general study of criminal justice and law with other relevant disciplines. A degree in criminal justice administration promotes and enhances communication and critical thinking skills, and prepares students for entry-level employment in law enforcement, corrections, and loss prevention, for promotion and leadership roles, and for graduate study and law school. The degree requires completion of a practicum and internship at approved locations, and may be a better choice for those without career experience in the field. Students who have completed a state police academy or the corrections basic training academy should refer to the Partners in Law Enforcement program (PILE), or Partners in Corrections program for transfer credit possibility. A Crime Scene Investigation certificate is also available to students completing a Criminal Justice degree.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (51 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail:

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 310 - Crisis Intervention 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 315 - Private Security and Loss Prevention 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours *
- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 330 - Management of Criminal Justice Agencies 3 hours
- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours

- CJAD 367 - Cybercrime 3 hours **or**
- CISS 367 - Cybercrime 3 hours

- CJAD 405 - Laws of Criminal Evidence 3 hours
- CJAD 415 - Criminal Procedures 3 hours
- CJAD 495 - Integrative Seminar 3 hours
- CJAD 499 - Advanced Criminal Justice Internship 1-3 hours
- POSC 340 - Judicial Process 3 hours

- HUMS 300 - Exploring Research 3 hours **or**
- CJAD 425 - Legal Research and Writing 3 hours

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- PSYC 225 - Quantitative Research Methods 3 hour **or**
- SOCI 225 - Quantitative Research Methods 3 hours

- SOCI 321 - Criminology 3 hours **or**
- SOCI 331 - Juvenile Delinquency 3 hours

Behavioral, Forensic, and Social Sciences Electives (9 sem. hrs)

Three hours must be Criminal Justice electives. The remaining six hours must be from one of the following:

- Human Services
- Political Science
- Psychology
- Sociology
- FRSC 305 - Forensic Anthropology 3 hours

- FRSC 327 - Fingerprint Evidence 3 hours
- FRSC 445 - Forensic Pathology 3 hours

Electives (without CSI certificate) (16-19 sem. hrs)

Certificate in Crime Scene Investigation (Optional) (15 sem. hrs)

Note (s):

Candidates for the baccalaureate degree with a major in Criminal Justice must pass, with a grade of C or higher, CJAD 495 - Integrative Seminar 3 hours, as a culminating evaluative experience.

* Course meets Multicultural graduation requirement

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Human Services, B.S. (Day, Evening, Online)**

For those just entering the field, or desirous of more work experience, the BS degree is recommended since it offers the internship experience. The BS in Human Service prepares students with the knowledge, values, and skills, necessary to enhance their career within the helping professions working with, and within, human service agencies. Students develop skills to work with client systems at the individual, family, group, and community level.

**Online Program available in all states except California and Georgia.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- HUMS 330 - Ethics in the Human Services Profession 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (39-41 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- HUMS 105 - Introduction to Human Services 3 hours
- HUMS 300 - Exploring Research 3 hours
- HUMS 305 - Foundations of Counseling 3 hours
- HUMS 325 - Case Management 3 hours
- HUMS 335 - Working with Groups 3 hours
- HUMS 340 - Working with Families 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours

- HUMS 495 - Senior Seminar 3 hours
- HUMS 499 - Internship 3-6 hours
- PSYC 101 - General Psychology 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours * **or**
- ANTH 270 - Minority Cultures and Relations 3 hours *
- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours

Human Services Electives (15 sem. hrs)

Chosen from below:

- HUMS 310 - Military Case Work 3 hours
- HUMS 333 - Topics 3 hours

- HUMS 350 - Social Gerontology 3 hours **or**
- SOCI 350 - Social Gerontology 3 hours

- HUMS 375 - Disabilities 3 hours
- HUMS 380 - Addiction 3 hours
- HUMS 385 - Mental Health 3 hours
- HUMS 390 - Child Welfare 3 hours
- SOCI 421 - Class, Status, and Power 3 hours

Electives (19-25 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

As the Culminating Evaluative Experience, all students must complete HUMS 495 - Senior Seminar 3 hours with a grade of C or higher.

* Course meets Multicultural graduation requirement

Crime Scene Investigation Certificate (CCG, Day)

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may pursue a Certificate in Crime Scene Investigation as part of their academic plan.

The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 18 semester hours of designated coursework. The student must successfully complete 9-15 of these semester hours at Columbia College.

To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "C."

Certificates

Certificates are available in Business Administration and Crime Scene Investigation.

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. The certificate programs are comprised of 18 credit hours (six courses) and provide both degree seeking and non-degree seeking students with an opportunity for focused study in three key business areas that employers' value. Upon completion of the required six courses with a grade of C or higher, the student will receive a certificate to recognize his/her achievement (see below).

A certificate in Crime Scene Investigation (CSI) is available to students completing a Columbia College degree or minor in Criminal Justice or Forensic Science. Law enforcement academy graduates with an associate's or bachelor's degree from another regionally accredited school in Criminal Justice, Justice Studies, or Forensic Science are also eligible to complete the CSI certificate (see below).

Certificate Requirements

Students are required to complete a mandatory 12 semester hour core block of courses with 6 additional discretionary hours chosen from a list of pre-approved courses.

These courses are:

Required (12 sem. hrs)

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 201 - Criminal Investigation 3 hours
- CJAD 203 - Crime Scene Investigation 3 hours
- CJAD 205 - Crime Scene Photography 3 hours

Electives (6 sem. hrs)

Taken from the following list:

- FRSC 305 - Forensic Anthropology 3 hours

- CJAD 317 - Bloodstain Evidence 3 hours
- FRSC 327 - Fingerprint Evidence 3 hours
- CJAD 328 - Shooting Incidents 3 hours

- CJAD 333 - Topics 3 hours *(Departmental approval required)* **or**
- CJAD 433 - Topics 3 hours *(Departmental approval required)*

- FRSC 445 - Forensic Pathology 3 hours

Total Semester Hours: 18

Certificate Categories

The CSI Certificate is available to students in the following categories:

1. Degree-seeking students at Columbia College (or Columbia College graduates):
- The certificate will be awarded only after successful completion of the student's degree program.
- Students in this category must complete at least 9 hours of certificate coursework at Columbia College.
2. Students with Bachelor's or Associate degrees from a regionally accredited academic institution who have a professional interest in enhancing their credentials: Students in this category must complete 15 hours of certificate coursework at Columbia College.

Certificate Award

The CSI certificate will be awarded after completion of the necessary coursework and submission of appropriate proof-of-degree completion.

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Criminal Justice Administration

The minor in criminal justice is designed for students who are interested furthering their knowledge in Criminal Justice in a flexible 18 hours of course work. There are six hours of required courses (CJAD 101 and one of the 400 level legal courses-CJAD 405; CJAD 406; or CJAD 415) and 12 hours which may be filled with any other course having a CJAD field code. The minor can enhance employment possibilities in the justice system and can serve as a foundation for further study in graduate school and law school.

Specific Requirements

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours

- CJAD 405 - Laws of Criminal Evidence 3 hours **or**
- CJAD 406 - Expert and Scientific Evidence 3 hours **or**
- CJAD 415 - Criminal Procedures 3 hours

- Twelve additional hours of courses with a CJAD field code

Total Semester Hours: 18

Human Services

The human service minor prepares you for a career helping others. It is an excellent option for students who are looking for professional training to supplement their other academic knowledge. The Human Services minor prepares students with the knowledge, values, and skills, necessary to pursue their career in the helping professions, and to work with, and within, human service agencies. Students develop skills to work with client systems at the individual, family, group, and community level.

Specific Requirements

Required Courses (12 sem. hrs)

- HUMS 105 - Introduction to Human Services 3 hours
- HUMS 250 - Working with Individuals 3 hours
- HUMS 335 - Working with Groups 3 hours
- HUMS 340 - Working with Families 3 hours

Electives (3 sem. hrs)

Choose from the following:

- HUMS 300 - Exploring Research 3 hours

- HUMS 345 - Working with Communities and Organizations 3 hours

- HUMS 365 - American Social Policy 3 hours **or**

- SOCI 365 - American Social Policy 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

Human Services Elective (3 sem. hrs)

Total Semester Hours: 18

Juvenile Justice Studies

The minor in Juvenile Justice studies is an 18 credit interdisciplinary program open to all students. This minor is designed to promote an awareness and understanding of juvenile offenders and at-risk youth. This minor is also designed to provide students with a comprehensive education that will prepare them for careers relating to juvenile offenders and at-risk youth.

Specific Requirements

- CJAD 301 - Criminal Law 3 hours
- CJAD 325 - Juvenile Justice System and Procedures 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- HUMS 340 - Working with Families 3 hours
- HUMS 390 - Child Welfare 3 hours
- SOCI 331 - Juvenile Delinquency 3 hours

Total Semester Hours: 18

Legal Studies

The minor in Legal Studies requires 18 total hours in six hour blocks in three separate categories. It follows an interdisciplinary approach and familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps promote critical thinking and communication skills and prepares students for the further study of law. Participation on the Columbia college Mock Trial team may be counted for 3 hours credit under this minor.

Specific Requirements

The minor in Legal Studies familiarizes students with legal ideas, processes and institutions in a liberal arts framework. The minor also helps prepare students for the further study of law. It is also valuable to any students wanting to develop their ability to think clearly and analyze ideas critically.

Required Courses (6 sem. hrs)

- PHIL 210 - Logic and Critical Thinking 3 hours
- POSC 340 - Judicial Process 3 hours

Legal Focus (6 sem. hrs)

Choose a minimum of two courses from this category:

- CJAD 415 - Criminal Procedures 3 hours
- CJAD 425 - Legal Research and Writing 3 hours
- LGST 301 - Alternative Dispute Resolution 3 hours
- MGMT 265 - Business Law I 3 hours

- PHIL 430 - Philosophy of Law 3 hours **or**
- POSC 430 - Philosophy of Law 3 hours

Analytical Focus (6 sem. hrs)

Choose a minimum of two courses from this category:

- COMM 323W - Argumentation and Debate 3 hours

- CJAD 233 - Topics 1 hour **or**
- POSC 333 - Topics: Mock Trial 1 hour

- PHIL 201 - Introduction to Philosophy 3 hours
- POSC 440 - Constitutional Law 3 hours

Total Semester Hours: 18

Corrections Program

The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers up to 24 sem. hours in course equivalencies for successful completion of the corrections basic training academy.

To qualify, students must successfully complete a departmentally mandated corrections academy in any of the 50 states or U.S. territories. The academy must be a departmentally-mandated basic training academy with a minimum 275 hours in length. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of his or her academy. The specific course equivalencies are listed below.[1]

Core Equivalencies (6 sem. hrs)

- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours
- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

Criminal Justice Lower-Level Electives (9 sem. hrs)

General Electives (9 sem. hrs)

The equivalency policy is based on the following provisions:

1. The academy must be one of basic corrections and required for employment by the respective state in question and must have been completed within five years prior to applying for equivalencies.
2. Students who complete a basic corrections academy consisting of less than 275 hours will be eligible to earn up to 12 sem. hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of basic training.
3. Students must successfully complete 15 hours of coursework at Columbia College before equivalencies may be applied.

Law Enforcement Program

Columbia College offers an innovative program for students who wish to become law enforcement officers (or currently in law enforcement): Partners in Law Enforcement. This collaborative initiative between Columbia College and the state's police academies is designed to give students up to 24 semester hours in course equivalencies for successful completion of the academy. To qualify, students must successfully complete a state-certified basic police academy with a minimum of 400 hours. Those completing a federal law enforcement academy may apply and be considered for eligibility on an individual basis.

Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of the academy. An approved demonstration of work experience is a letter on appropriate letterhead from a supervisor or human resources administrator confirming employment in the field; the letter should include employment dates/history and current position. The specific course equivalencies are listed below.[1]

Core Equivalencies (9 sem. hrs)

- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 415 - Criminal Procedures 3 hours

Criminal Justice Lower-Level Electives (9 sem. hrs)

General electives (6 sem. hrs)

The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies.
2. Students who complete a basic law enforcement academy of less than 400 hours will be eligible to earn up to 12 semester hours of criminal justice elective credit in which one semester hour will be awarded for each 20 hours of training.

3. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and also criminal justice electives for other training.
4. If a student completes an acceptable academy for both of the Partners programs, the student may choose which program (PiLE/PiC) for which to be awarded credit (given both academy trainings meet the eligibility rules for acceptance). Credit cannot be awarded for both programs.
5. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, the student may be eligible to earn up to twelve semester hours of criminal justice elective credit in which one semester hour will be awarded for twenty hours of basic law enforcement and corrections academy training. Total credit may not exceed 12 semester hours
6. Students must successfully complete 15 hours of coursework at Columbia College before equivalencies may be applied. Students must notify the Office of the Registrar when 15 hours have been completed.

Note(s):

[1] *For catalog years prior to 2014 - 15, completion of a law enforcement/corrections academy within the last 36 semester hours of a student's degree program may reduce the total hours applied under the PILE/PIC Program.*

Education

Admission to the Teacher Certification Program (Main Campus Undergraduate)

Education courses numbered 300 and below are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department. Admission to the program is required prior to enrollment in all education courses above 300 (excluding EDUC 390, EDUC 391/PSYC 391 and EDUC 392/PSYC 392). Students are required to meet requirements and seek admission as early as possible.

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (e.g. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 100;
- Attained the following GPAs:
  - 2.5 or above on all college coursework (Columbia College and other institutions);
  - 2.8 or above on all professional education courses with no grade less than C;
  - 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri General Education Assessment (MoGEA).
- Completed application materials for admission to the Teacher Certification Program (available on the Education Department website) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (at least one from the Education Department faculty).
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area, and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

Transfer Student Admission to the Teacher Certification Program: Transfer students' admission requirements will differ from the above stated requirements in that:

- Students transferring in their first six (6) hours of education coursework from another institution could be admitted provisionally and would only be required to submit one letter of recommendation from an education faculty member from that institution.
- If admitted provisionally, students would be re-evaluated after one year and also at the time of being fully admitted to the Teacher Certification Program.

Retention Criteria:

- Complete at least six hours of professional education each year.
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.5 or above after acceptance to the program.
- Maintain a cumulative GPA of 2.8 or above in professional education courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other requirements for certification that must be completed prior to graduation:

- Successful completion/passing of appropriate Praxis II exam;
- Successful completion of program certification portfolio (EDUC 400 - Senior Seminar 3 hours) and exit interview.

Admission to the Teacher Certification Program (Evening Undergraduate)

Education courses numbered 300 and below are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail course by the Department. Admission to the program is required prior to enrollment in all education courses above 300 (excluding EDUC/ENVS 372, EDUC 390, EDUC 391 /PSYC 391 and EDUC 392/PSYC 392). Students are required to meet requirements and seek admission as early as possible.

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (ex. English, History, Business, etc.);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 100;
- Attained the following GPAs:
  - 2.5 or above on all college coursework (Columbia College and other institutions);
  - 2.8 or above on all professional education courses with no grade less than C;
  - 2.8 or above on all content/concentration area courses with no grade less than C (this GPA must be achieved prior to acceptance for student teaching).
- Demonstrated competencies in written communications, reading comprehension and basic mathematical skills and concepts as verified by a score above the national average on the ACT or equivalent standardized and nationally normed test. Current required scores are available from teacher certification program advisors, the department chair, or the certification officer; [ACT or equivalent may be waived if CBASE composite score is 288 or above (passing all sections)];
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri College Basic Academic Skills Examination (CBASE). All sections of the CBASE must be passed within two years from the semester that the test was first taken or all sections of the test expire and must be repeated. [If the

student's ACT score is below the national average, they must pass all sections of the CBASE with a minimum composite score of 288.];

- Completed application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) and will include: Request for Admission, GPA Worksheet, and two letters of recommendation (one from the Education Department faculty and one from faculty outside the Education Department).
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
- GPA (overall, in content area, and education coursework);
- Reports from faculty members regarding conduct and progress of student.

Transfer Student Admission to the Teacher Certification Program (TCP): Transfer students' admission requirements will differ from the above stated requirements in that:

- Students transferring in their first six (6) hours of education coursework from another institution could be admitted provisionally and would only be required to submit one letter of recommendation from an education faculty member from that institution.
- If admitted provisionally, students would be re-evaluated after one year and also at the time of being fully admitted to the TCP.

Retention Criteria:

- Complete at least six hours of professional education each year.
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.5 or above after acceptance to the program.
- Maintain a cumulative GPA of 2.8 or above in professional education courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other requirements for certification that must be completed prior to graduation:

- Successful completion/passing of appropriate Praxis II exam;
- Successful completion of program certification portfolio (EDUC 400) and exit interview.

The Daystar Program

This program is designed for Day Campus students who are primarily new freshmen. (Freshman-level transfer students with only liberal arts and sciences college credit may also apply.)

DAYSTAR is a four-year + program that allows students to earn a Bachelor of Arts in a content area (i.e. Biology, Math, History, etc), PLUS a Master of Arts in Teaching degree. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary school level.

Education courses are taught in the summer (five summers total) while academic content courses and internships are taught in the fall and spring. Students obtain substantial practical teaching experience with exposure to the classroom every semester.

Students admitted to this program will receive a *DAYSTAR* tuition grant to cover tuition costs for required courses taken in the summer sessions.

Admission to the DAYSTAR Program requires approval by the Education Department through Scholarship Day. Entry to the teacher certification program must occur prior to student teaching. (See Admission to Teacher Certification Program). Admission to the MAT program is required to complete certification. To be eligible for certification, students must have a minimum a 3.0 cumulative grade point average, passing scores on all sections of the MoGEA, and a passing score on the Praxis II examination.

DAYSTAR students will graduate from Columbia College knowing they have successfully completed one of the most challenging and innovative teaching programs in the nation while earning both a bachelor's and a master's degree in little more than four years. (NOTE: See the DAYSTAR Certification checklists for lists of certification courses taken at the Post-Baccalaureate level.)

DAYSTAR is an adapted Holmes-group model of teacher education which:

- Emphasizes academic content over pedagogy at the undergraduate level.
- Substantively increases opportunities for practical experience in clinical placements (students will participate in a clinical experience during each semester of enrollment, including summer placements),
- Provides for specific study of, and clinical experience with, special needs students,
- Requires demonstrated content (MoGEA & Praxis) and clinical (Field Placement) competence prior to being admitted to the certification sequence, and
- Focuses on pedagogy at the graduate level culminating with a professional degree in education.

General Studies for Elementary Education Certification Students, B.G.S. (Day, Evening)

The Bachelor of General Studies with Elementary Education Certification is a specialized BGS degree that includes the requirements for the Elementary Education Certification minor as well as three specific content area minors in Social and Cultural Studies, English/Language Arts, and Math and Science. The minors require a minimum GPA of 3.0 with no grade lower than C.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics (3 sem. hours)

- EDUC 200 - Law, Ethics, and Education 3 hours

Multicultural Requirement (3 sem. hours)

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

Elementary Education Certification Minor (80 sem. hours):

A minimum cumulative GPA of 3.0 is required. Complete the following courses:

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 100 - Introduction to Education 3 hours
- EDUC 198 - Field Experience I 1 hours
- EDUC 200 - Law, Ethics, and Education 3 hours

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- EDUC 298 - Field Experience II 1 hours
- EDUC 300 - Techniques of Teaching 3 hours
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 331 - Teaching Reading 3 hours
- EDUC 335 - Teaching Creative Arts and Movement to Children 3 hours
- EDUC 337 - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338 - Content Reading and Writing 3 hours
- EDUC 352 - Teaching Science to Elementary Children 3 hours
- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours
- EDUC 380 - Diagnostic and Corrective Reading 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 420 - Student Teaching in the Elementary School 12 hours

- EDUC 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours **or**
- MATH 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours

Note(s):

Many of these courses apply toward both the General Education requirements and the Elementary Education Certification Minor.

Math and Science Content Minor (29 sem. hours):

A minimum cumulative GPA of 3.0 is required. Complete the following courses:

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 352 - Teaching Science to Elementary Children 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours

- EDUC 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours **or**
- MATH 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours

- EDUC 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours **or**
- MATH 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours

- EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours **or**
- MATH 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours

Complete three hours from the following:

- MATH 150 - College Algebra 3 hours **or**
- MATH 170 - Finite Mathematics 3 hours

Choose one science lecture course from the following:

- BIOL 108 - Human Biology 3 hours **or**
- BIOL 110 - Principles of Biology I 3 hours
  or higher BIOL course

Complete three hours from the following:

CHEM 108 or PHYS 108 highly recommended.

- CHEM 108 - Physical Science Survey 3 hours **or**
- PHYS 108 - Physical Science Survey 3 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

Complete two hours from one of the following:

- BIOL 108L - Human Biology Laboratory 2 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours **or**

- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

- BIOL 221L - Clinical Microbiology Laboratory 2 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 312L - Microbiology Laboratory 2 hours
- BIOL 320L - Ecology Laboratory 2 hours
- BIOL 326L - Physiology Laboratory 2 hours
- BIOL 410L - Methods in Molecular Biotechnology 2 hours

- CHEM 108L - Physical Science Survey 2 hours **or**
- PHYS 108L - Physical Science Survey Laboratory 2 hours

- ENVS 320L - Ecology Laboratory 2 hours
- GEOL 110L - Introduction to Physical Geology Laboratory 2 hours

Social and Cultural Content Minor (35 sem. hours)

A minimum cumulative GPA of 3.0 is required. Complete the following courses:

- EDUC 200 - Law, Ethics, and Education 3 hours

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours
- PSYC 101 - General Psychology 3 hours

- ANTH 270 - Minority Cultures and Relations 3 hours **or**
- SOCI 270 - Minority Cultures and Relations 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

Six hours from the following:

HIST 121 and HIST 122 are recommended.

- HIST 101 - Western Civilization I 3 hours
- HIST 102 - Western Civilization II 3 hours
- HIST 111 - World History to 1500 3 hours
- HIST 112 - Making the Modern World 3 hours
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours

Six hours from the following:

Any General Education Arts & Humanities courses.

English/Language Arts Content Minor (21 sem. hours)

A minimum cumulative GPA of 3.0 is required. Complete the following courses:

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- EDUC 331 - Teaching Reading 3 hours
- EDUC 337 - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338 - Content Reading and Writing 3 hours
- EDUC 380 - Diagnostic and Corrective Reading 3 hours

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Beacon Art Education (K-12) Certification

In addition to Art Education (K-12) Certification Minor requirements, students pursuing teacher certification in Art Education must complete the Art Education (Grades K-12) Certification Checklist coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2016-2017 education certification checklist is below:

- Art Education (K-12) Certification

For questions regarding your checklist requirements, please contact your education advisor.

Beacon Elementary Education (1-6) Certification

In addition to Elementary Education Certification Minor requirements, students pursuing teacher certification in Elementary Education must complete the Elementary Education (Grades 1-6) Certification Checklist coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2016-2017 education certification checklist is below:

- BEACON Elementary Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Beacon Middle School Education (5-9) Certification

In addition to Middle School Education Certification Minor requirements, students pursuing teacher certification in Middle School Education must complete the Middle School Education (Grades 5-9) Certification Checklist coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2016-2017 education certification checklists are below:

- BEACON Middle School Education (Grades 5-9) Language Arts Checklist
- BEACON Middle School Education (Grades 5-9) Mathematics Checklist
- BEACON Middle School Education (Grades 5-9) Science Checklist

- BEACON Middle School Education (Grades 5-9) Social Studies Checklist
- BEACON Middle School Education (Grades 5-9) Speech/Theatre Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Beacon Music Education (K-12) Certification

In addition to Music Education (K-12) Certification Minor requirements, students pursuing teacher certification in Music Education must complete the Music Education (Grades K-12) Certification Checklist coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2016-2017 education certification checklist is below:

- BEACON Music K-12 Certification Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Beacon Secondary Education (9-12) Certification

In addition to Secondary Education Certification Minor requirements, students pursuing teacher certification in Secondary Education must complete the Secondary Education (Grades 9-12) Certification Checklist coursework in order to meet content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2016-2017 education certification checklists are below:

- BEACON Secondary Education (Grades 9-12) Biology Checklist
- BEACON Secondary Education (Grades 9-12) Business Checklist
- BEACON Secondary Education (Grades 9-12) Chemistry Checklist
- BEACON Secondary Education (Grades 9-12) General Science Checklist
- BEACON Secondary Education (Grades 9-12) English Checklist
- BEACON Secondary Education (Grades 9-12) Mathematics Checklist
- BEACON Secondary Education (Grades 9-12) Social Studies Checklist
- BEACON Secondary Education (Grades 9-12) Speech/Theatre Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Student Teaching (CCG, Day)

The final clinical experience for teacher certification is Student Teaching. Prior to enrolling in Student Teaching, students must be approved and meet the eligibility requirements listed below. Applications for Student Teaching will be accepted only with verification that the following requirements have been met.

- Submission of Student Teaching Application packet to their "Student Teaching" Google folder that they have shared with the Education Department (EduAdmin@cougars.ccis.edu). [See the "Student Teaching" page on the Education Department website for a list of items that must be included in the packet as well as deadlines for submission.]
- Formal admission to the Teacher Certification Program (TCP).
- Grade point average of 2.75 or higher in all college coursework from all institutions.
- Grade point average of 3.0 or higher in professional education courses and in content area of concentration with no grade lower than "C."
- Valid Substitute Certificate for the state of Missouri.
- Valid fingerprinting background clearance.
- Completion of all professional education coursework (except student teaching) and all certification content area coursework.

- Passing Missouri Content Assessment (MoCA) score.
- Proof of personal liability insurance.

Required Courses for all Certification Areas

- EDUC 100 - Introduction to Education 3 hours
- EDUC 198 - Field Experience I 1 hours
- EDUC 200 - Law, Ethics, and Education 3 hours
- EDUC 230 - Educational Psychology 3 hours
- EDUC 298 - Field Experience II 1 hours
- EDUC 300 - Techniques of Teaching 3 hours
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338 - Content Reading and Writing 3 hours

Elementary Certification

Elementary Certification students must also complete:

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 302 - Teaching Skills 3 hours
- EDUC 331 - Teaching Reading 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours

Middle School Certification

Middle School Certification students must also complete:

- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 331 - Teaching Reading 3 hours
- EDUC 338 - Content Reading and Writing 3 hours
- 100% of required courses in the content area.
- Appropriate methods courses for content area

Secondary School and Art K-12 Certification

Secondary School Certification students and Art K-12 Certification students must also have completed:

- 100% of required courses in the content area
- Appropriate methods course for content area

Note(s)

Exceptions to these requirements must be approved by the Teacher Certification Program Faculty. Requests for exceptional status must be submitted in writing with the application form to the Field Experience Director.

Student Teaching Application Forms must be submitted by the required date the semester **PRIOR** to the desired student teaching assignment.

Student Teaching Applications must be accompanied by the Student Teaching Requirement Verification form, Personal Data Sheets, and an Autobiography. Permission is based on these materials and a review of the student's communication competence; comprehensive ability; sense of responsibility and level of maturity; and locus of control.

Undergraduate Post-Baccalaureate Certification Program

Students seeking teacher certification who hold a baccalaureate degree from a regionally accredited college or university may complete certification requirements at the undergraduate level, as detailed in the Undergraduate Post-Baccalaureate Program requirements. See the Graduate Catalog for details on this program.

In addition to Columbia College admission requirements, the state of Missouri requires certain minimum grade point averages (GPAs) in certification content area, professional education coursework, and overall. Official admission to the Teacher Certification Program (TCP) requires an overall GPA of 2.75, a content area GPA of 3.0, and a professional education GPA of 3.0 (on a 4-point scale). Once admitted to the TCP, students are reviewed on a yearly basis until they complete or withdraw from the program. Areas for review could include GPA, conduct, and student progress.

Art Education (K-12) Certification Minor

Fifty-three semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor is restricted to the following specific 56 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than a C.

Education Coursework (56 sem. hours)

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- EDUC 100 - Introduction to Education 3 hours [1, 2]
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338 - Content Reading and Writing 3 hours [1]
- EDUC 345 - Teaching Art K-12 3 hours [1]
- EDUC 375 - Advanced Content Methods 3 hours [1]

- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- PSYC 396 - Child and Adolescent Development 3 hours **or**
- EDUC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 422 - Student Teaching in the Secondary School 12 hours [4] (15 weeks)

Note(s):

[1]**Includes Field Experience**[2] *Must be taken within first 9 hours of EDUC classes*[3] *Meets college Ethics requirement*[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Education Certification (Day, Evening)

Specific Requirements

The Education Certification Minor is a specific program of study on the following areas: Art Education K-12, Music Education K-12, Elementary Education 1-6, Middle School Education 5-9 and Secondary Education 9-12.

Education, General

Specific Requirements:

Complete 18 hours of courses with an EDUC or EDNC field code.

Total Semester Hours:18

Elementary Education Certification Minor

Seventy-one semester hours of courses with an EDUC field code plus MATH 102, ANTH 270 or SOCI 270, and CDEV 106. Minor is restricted to the following specific 80 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than a C.

Education Coursework (80 sem. hrs)

- EDUC 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours **or**
- MATH 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 100 - Introduction to Education 3 hours [1, 2]
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 331 - Teaching Reading 3 hours [1]

- EDUC 335 - Teaching Creative Arts and Movement to Children 3 hours **or**
- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours

- EDUC 337 - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338 - Content Reading and Writing 3 hours *1*
- EDUC 352 - Teaching Science to Elementary Children 3 hours
- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours [1]
- EDUC 380 - Diagnostic and Corrective Reading 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)

- EDUC 420 - Student Teaching in the Elementary School 12 hours [4] (15 weeks)

Note(s):

[1] Includes Field Experience [2] Must be taken within first 9 hours of EDUC classes [3] Meets college Ethics requirement [4] Must receive a grade of B or higher for certification

Middle School (5-9) Education Certification Minor

Fifty-six semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 59 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than a C.

Education Coursework (59 sem. hrs)

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- EDUC 100 - Introduction to Education 3 hours [1, 2]
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 338 - Content Reading and Writing 3 hours
- EDUC 375 - Advanced Content Methods 3 hours [1]
- EDUC 376 - Adolescent Literacy 3 hours

- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 424 - Student Teaching in the Middle School 12 hours [4] (15 weeks)

Teaching Methods Course (3 sem. hrs)

Select course that corresponds with desired content area:

- Math: EDUC 360 Teaching Middle School and Secondary Math [1]

- Social Studies: EDUC 362 Teaching Middle School and Secondary Social Studies [1]
- Science: EDUC 365 Teaching Middle School and Secondary Science [1]
- English: EDUC 367 Teaching Middle School and Secondary English [1]
- Speech/Theatre: EDUC 368 Teaching Middle School and Secondary Speech and Theatre [1]

Total Semester Hours: 62

Note(s):

[1] **Includes Field Experience** [2] *Must be taken within first 9 hrs of EDUC classes* [3] *Meets college Ethics requirement* [4] *Must receive a "B" or higher for certification*

Middle School Education Certification Minor

Fifty-six semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 59 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA.

Education Coursework

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- EDUC 100 - Introduction to Education 3 hours [1, 2]
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 331 - Teaching Reading 3 hours [1]
- EDUC 337 - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338 - Content Reading and Writing 3 hours [1]
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 424 - Student Teaching in the Middle School 12 hours [4] (16 weeks)

Teaching Methods Course (3 sem. hrs)

Select course that corresponds with desired content area:

- Math - EDUC 360
- Social Studies - EDUC 362
- Science - EDUC 365
- English - EDUC 367
- Speech/Theatre - EDUC 368

Note(s):

[1] **Includes Field Experience** [2] *Must be taken within first 9 hrs of EDUC classes* [3] *Meets college Ethics requirement* [4] *Must receive a "B" or higher for certification*

Music Education (K-12) Certification Minor

Fifty-six semester hours of courses with an EDUC field code, plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 59 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than a C.

Education Coursework (59 sem. hrs)

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- EDUC 100 - Introduction to Education 3 hours *[1, 2]*
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338 - Content Reading and Writing 3 hours [1]
- EDUC 346 - Teaching Pre-K and Elementary Music 3 hours [1]
- EDUC 347 - Teaching Middle School and Secondary Music 3 hours [1]
- EDUC 375 - Advanced Content Methods 3 hours [1]
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 422 - Student Teaching in the Secondary School 12 hours *4* (16 weeks)

Total Semester Hours: 59

Note(s):

[1] **Includes field experience**[2] *Must be taken within first 9 hours of EDUC classes*[3] *Meets college Ethics requirement*[4] *Must receive a grade of B or higher for certification; two placements (Elementary and Secondary)*

Secondary Education Certification Minor

Fifty-three semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 56 hours of coursework. Students must complete at least half of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than C.

Education Coursework

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- EDUC 100 - Introduction to Education 3 hours [1, 2]
- EDUC 198 - Field Experience I 1 hours [1]
- EDUC 200 - Law, Ethics, and Education 3 hours [3]

- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 298 - Field Experience II 1 hours [1]
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338 - Content Reading and Writing 3 hours [1]
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 396 - Child and Adolescent Development 3 hours **or**
- PSYC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 422 - Student Teaching in the Secondary School 12 hours [4] (16 weeks)

Teaching Methods Course (3 sem. hrs)

Select course that corresponds with desired content area:

- Math-EDUC 360
- Social Studies-EDUC 362

- Science-EDUC 365
- English-EDUC 367
- Speech/Theatre-EDUC 368
- Business-EDUC 369

Note(s):

[1] **Includes Field Experience** [2] *Must be taken within first 9 hrs of EDUC classes* [3] *Meets college Ethics requirement* [4] *Must receive a "B" or higher for certification*

History, Philosophy and Political Science

American Studies, B.A.

American Studies constitutes a multidisciplinary program for the exploration of the past, present, and future of the United States. It brings together faculty and students from a variety of disciplines to compare and to exchange knowledge about the American experience. The program offers a rich, rigorous approach combining intellectual insights from literature, history, sociology, political science, and other social sciences and humanities. Rather than limiting majors to a single department's offerings, the program allows students the freedom to complete courses in a variety of traditional disciplines.

Majors develop critical thinking skills that allow them not only to pursue rewarding careers but also to act as responsible citizens of the 21st Century. By fostering a diverse and dynamic academic journey that reaches across disciplinary boundaries into a wide range of perspectives on the American experience, the Program encourages its students to develop intellectual resources that will sustain them in a wide variety of careers and avocations. Students may continue their study through graduate work in American Studies or pursue careers in law, business, teaching and museum fields. An American Studies degree is particularly appropriate for students planning careers in law, communication, government, social work and journalism.

Because the United States is a nation held together by different and often conflicting stories of nationhood, the American Studies major is designed to create dialogue about the multiple ways in which these stories are told. The American Studies major demands that students develop and refine their own theories and assumptions through reflective practices on the contested meaning of America's stories. It describes the stories of America in different modes - written and electronic, verbal and nonverbal, visual and auditory. Most of all, it promotes an understanding of the American experience using the approaches and methods of a variety of disciplines.

The American Studies program is currently offered in the Online and the Adult Higher Education venue only.

General Education Requirements (39-42 sem. hrs)

Ethics Course Requirement

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (33 sem. hrs)

All must be completed with a grade of C or higher. Courses may not be taken Pass/Fail.

- AMST 280 - American Political and Social Thought 3 hours **or**
- POSC 280 - American Political and Social Thought 3 hours

- AMST 490 - American Studies Senior Seminar 3 hours
- ECON 293 - Macroeconomics 3 hours *
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- POSC 111 - American National Government 3 hours
- POSC 215 - State and Local Government 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours * **or**
- ANTH 270 - Minority Cultures and Relations 3 hours *

Research Methods Course (3 sem. hrs)

Choose one course from the following:

- HIST 294 - Introduction to the Historian's Craft 3 hours

- POSC 395 - Political Science and Public Administration Research Methods 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3 hours

- PSYC 225 - Quantitative Research Methods
- SOCI 225 - Quantitative Research Methods

- PSYC 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours

Electives (24 sem. hrs)

At least 21 hours of the electives must be at the 300 - or 400 - level. Transfer credit may be applied but must explicitly contain "American," "United States," or "U.S." in the title.

At least two elective courses must be completed in each of the following emphases:

American History Emphasis

- ENVS 352W - American Environmental History 3 hours **or**
- HIST 352W - American Environmental History 3 hours

- HIST 312 - 20th Century American Diplomatic History 3 hours
- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 321 - History of the Modern U.S. 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 353 - Missouri History 3 hours
- HIST 362 - History of the American West 3 hours
- HIST 370W - American Military History 3 hours

- HIST 371 - History of American Business 3 hours **or**
- MGMT 371 - History of American Business 3 hours

- HIST 372W - Native American History 3 hours *

- HIST 373W - Women and Gender in American History 3 hours **or**
- WMST 373W - Women and Gender in American History 3 hours

- HIST 374W - African American History 3 hours

American Government Emphasis

- ENVS 312 - Environmental Politics 3 hours **or**
- POSC 312 - Environmental Politics 3 hours

- MGMT 311 - Public Administration and Policy 3 hours **or**
- PADM 311 - Public Administration & Policy 3 hours **or**
- POSC 311 - Public Administration and Policy 3 hours

- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- POSC 330 - Media and Politics 3 hours
- POSC 332 - The American Presidency 3 hours
- POSC 340 - Judicial Process 3 hours
- POSC 350 - Legislative Process 3 hours
- POSC 360 - U.S. Foreign Policy 3 hours
- POSC 361 - American Political Parties 3 hours
- POSC 440 - Constitutional Law 3 hours

American Culture Emphasis

- AMST 375 - Social Movements 3 hours **or**
- SOCI 375 - Social Movements 3 hours

- ARTS 406 - American Art History 3 hours
- COMM 214 - Mass Communication in Society 3 hours
- ENGL 371 - Ethnic Traditions in American Literature 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours

- MUSI 323 - Music of the United States 3 hours
- SOCI 216 - American Social Problems 3 hours
- SOCI 230 - Sports and Society 3 hours

- SOCI 310 - Women and Society 3 hours **or**
- WMST 310 - Women and Society 3 hours

- SOCI 401W - The City 3 hours

Other Electives (10-19 sem. hrs)

Students are encouraged to use the remaining semester hours to earn a minor in one of the academic areas listed for the major or in an area related to American Studies.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets Multicultural graduation requirement

History, B.A.

"Around 85% of the jobs that today's learners will be doing in 2030 haven't been invented yet."[1] This has implications for college students; first, it is likely that over the course of a lifetime, you may have several *different* careers. Second, if that is true, then organizing your studies around specific training for a single narrowly focused job may be a mistake. The more intelligent option requires you to graduate with a skill-set that allows you to adapt to new employment opportunities as they arise. You need...

Memory skills, allowing you to recognize and recall information relevant to a given problem;

Research skills, allowing you to seek out additional evidence from a variety of perspectives against a background of societal information;

Empathy skills, allowing you to better understand other peoples' reasoning, values, and situations in this rapidly globalizing world.

The History B.A. is ideally suited to delivering this skill-set to diligent students. History is *about* memory; in learning so much about the past, your abilities of selection and recall are greatly expanded. Moreover, in pursuing a History degree you research across a great variety of historical sources; this continually asks you to make connections among different types of evidence. Finally, no other major immerses you so deeply in the experiences of peoples "unlike" yourself. You learn to understand societies of the past, and this enhances your ability to work with peoples in the present-an invaluable skill for 21st-century careers.

Studying the past gives you the skills you need today and will need tomorrow. Someone you may have heard of put it quite well:

A lot of people in our industry haven't had very diverse experiences. So they don't have enough dots to connect, and they end up with very linear solutions without a broad perspective on the problem. The broader one's understanding of the human experience, the better design we will have.

--Steve Jobs, 1996

Career opportunities with a History degree include the following:

- Appointive or elective political office
- Business careers, from insurance analysts, to project managers and public relations, to banking
- Congressional staffing, including legislative-assistant work
- Historical society archivists and preservationists
- Law and legal affairs, whether law school, paralegal work, or litigation support
- Library science careers
- Media careers, ranging from documentary and scholarly editing to journalism, to television
- Museum curating and educating
- Teaching, through certification in social studies education

There are many more: you may wish to see the series "What to do with a B.A. in History," published regularly by the American Historical Association at https://tinyurl.com/ya5rtesa. Or just contact the History faculty!

1. Dell Technologies, "Emerging Technologies' Impact on Society and Work in 2030," July 12, 2017, accessed 6 Nov. 2018, http://www.iftf.org/future-now/article-detail/realizing-2030-dell-technologies-research-explores-the-next-era-of-human-machine-partnerships/

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (18 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- HIST 111 - World History to 1500 3 hours *
- HIST 112 - Making the Modern World 3 hours *
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- HIST 294 - Introduction to the Historian's Craft 3 hours
- HIST 494 - Senior Seminar in History 3 hours

History Electives (21 sem. hrs)

Global History Emphasis (9 sem. hrs)

Students will take 9 credit hours of courses in the Global History emphasis:

- HIST 303 - History and Philosophy of Modern Science 3 hours
- HIST 304W - History of Latin America 3 hours *
- HIST 314 - Modern China 3 hours *
- HIST 316 - Modern Japan 3 hours *

- HIST 319W - History and Democracy in the Modern Middle East 3 hours * **or**
- ANTH 319W - History and Democracy in the Modern Middle East 3 hours *

- HIST 322W - Women and Gender in World History 3 hours **or**
- WMST 322W - Women and Gender in World History 3 hours

- HIST 329 - Warfare, Witches, and Life in Early Modern Europe, 1550-1700 3 hours
- HIST 332 - The European Renaissance 3 hours
- HIST 334W - The European Enlightenment 3 hours
- HIST 335 - 19th Century Europe 3 hours
- HIST 336 - 20th Century Europe 3 hours
- HIST 337 - Fascism in Europe, 1900-1945 3 hours

- HIST 339W - History of Modern Africa 3 hours * **or**
- ANTH 339W - History of Modern Africa 3 hours *

- HIST 347 - World War I 3 hours
- HIST 348W - World War II 3 hours
- HIST 358 - The Making of Modern Britain 3 hours
- HIST 359 - The Rise and Fall of the British Empire 3 hours *
- HIST 381 - History of Christianity: Early Church 3 hours

- HIST 382 - Christianity in the Modern World 3 hours
- HIST 391 - Imperial Russia
- HIST 392 - History of Russia 1825 to Present 3 hours
- HIST 394 - Modern Historiography: the West and the World 3 hours

United States History Emphasis (9 sem. hrs)

- HIST 312 - 20th Century American Diplomatic History 3 hours
- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 321 - History of the Modern U.S. 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 352W - American Environmental History 3 hours
- HIST 353 - Missouri History 3 hours
- HIST 362 - History of the American West 3 hours
- HIST 370W - American Military History 3 hours
- HIST 371 - History of American Business 3 hours
- HIST 372W - Native American History 3 hours *
- HIST 373W - Women and Gender in American History 3 hours
- HIST 374W - African American History 3 hours

Additional Major Area Electives(3 sem. hrs)

Students will take one 300- or 400- level history elective of their choosing. For this category, History majors are especially encouraged to explore History Internships, HIST 399 or HIST 499 .

Other Electives (28-31 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

HIST 494 - Senior Seminar in History 3 hours is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.

Course meets multicultural graduation requirement

Philosophy, B.A.

The academic study of philosophy has been traditionally an essential part of the liberal arts. The study of philosophy seeks to develop the intellectual abilities important for life as a whole. Properly pursued, philosophy enhances analytical, critical and interpretive capacities that may be applied to any academic

field. Philosophy is as old as human civilization, asking the most general and profound questions; philosophy begins in wonder and, at its best, seeks the path to wisdom. The major seeks to develop the individual's abilities to critically examine, analyze and appreciate these traditions and ideas - and, in the process, build personal self-expression, creativity and an appetite for lifelong learning.

<u>MISSION AND GOALS</u>

1. Students will develop intellectual abilities important for life as a whole. Examples: the study of logic, critical examination of ethics, the study of scientific thought.
2. Students will be prepared for the tasks of citizenship. Example: participation in democracy requires a citizen be sufficiently informed, have knowledge of political philosophy, and be aware of manipulation and demagoguery.
3. Students will develop analytical skills and problem solving abilities. Example: philosophy courses require analysis and reflection on complex issues and texts.
4. Students will develop writing and verbal skills. Example: every course demands cogent logical and creative responses to issues raised in debate, responses that eschew ill-informed and uncritical (often emotional) arguments.
5. In a global world and economy, students need to clearly understand diverse assumptions and ways of thinking. Examples: students will read and analyze basic philosophical texts and practices of the world.
6. Students will be acquainted with the basic methodologies employed in the study of philosophy. Example: courses require research and the practice of such methodologies.
7. A good education in philosophy enhances the individual's ability to construct a personal and well thought-out value system. Example: examining past philosophies, the student will become aware of their strengths and weaknesses, and how and why many fail in practice.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (12 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- PHIL 201 - Introduction to Philosophy 3 hours
- PHIL 210 - Logic and Critical Thinking 3 hours
- PHIL 330 - Ethics 3 hours

- PHIL 490 - Thematic Seminar in Philosophy 3 hours

Electives (27 sem. hrs)

Twenty-seven hours selected from the following:

- PHIL 202 - Asian Philosophy and Religion 3 hours **or**
- RELI 202 - Asian Philosophy & Religion 3 hours

- PHIL 303 - History and Philosophy of Modern Science 3 hours **or**
- HIST 303 - History and Philosophy of Modern Science 3 hours

- PHIL 310 - Symbolic Logic 3 hours
- PHIL 321 - Ancient Philosophy 3 hours
- PHIL 322 - Modern Philosophy 3 hours
- PHIL 323 - Marx and Marxism 3 hours

- PHIL 332 - Environmental Ethics 3 hours **or**
- ENVS 332 - Environmental Ethics 3 hours

- PHIL 333 - Topics 3 hours

- PHIL 350 - Philosophy of Religion 3 hours **or**
- RELI 350 - Philosophy of Religion 3 hours

- PHIL 358 - Existentialism 3 hours

- PHIL 390 - The Buddha and Buddhism 3 hours **or**
- RELI 390 - The Buddha and Buddhism 3 hours

- PHIL 401 - Significant Philosophers 3 hours

- PHIL 402 - Classical Political Philosophy 3 hours **or**
- POSC 402 - Classical Political Philosophy 3 hours

- PHIL 403 - Modern Political Philosophy 3 hours **or**
- POSC 403 - Modern Political Philosophy 3 hours

- PHIL 430 - Philosophy of Law 3 hours
- PHIL 460 - Biomedical Ethics 3 hours

Electives (31 - 34 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets Multicultural graduation requirement

Political Science, B.A. (CCG, Day)

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A degree in Political Science can lead to careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Political Science Core Requirements (18 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- POSC 111 - American National Government 3 hours
- POSC 292 - International Relations 3 hours *

- POSC 395 - Political Science and Public Administration Research Methods 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3 hours

- PHIL 402 - Classical Political Philosophy 3 hours **or**
- POSC 402 - Classical Political Philosophy 3 hours

- PHIL 403 - Modern Political Philosophy 3 hours **or**
- POSC 403 - Modern Political Philosophy 3 hours

- POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours **or**
- PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours

Political Science Electives (30 sem. hrs)

Any course with the POSC prefix at the 200 level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two emphases. A maximum of six hours may be taken as POSC 399 - Political Science Internship 1-3 hours.

American Politics Emphasis

- POSC 215 - State and Local Government 3 hours

- POSC 280 - American Political and Social Thought 3 hours **or**
- AMST 280 - American Political and Social Thought 3 hours

- POSC 311 - Public Administration and Policy 3 hours **or**
- MGMT 311 - Public Administration and Policy 3 hours **or**
- PADM 311 - Public Administration & Policy 3 hours

- POSC 315 - American Public Policy 3 hours **or**
- PADM 315 - American Public Policy 3 hours

- POSC 330 - Media and Politics 3 hours
- POSC 332 - The American Presidency 3 hours
- POSC 340 - Judicial Process 3 hours
- POSC 350 - Legislative Process 3 hours
- POSC 361 - American Political Parties 3 hours
- POSC 440 - Constitutional Law 3 hours

International Studies Emphasis

- POSC 317 - Politics of Russia and Eurasia 3 hours *
- POSC 321 - Politics of Developing Nations 3 hours *
- POSC 326 - International Law and Organizations 3 hours
- POSC 331 - European Politics 3 hours *
- POSC 353 - Asian Politics 3 hours *
- POSC 360 - U.S. Foreign Policy 3 hours

Other Electives (22-25 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets Multicultural graduation requirement

Students are encouraged to use elective credits to obtain a minor in a related academic field.

POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.

Public Administration, B.A.

Public administration is the study of the implementation of government policy. The Bachelor of Arts in public administration is an interdisciplinary degree that incorporates coursework in public administration, political science, management, psychology, and other academic fields. Available internships provide students a unique opportunity to explore possible career options and to attain "hands on" experience to supplement their coursework.

This degree prepare students for positions in state and local or national government, health care administration, non-profit management and similar workplaces. Graduates may pursue careers in such areas as urban planning, city management, hospital and clinic administration, fundraising or other positions for non-profit organizations, or international relief agencies. This degree is currently offered through the Online venue only.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Public Administration Core Requirements (51 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail

- ECON 293 - Macroeconomics 3 hours *
- ECON 294 - Microeconomics 3 hours

- HUMS 345 - Working with Communities and Organizations 3 hours **or**
- PSYC 336 - Industrial/Organizational Psychology 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours **or**
- PADM 399 - Public Administration Internship 3-6 hours (strongly recommended) **or**
- POSC 312 - Environmental Politics 3 hours **or**
- ENVS 312 - Environmental Politics 3 hours **or**
- POSC 360 - U.S. Foreign Policy 3 hours

- MGMT 230 - Principles of Management 3 hours

- MGMT 360 - Organizational Theory 3 hours **or**
- MGMT 362 - Organizational Behavior 3 hours

- PADM 311 - Public Administration & Policy 3 hours **or**
- MGMT 311 - Public Administration and Policy 3 hours **or**
- POSC 311 - Public Administration and Policy 3 hours

- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- PADM 320 - Non-Profit Organization and Management 3 hours
- PADM 325 - Public Financial Resources Management 3 hours
- PADM 330 - Public Human Resources Administration 3 hours
- PADM 335 - Methods of Public Decision Making 3 hours
- PADM 340 - Values and Ethics in Public Administration 3 hours

- PADM 395 - Political Science and Public Administration Research Methods 3 hours **or**
- POSC 395 - Political Science and Public Administration Research Methods 3 hours

- PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours **or**
- POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours

- POSC 111 - American National Government 3 hours
- POSC 215 - State and Local Government 3 hours

Minor (Optional) (18 sem. hrs)

Students are encouraged to complete a minor in a related field. Suggested minors are Business, Criminal Justice Administration, Human Services, Political Science, Psychology and Sociology.

Electives (with minor included) (1-4 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

PADM 495/POSC 495 is the culminating experience course for all students receiving the Bachelor of Science in Public Administration.

* Course meets Multicultural graduation requirement

Public Administration, B.S.

Public administration is the study of the implementation of government policy. The Bachelor of Science in public administration is an interdisciplinary degree that incorporates coursework in public administration, political science, management, psychology, and other academic fields. Available internships provide students a unique opportunity to explore possible career options and to attain "hands on" experience to supplement their coursework.

This degree prepare students for positions in state and local or national government, health care administration, non-profit management and similar workplaces. Graduates may pursue careers in such areas as urban planning, city management, hospital and clinic administration, fundraising or other positions for non-profit organizations, or international relief agencies. This degree is currently offered through the Online venue only.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Public Administration Core Requirements (57 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail

- ECON 293 - Macroeconomics 3 hours *

- ECON 294 - Microeconomics 3 hours

- HUMS 345 - Working with Communities and Organizations 3 hours **or**
- PSYC 336 - Industrial/Organizational Psychology 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours **or**
- PADM 399 - Public Administration Internship 3-6 hours (additional 3 hrs strongly recommended) **or**
- POSC 312 - Environmental Politics 3 hours **or**
- ENVS 312 - Environmental Politics 3 hours **or**
- POSC 360 - U.S. Foreign Policy 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- MGMT 230 - Principles of Management 3 hours

- MGMT 360 - Organizational Theory 3 hours **or**
- MGMT 362 - Organizational Behavior 3 hours

- PADM 311 - Public Administration & Policy 3 hours **or**
- MGMT 311 - Public Administration and Policy 3 hours **or**
- POSC 311 - Public Administration and Policy 3 hours

- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- PADM 320 - Non-Profit Organization and Management 3 hours
- PADM 325 - Public Financial Resources Management 3 hours
- PADM 330 - Public Human Resources Administration 3 hours
- PADM 335 - Methods of Public Decision Making 3 hours
- PADM 340 - Values and Ethics in Public Administration 3 hours

- PADM 395 - Political Science and Public Administration Research Methods 3 hours **or**
- POSC 395 - Political Science and Public Administration Research Methods 3 hours

- PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours **or**
- POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours

- POSC 111 - American National Government 3 hours
- POSC 215 - State and Local Government 3 hours

Minor (Optional) (18 sem. hrs.)

Students are encouraged to complete a minor in a related field. Suggested minors are Business, Criminal Justice Administration, Human Services, Political Science, Psychology and Sociology.

Electives (with minor included) (1-4 sem. hrs.)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

PADM 495/POSC 495 is the culminating experience course for all students receiving the Bachelor of Science in Public Administration.

* *Course meets Multicultural graduation requirement*

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Ethics

Specific Requirements

Required Course (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Electives (15 sem. hrs)

Electives must be selected from the following courses:

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- EDUC 200 - Law, Ethics, and Education 3 hours
- HNRS 340 - Schiffman Ethics in Society Lecture 3 hours (Day and Evening)
- MGMT 368W - Business Ethics 3 hours

- PHIL 332 - Environmental Ethics 3 hours **or**
- ENVS 332 - Environmental Ethics 3 hours

- PHIL 402 - Classical Political Philosophy 3 hours **or**
- POSC 402 - Classical Political Philosophy 3 hours

- PHIL 403 - Modern Political Philosophy 3 hours **or**
- POSC 403 - Modern Political Philosophy 3 hours

- PHIL 460 - Biomedical Ethics 3 hours
- SOCI 460 - Classical Social Theory 3 hours
- SOCI 470 - Contemporary Social Theory 3 hours

Total Semester Hours: 18

History

The History minor provides students with a solid grounding in U.S. and World history, while allowing them to pursue particular interests through 6 hours of U.S. and Global Emphasis courses. In addition to coming to a much better understanding of the human past, students in this minor also develop a valuable skill-set for 21st century careers, allowing them to adapt to changing employment landscapes. Students develop...

Memory skills, allowing them to recognize and recall information relevant to a given problem;

Research skills, allowing them to seek out additional evidence from a variety of perspectives against a background of societal information;

Empathy skills, allowing them to better understand other peoples' reasoning, values, and situations in this rapidly globalizing world.

In addition, history courses typically improve *proficiency in reading, writing and critical thinking as well as note-taking, library research, and information- and digital-literary.*

Specific Requirements

Eighteen semester hours with the HIST field code, of which twelve hours of coursework must be at the 200-level or above.

Three hours from one of the following:

- HIST 101 - Western Civilization I 3 hours
- HIST 102 - Western Civilization II 3 hours
- HIST 111 - World History to 1500 3 hours
- HIST 112 - Making the Modern World 3 hours

Three hours from one of the following:

- HIST 121 - American History to 1877 3 hours

- HIST 122 - American History Since 1877 3 hours

Total Semester Hours: 18

International Relations (CCG, Day)

Specific Requirements

The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 - Macroeconomics 3 hours and HIST 112 - Making the Modern World 3 hours.

Required Courses (3 sem. hrs)

- POSC 292 - International Relations 3 hours

International Politics (6 sem. hrs)

Choose two courses from the following:

- POSC 317 - Politics of Russia and Eurasia 3 hours
- POSC 326 - International Law and Organizations 3 hours
- POSC 331 - European Politics 3 hours
- POSC 353 - Asian Politics 3 hours
- POSC 333 - Topics 1-3 hours "Area of Study" *
- POSC 360 - U.S. Foreign Policy 3 hours

Note(s):

* The requirements for this category can also be met with one or more appropriate sections of POSC Topics: in regional area studies. Examples of acceptable courses include Latin American Politics, African Politics, Middle Eastern Politics, etc.

Electives (9 sem. hrs)

Up to three semester hours of foreign language or Culture and Society credit, can be applied toward the electives requirement. Up to three hours of coursework on a Study Aboard experience can be applied to minor electives. Students may count a maximum of 6 semester hours for both their major and their minor.

- ANTH 319W - History and Democracy in the Modern Middle East 3 hours **or**
- HIST 319W - History and Democracy in the Modern Middle East 3 hours

- ANTH 339W - History of Modern Africa 3 hours **or**
- HIST 339W - History of Modern Africa 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

- ECON 495 - International Finance 3 hours **or**
- FINC 495 - International Finance 3 hours

- ENGL 264W - World Literature II 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 312 - 20th Century American Diplomatic History 3 hours
- HIST 314 - Modern China 3 hours
- HIST 316 - Modern Japan 3 hours
- HIST 336 - 20th Century Europe 3 hours
- HIST 358 - The Making of Modern Britain 3 hours
- HIST 392 - History of Russia 1825 to Present 3 hours

- MGMT 338 - International Business 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MKTG 410 - Global Marketing 3 hours

- PHIL 202 - Asian Philosophy and Religion 3 hours **or**
- RELI 202 - Asian Philosophy & Religion 3 hours

- POSC 370 - Dynamics of Terrorism 3 hours **or**
- POSC 333 - Topics: Model United Nations 2 hours

- CJAD 370 - Dynamics of Terrorism 3 hours

Total Semester Hours: 18

Leadership Studies

Specific Requirements

Required Courses (3-6 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- LEAD 499 - Applied Leadership Internship 3 hours

ROTC students may substitute:

- MSCI 1120 - Basic Leadership 1 hour **or**
- MSCI 2200 - Individual Leadership Studies 2 hours **or**
- ASCI 3100 - Air Force Leadership Studies 3 hours

Note(s):

Students completing any major may earn credit from an internship that involves applied leadership experiences and is approved by the History and Political Science Department. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI or NSCI experiences is acceptable.

Electives (12-15 sem. hrs)

(Student must complete at least one course from four different disciplines among the courses listed below)

- CJAD 330 - Management of Criminal Justice Agencies 3 hours
- COMM 303W - Intercultural Communication 3 hours
- COMM 313 - Interpersonal Communication 3 hours
- COMM 323W - Argumentation and Debate 3 hours
- COMM 393 - Organizational Communication 3 hours
- HIST 370W - American Military History 3 hours

- HIST 371 - History of American Business 3 hours **or**
- MGMT 371 - History of American Business 3 hours

- HUMS 335 - Working with Groups 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- PHIL 330 - Ethics 3 hours
- POSC 332 - The American Presidency 3 hours
- POSC 361 - American Political Parties 3 hours

- POSC 402 - Classical Political Philosophy 3 hours **or**
- PHIL 402 - Classical Political Philosophy 3 hours

- POSC 403 - Modern Political Philosophy 3 hours **or**
- PHIL 403 - Modern Political Philosophy 3 hours

- PSYC 336 - Industrial/Organizational Psychology 3 hours

- SOCI 421 - Class, Status, and Power 3 hours

Total Semester Hours: 18

Philosophy

"The study of philosophy serves to develop intellectual abilities important for life as a whole, beyond the knowledge and skills required for any particular profession. Properly pursued, it enhances analytical, critical and interpretive capacities that are applicable to any subject-matter, and in any human context. It cultivates the capacities and appetite for self-expression and reflection, for exchange and debate of ideas, for life-long learning, and for dealing with problems for which there are no easy answers. It also helps to prepare one for the tasks of citizenship. Participation in political and community affairs today is all too often insufficiently

informed, manipulable and vulnerable to demagoguery. A good philosophical education enhances the capacity to participate responsibly and intelligently in public life."

--The Philosophy Major: A statement prepared under the auspices of the Board of Officers of the American Philosophical Association

Specific Requirements

Complete 18 hours of courses with a PHIL field code.

Total Semester Hours: 18

Political Science

The minor in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A minor in Political Science can support careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields.

Specific Requirements

- POSC 111 - American National Government 3 hours
- POSC 292 - International Relations 3 hours
- 12 additional hours of Political Science coursework above the 100 - level

Total Semester Hours: 18

Religious Studies

Specific Requirements

- RELI 101 - Religion and Human Experience 3 hours
- An additional 15 hours of courses with a RELI field code.

Total Semester Hours: 18

Pre-Law

Requirements

The liberal arts component of the general education requirements at Columbia College provides an excellent foundation for student success in law school. Students from all majors may have an excellent chance of going on to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree.

Language and Communication Studies

Communication Studies, B.A. (Day)

As one of the original seven liberal arts, the study of communication is over 2500 years old. Students pursuing a Bachelor of Arts in Communication Studies commit to a culturally significant and vital education. As a foundation to all other academic fields, the study of oral and written communication emphasizes critical thinking and writing. The Communication Studies major serves students and their communities by exploring the ways in which individuals create, maintain, and alter their identities in artistic, face-to-face, and mediated ways. Because of its historical and philosophical underpinnings, Communication Studies complements all other academic programs.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (21 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- COMM 230 - Introduction to Communication Theory 3 hours
- COMM 231 - Communication Writing and Research 3 hours
- COMM 303W - Intercultural Communication 3 hours *
- COMM 323W - Argumentation and Debate 3 hours
- COMM 344 - Visual Communication and Culture 3 hours
- COMM 360W - Oral Interpretation of Literature 3 hours
- COMM 495 - Speech Communication Integrative Seminar 3 hours

Major Area Electives (15 sem. hrs)

Fifteen semester hours selected from the courses listed below. No more than three hours of COMM 399 or COMM 499 can count toward the major.

- COMM 203 - Understanding Human Communication 3 hours
- COMM 214 - Mass Communication in Society 3 hours
- COMM 220W - Introduction to Theatre 3 hours
- COMM 224 - Film History and Analysis 3 hours *

- COMM 233 - Topics 1-3 hours **or**
- COMM 433 - Topics 1-3 hours

- COMM 304W - Introduction to Screenwriting 3 hours
- COMM 313 - Interpersonal Communication 3 hours
- COMM 320 - Advanced Theatre 3 hours
- COMM 324 - Film Styles and Genres: (Specific Topic) 3 hours
- COMM 334 - Political Economy of Film and Media 3 hours

- COMM 343W - Gender Communication 3 hours **or**
- WMST 343W - Gender Communication 3 hours

- COMM 354 - Social Media and Virtual Communities 3 hours
- COMM 380W - Performance Studies 3 hours
- COMM 385 - Performance Styles and Genres: (Specific Topic) 3 hours
- COMM 393 - Organizational Communication 3 hours

- COMM 399 - Communication Internship 1-3 hours **or**
- COMM 499 - Advanced Communication Internship 1-3 hours

- COMM 404 - Media Criticism 3 hours
- COMM 420 - Advanced Acting and Production Techniques 1-3 hours

Related Interdisciplinary Electives (6 sem. hrs)

Six 300 - 400 - level semester hours of electives chosen from the following areas of study: Art, English, Geography, History, Journalism, Management, Marketing, Music, Religious Studies, Political Science, Psychology, Philosophy, Sociology & Women's Studies.

Electives (28 - 31 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

Course meets Multicultural graduation requirement

English, B.A.

The Bachelor of Arts in English provides a foundation for a variety of careers and for graduate study. Emphasizing clear communication and critical thinking, the degree develops skills fundamental to the liberal arts and offers a basis for understanding human experience. All English majors learn how to analyze literature, write critical arguments, perform literary research, revise argumentative writing, and identify the cultural and historical contexts of a diverse range of literary works. Students who pursue the creative writing track of the English major learn, in addition, how to craft original poetry, fiction, and nonfiction, as well as how to revise creative writing based on feedback. The English major, which combines well with other academic and professional areas, benefits society, the professions, the college, and the student.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Choice of Literature or Creative Writing Emphasis (42 sem. hrs)

Literature Emphasis Core Requirements (24 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- ENGL 220 - Writing About Literature 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 351 - Readings in Shakespeare 3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours
- ENGL 431 - Senior Seminar 3 hours

Literature Emphasis Electives (18 sem. hrs)

Choose 18 semester hours from the following:

- ENGL 204 - Technical Writing 3 hours
- ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours
- ENGL 263W - World Literature I 3 hours *
- ENGL 264W - World Literature II 3 hours *
- ENGL 311 - Descriptive Grammar of the English Language 3 hours
- ENGL 312 - The History of the English Language 3 hours
- ENGL 333 - Topics 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 360 - Readings in Fiction 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 370 - Major Literary Periods 3 hours
- ENGL 371 - Ethnic Traditions in American Literature 3 hours *
- ENGL 399 - English Internship 1-3 hours
- ENGL 433 - Topics 3 hours
- ENGL 499 - Advanced English Internship 1-3 hours

Creative Writing Emphasis Core Requirements (24 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours
- ENGL 220 - Writing About Literature 3 hours
- ENGL 313 - Intermediate Creative Writing I - Fiction 3 hours
- ENGL 314 - Intermediate Creative Writing II - Non-Fiction 3 hours
- ENGL 315 - Intermediate Creative Writing III-Poetry 3 hours
- ENGL 408 - Advanced Creative Writing 3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours

- ENGL 431 - Senior Seminar 3 hours

Creative Writing Electives (18 sem. hrs)

Choose 18 hours from the following:

- ENGL 204 - Technical Writing 3 hours
- ENGL 263W - World Literature I 3 hours *
- ENGL 264W - World Literature II 3 hours *
- ENGL 311 - Descriptive Grammar of the English Language 3 hours
- ENGL 312 - The History of the English Language 3 hours
- ENGL 333 - Topics 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 351 - Readings in Shakespeare 3 hours
- ENGL 360 - Readings in Fiction 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 370 - Major Literary Periods 3 hours
- ENGL 371 - Ethnic Traditions in American Literature 3 hours *
- ENGL 399 - English Internship 1-3 hours
- ENGL 433 - Topics 3 hours
- ENGL 499 - Advanced English Internship 1-3 hours
- COMM 360W - Oral Interpretation of Literature 3 hours
- COMM 380W - Performance Studies 3 hours

Students may choose no more than two of the following courses:

- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours

Open Electives (28-31 sem. hrs)

More courses in upper level English are recommended.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

A candidate for a baccalaureate degree with a major in English must pass, with a satisfactory rating (grade of C or higher), ENGL 431 - Senior Seminar 3 hours as a culminating evaluative experience.
Course meets Multicultural graduation requirement

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

American Sign Language

Specific Requirements

Complete 18 hours in American Sign Language to include:

- AMSL 101 - American Sign Language I 3 hours
- AMSL 102 - American Sign Language II 3 hours
- AMSL 201 - American Sign Language III 3 hours
- AMSL 301 - American Sign Language IV 3 hours
- AMSL 302 - American Sign Language V 3 hours
- AMSL 303 - AMSL Grammar and Linguistics 3 hours

Total Semester Hours: 18

Communication Studies (CCG, Day)

Specific Requirements

Complete 18 hours of Communication courses. Six hours must be at the 300- or 400- level.

Total Semester Hours: 18

English

Specific Requirements

Eighteen semester hours of English courses excluding ENGL 133W - First-Year Writing Seminar 3 hours and below. Six semester hours must be 300 - or 400 - level ENGL courses.

Film Studies (Day)

Specific Requirements

Required Courses (12 sem. hrs)

- ARTS 374 - Video Art 3 hours
- COMM 224 - Film History and Analysis 3 hours
- COMM 304W - Introduction to Screenwriting 3 hours
- COMM 324 - Film Styles and Genres: (Specific Topic) 3 hours

Electives (6 sem. hrs)

Six hours from the following courses:

- COMM 214 - Mass Communication in Society 3 hours
- COMM 220W - Introduction to Theatre 3 hours
- COMM 334 - Political Economy of Film and Media 3 hours
- COMM 344 - Visual Communication and Culture 3 hours

Total Semester Hours: 18

Publishing

In the publishing minor, students will learn what is like to work for magazines on the production and editorial side of publication, with a special emphasis on learning about literary journals. Through a three-credit internship, a foundational course in creative writing, and four art courses that focus on typography, graphic design and digital media, students will have a strong credential to apply for editing and publishing jobs.

Specific Requirements

Complete 18 hours from the following courses with a GPA of 2.0 or higher. Three out of the 18 hours must be from ENGL 399.

- ARTS 140 - 2-D Design 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours

- ENGL 399 - English Internship 1-3 hours

Spanish

Specific Requirements

Complete

- SPAN 101 - Elementary Spanish I 3 hours
- SPAN 102 - Elementary Spanish II 3 hours
- An additional 12 hours of coursework with a SPAN field code

Total Semester Hours: 18

English for Academic Purposes (Day)

The Columbia College English for Academic Purposes (EAP) program is an academic unit of the Language and Communication Studies Department. It is offered only through the Day Campus. Prospective students must meet the English Proficiency Requirements set by the College in order to qualify for admission.

Mission

The mission of the Columbia College EAP program is to provide quality language instruction and shared cultural experiences to non-native speakers of English with an emphasis on the skills necessary for academic success and integration into the American college experience.

To carry out the mission, the goals of the program are to:

- Enhance the English language and study skills of students that will enable them to transition to mainstream academic courses;
- Develop intercultural awareness and understanding among students;
- Provide students, faculty, and staff at the College with opportunities for international learning and experiences; and
- Offer support, including services related to admission, advising, academics, and student life, which helps students take full advantage of the College experience.

English Classes for Credit

English classes at many colleges and universities do not carry any credit. Other colleges and universities offer credit only for a few select classes. All EAP classes carry academic credit that counts toward your degree at Columbia College.

EAP Tuition Grant

All students admitted to the EAP program and who register for at least twelve (12) semester hours of EAP coursework are eligible for an EAP Tuition Grant worth fifteen percent (15%) tuition per semester. The grant is limited to two consecutive semesters only.

Levels

Columbia College's EAP program provides two 15-week levels of English study during the fall and spring semesters for non-native speakers of English: High Intermediate and Advanced.

Core Courses

Core courses are the foundation of the EAP program. They are designed to develop listening, speaking, reading, and writing and are offered each semester at both levels and consist of the following:

- Oral Communication Skills (EAPP 103 and EAPP 104)
- Written Communication Skills (EAPP 105 and EAPP 106)

Incoming EAP students are also required to enroll in an 8-week orientation course, EAPP 100 - Foundations for Success, during their first year. This course is open to all international students.

Elective Courses

Elective courses are open to all international students. EAP students must enroll in at least one each semester:

- EAPP 110 - Exploring U.S. Culture
- EAPP 111 - Applied Grammar and Editing
- EAPP 112 - Accent Modification

Advanced-level students, when qualified, may be permitted to enroll in a selected (non-EAP) course. Enrollment in evening or online classes during the fall and spring semesters is strictly prohibited.

Course Grading and Advancement

In order to pass core and elective courses, students must earn a grade of "C" or higher. Students advance from one level to the next as a result of their final reported grades. If a student fails his/her Oral Communication Skills course but passes his/her Written Communication Skills course, for example, the student is permitted to advance to the next level in only the Written Communication Skills course. The student must repeat the Oral Communication Skills course the following semester. In this case, s/he will be a split-level student the following semester.

Level Advancement

Students advance from one level to the next as a result of their final reported grades. If students fail their Oral Communication Skills course but pass their Written Communication Skills course, for example, the students are permitted to advance to the next level in only the Written Communication Skills course. The students must repeat the Oral Communication Skills course the following semester. In this case, they will be split-level students the following semester.

If students complete the high-intermediate level and want to skip the advanced level, they must have a cumulative GPA of 3.5 or higher and a TOEFL iBT score of 72 or higher (with no subset score lower than 16) or equivalent.

Certificate of Participation

A certificate of participation is awarded to students who complete courses in the EAP program.

Psychology and Sociology

Psychology, B.A.

Psychology is the science that endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Theoretical perspectives most emphasized over the course of studies include: Neuroscience, cognitive science, behavioral and social learning theories, humanist-existential, post-structural and psychodynamic theories.

Because scientific knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may work with their advisor to select a guided program of study. An applied program is designed to prepare those who plan to seek employment in community agencies in either the private or public sector immediately following graduation with the bachelor degree. Academic studies programs prepare students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, social, cognitive) specializations. Psychology majors are expected to understand scientific methods, conduct research, write scholarly research reports in APA style, and present their research findings to peers.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Psychology Core Requirements (18 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- PSYC 101 - General Psychology 3 hours

- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours
  or
- SOCI 175 - Introduction to Theory-based Research and Writing 3 hours

- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- PSYC 225 - Quantitative Research Methods 3 hours **or**
- SOCI 225 - Quantitative Research Methods 3 hours

- PSYC 381 - History & Systems of Psychology 3 hours
- PSYC 495 - Integrative Psychology 3 hours

Psychology Electives (33 sem. hrs)

At least 21 hours chosen from below:
- PSYC 304 - Personality Theory 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours

- PSYC 235 - Social Psychology 3 hours **or**
- SOCI 235 - Social Psychology 3 hours

- PSYC 371 - Neuroscience 3 hours **or**
- BIOL 371 - Neuroscience 3 hours

- PSYC 372 - Sensation and Perception 3 hours **or**
- BIOL 372 - Sensation and Perception 3 hours

- PSYC 410 - Learning Theories 3 hours
- PSYC 220 - Cognitive Psychology 3 hours
- PSYC 450 - Abnormal Psychology 3 hours
- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours
- PSYC 399 - Psychology Internship 1-3 hours (maximum three hours)
- PSYC 499 - Advanced Psychology Internship 1-3 hours (maximum three hours)

Additional Electives (12 sem. hrs)

Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected on the basis of career interests. PSYC 399/PSYC 499 highly recommended.

Sport Psychology Emphasis (Optional) (33 sem. hrs)

33 hours of Sport Psychology Emphasis coursework can be used in place of the Psychology Electives above. The 21 hours below; plus 12 additional hours in psychology courses chosen by the student and approved by an advisor.

- PSYC 280 - Psychology of Sport 3 hours

- PSYC 235 - Social Psychology 3 hours **or**
- PSYC 235 - Social Psychology

- PSYC 371 - Neuroscience 3 hours **or**
  BIOL 371 - Neuroscience 3 hours

- PSYC 399 - Psychology Internship 1-3 hours
  (3 hour internship must be taken to fulfill emphasis requirements)
- PSYC 220 - Cognitive Psychology 3 hours
- PSYC 450 - Abnormal Psychology 3 hours
- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Additional Electives (12 sem. hrs)

Twelve additional hours in psychology are chosen by the student with the approval of an advisor. Psychology electives should be selected on the basis of career interests. PSYC 399/PSYC 499 highly recommended.

Electives (19-22 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):
Culminating Evaluative Experiences: all students must complete PSYC 495 - Integrative Psychology 3 hours with a grade of C or higher and also a comprehensive exit interview.

Sociology, B.A.

Sociology is a social science involving the study of the social lives of people, groups, and societies. It is the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. Sociology is the scientific study of how our lives are shaped by social institutions, such as family, schools, religious institutions, mass media, government, etc. It includes the analysis of social issues and problems such as poverty, crime, deviance, racism, sexism, homophobia, as well as the analysis of social change, e.g. through policy, social movements, cultural phenomena, technological innovations, or new ideas and values.

A Bachelor's degree in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning, and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business, government agencies, and non-profit organizations. Sociology graduates enter a wide range of fields, from teaching to advocacy.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (24 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail.

- SOCI 111 - General Sociology 3 hours *

- SOCI 175 - Introduction to Theory-based Research and Writing 3 hours **or**
- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- SOCI 324 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 324 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- BIOL 324 - Statistics for the Behavioral and Natural Sciences 3 hours

- SOCI 325 - Quantitative Research Methods 3 hours **or**
- PSYC 325 - Quantitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

- SOCI 460 - Classical Social Theory 3 hours
- SOCI 470 - Contemporary Social Theory 3 hours
- SOCI 495 - Integrative Seminar 3 hours

Culture and Globalization Emphasis (9 sem. hrs)

A minimum of three courses, of which two must be upper level.

- SOCI 112 - General Anthropology 3 hours **or**
- ANTH 112 - General Anthropology 3 hours

- ANTH 212 - Cultures in the World 3 hours *

- SOCI 230 - Sports and Society 3 hours

- ANTH 341 - Religion and Society 3 hours **or**
- SOCI 341 - Religion and Society 3 hours

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

- SOCI 380 - Mass Media and Society 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

Crime and Social Inequality Emphasis (9 sem. hrs)

A minimum of three courses, of which two must be upper level.

- SOCI 216 - American Social Problems 3 hours
- SOCI 218 - Social Deviance 3 hours
- SOCI 321 - Criminology 3 hours
- SOCI 331 - Juvenile Delinquency 3 hours

- SOCI 365 - American Social Policy 3 hours **or**
- HUMS 365 - American Social Policy 3 hours

- SOCI 401 - The City 3 hours
- SOCI 421 - Class, Status, and Power 3 hours

Gender and Identity Emphasis (9 sem. hrs)

A minimum of three courses, of which two must be upper-level.

- SOCI 210 - The Sociology of Gender 3 hours **or**
- WMST 210 - The Sociology of Gender 3 hours

- SOCI 310 - Women and Society 3 hours **or**
- WMST 310 - Women and Society 3 hours

- SOCI 336 - Gender and Globalization 3 hours **or**
- ANTH 336 - Gender and Globalization 3 hours **or**

- WMST 336 - Gender and Globalization 3 hours

- SOCI 385 - Human Sexuality 3 hours **or**
- PSYC 385 - Human Sexuality 3 hours

- SOCI 388W - Fashion and Society 3 hours **or**
- WMST 388W - Fashion and Society 3 hours

Electives (19-22 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

* Course meets Multicultural graduation requirement

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Anthropology

Specific Requirements

Complete 18 hours from the following courses:

Required Courses (9 sem. hrs)

- ANTH 112 - General Anthropology 3 hours **or**

- SOCI 112 - General Anthropology 3 hours

- ANTH 212 - Cultures in the World 3 hours

- ANTH 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

Electives (9 sem. hrs)

From the following courses:

- ANTH 336 - Gender and Globalization 3 hours **or**
- SOCI 336 - Gender and Globalization 3 hours **or**
- WMST 336 - Gender and Globalization 3 hours

- ANTH 341 - Religion and Society 3 hours **or**
- SOCI 341 - Religion and Society 3 hours

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

One of the electives may be selected from the following history courses:

- HIST 304W - History of Latin America 3 hours
- HIST 314 - Modern China 3 hours
- HIST 316 - Modern Japan 3 hours

- HIST 319W - History and Democracy in the Modern Middle East 3 hours **or**
- ANTH 319W - History and Democracy in the Modern Middle East 3 hours

- HIST 339W - History of Modern Africa 3 hours **or**
- ANTH 339W - History of Modern Africa 3 hours

- HIST 372W - Native American History 3 hours

Total Semester Hours: 18

Criminology

Criminology is the study of the social conditions that shape the crime rates of any given society. A minor in criminology enhances understanding of the factors that contribute to changes in crime rates over time, between different locations, and between different social groups. Students will become familiar with theories

of deviance, criminal justice policies, social policies, and also develop qualitative research skills, including face-to-face interviewing.

Specific Requirements

Required Courses

- SOCI 216 - American Social Problems 3 hours
- SOCI 218 - Social Deviance 3 hours
- SOCI 321 - Criminology 3 hours

- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

- SOCI 331 - Juvenile Delinquency 3 hours

- SOCI 365 - American Social Policy 3 hours **or**
- HUMS 365 - American Social Policy 3 hours

Total Semester Hours: 18

Geography

Specific Requirements

Complete 18 hours of geography courses, of which 3 hours may be from one of the following courses:

- GEOL 110 - Introduction to Physical Geology 3 hours
- ENVS 220 - Introduction to Atmospheric Sciences 3 hours
- GEOG 220 - Introduction to Atmospheric Sciences 3 hours
- ENVS 115 - Introduction to Environmental Science 3 hours
- BIOL 115 - Introduction to Environmental Science 3 hours

Total Semester Hours: 18

Intergenerational Studies

Specific Requirements

An interdisciplinary minor providing students from varying academic disciplines with the theoretical, methodological, and practical skills necessary to work in the burgeoning field of Intergenerational Studies, which focuses on the benefits of bringing the geriatric population and children together. This program emphasizes knowledge of human development across the life span, knowledge of research and policy in the field of child development and geriatrics, an understanding of the societal demographics that necessitate the

need for such programs, and finally, will emphasize significant sociological research on "bridging" the relationship, those that work to hold communities together.

Required Courses (18 sem. hrs)

- EDUC 391 - Child Psychology 3 hours **or**
- PSYC 391 - Child Psychology 3 hours

- HUMS 350 - Social Gerontology 3 hours **or**
- SOCI 350 - Social Gerontology 3 hours

- HUMS 365 - American Social Policy 3 hours **or**
- SOCI 365 - American Social Policy 3 hours

- HUMS 390 - Child Welfare 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours
- SOCI 111 - General Sociology 3 hours

Three hours from one of the following:

- HUMS 340 - Working with Families 3 hours
- PHIL 460 - Biomedical Ethics 3 hours
- PSYC 395 - Adult Psychology 3 hours
- SOCI 214 - Family 3 hours

Total Semester Hours: 21

Psychology

Specific Requirements

Complete 18 hours of coursework with a PSYC field code.

Total Semester Hours: 18

Sociology

Specific Requirements

Complete 18 hours of coursework with a SOCI field code.

Total Semester Hours: 18

Sport Psychology

Required Courses (12 sem. hrs)

- PSYC 101 - General Psychology 3 hours
- PSYC 280 - Psychology of Sport 3 hours
- SOCI 230 - Sports and Society 3 hours
- BIOL 108 - Human Biology 3 hours

Elective Courses (6 sem. hrs)

Choose 2 courses from the following:

- PSYC 304 - Personality Theory 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours

- PSYC 372 - Sensation and Perception 3 hours **or**
- BIOL 372 - Sensation and Perception 3 hours

- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Total Semester Hours: 18

Women's Studies

Specific Requirements

Required Courses (9 sem. hrs)

Students must take the following three courses in order to fulfill the Women's Studies minor. Students pursuing a Women's Studies minor are strongly encouraged to take SOCI 111 - General Sociology 3 hours.

- WMST 210 - The Sociology of Gender 3 hours **or**
- SOCI 210 - The Sociology of Gender 3 hours

- WMST 336 - Gender and Globalization 3 hours **or**
- ANTH 336 - Gender and Globalization 3 hours **or**
- SOCI 336 - Gender and Globalization 3 hours

- PSYC 385 - Human Sexuality 3 hours **or**
- SOCI 385 - Human Sexuality 3 hours

Electives (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses.

- COMM 380W - Performance Studies 3 hours

- SOCI 214 - Family 3 hours

- SOCI 270 - Minority Cultures and Relations 3 hours **or**
- ANTH 270 - Minority Cultures and Relations 3 hours

- SOCI 421 - Class, Status, and Power 3 hours

- WMST 322W - Women and Gender in World History 3 hours **or**
- HIST 322W - Women and Gender in World History 3 hours

- WMST 333 - Topics: "Gender Related" 1 - 3 hours

- WMST 343W - Gender Communication 3 hours **or**
- COMM 343W - Gender Communication 3 hours

- ANTH 388W - Fashion and Society 3 hours **or**
- SOCI 388W - Fashion and Society 3 hours **or**
- WMST 388W - Fashion and Society 3 hours

- WMST 373W - Women and Gender in American History 3 hours **or**
- HIST 373W - Women and Gender in American History 3 hours

- WMST 485 - Feminist Theory and Methodology 3 hours **or**
- SOCI 485 - Feminist Theory and Methodology 3 hours

Total Semester Hours: 18

Visual Arts and Music

Art, B.A. (Day)

The Bachelor of Arts in Art at Columbia College is designed to provide students with training in techniques and theory in a broad spectrum of disciplines. Students will also receive a background in the history and criticism of art. Candidates for the Bachelor of Arts in Art complete 38-41 semester hours of general education requirements, including Philosophy 330: Ethics, three hours of a multicultural requirement and six hours of a foreign language requirement. In addition, candidates complete a minimum of 60 semester hours in art. Students desiring to complete a minor such as Painting & Drawing, Ceramics, Jewelry, Graphic Design, Photography, or Printmaking may need to take additional semester hours.

General Education Requirements(39-42 sem. hrs)

For a complete list of general education courses click here . For additional information on general education requirements click here .

Ethics Course Requirement(3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement(6 sem. hrs)

For information on how to fulfill the foreign language requirement click here .

Multicultural Requirement(3 sem. hrs)

All courses that meet this requirement can be found here .

A Minimum of 60 Semester Hours in Art

60 semester hours in the following specific courses:

Core Requirements(45 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail. Students must maintain a grade point average of at least 2.5 in all ARTS courses.

- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 130 - Painting I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 222 - Drawing II 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 403 - 20th-Century Art History 3 hours
- ARTS 496 - Senior Portfolio 3 hours
  Select one course from the following:
    - ARTS 150 - Creative Photography I
    - ARTS 152 - Digital Photography
  Select one course from the following:
- ARTS 216 - Graphic Design I 3 hours
- ARTS 317 - Web Design I 3 hours
  Select one course from the following:
- ARTS 232 - Painting II 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours
  Select one course from the following:
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - 17th- and 18th-Century Art History 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 370 - History of Photography 3 hours

Art Electives(15 sem. hrs)

Fifteen semester hours in elective studio art courses, all of which must be upper-level, and cannot apply to Core Requirement. Complete nine hours of any courses designated Art Studio.

Other Electives(10-13 sem. hrs)

Final Evaluation

Completion of a final evaluation by satisfactorily passing ARTS 496 - Senior Portfolio 3 hours, a course designed to assess the outcomes of the major.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note(s):

ARTS 111: Arts & Ideas I meets Multicultural graduation requirement.

Graphic Design, B.A. (Day)

The Bachelor of Arts in Graphic Design at Columbia College is designed to provide students with training in techniques and theory, as well as a thorough background in the history and criticism of graphic design. Candidates for the Bachelor of Arts in Graphic Design complete 38-41 semester hours of general education requirements, including Philosophy 330: Ethics, three hours of a multicultural requirement and six hours of a foreign language requirement. In addition, candidates complete a minimum of 63 semester hours in art, 9 of which are upper-level elective studio art courses.

General Education Requirements(39-42 sem. hrs)

For a complete list of general education courses click here . For additional information on general education requirements, including click here .

Ethics Course Requirement(3 sem. hrs)

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement(6 sem. hrs)

For information on how to fulfill the foreign language requirement click here .

Multicultural Requirement(3 sem. hrs)

All courses that meet this requirement can be found here .

Core Requirements(63 sem. hrs)

All must be completed with a grade of C or higher. Courses cannot be taken as Pass/Fail (with the exception of ARTS 399 and ARTS 499). Students must maintain a grade-point average of at least 2.5 in all ARTS courses.

- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 130 - Painting I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 403 - 20th-Century Art History 3 hours
- ARTS 496 - Senior Portfolio 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours

   Select one course from the following:
- ARTS 222 - Drawing II 3 hours
- ARTS 302 - Illustration 3 hours

   Select one course from the following:
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - 17th- and 18th-Century Art History 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 370 - History of Photography 3 hours
- ARTS 406 - American Art History 3 hours

   *9 upper-level studio electives(*see below for options)

Art Studio Electives (9 sem. hrs)

Candidates must complete 9 upper-level studio electives. Possible electives are:

- ARTS 416 - Graphic Design III 3 hours
- ARTS 417 - Web Design II 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 318 - Corporate Identity 3 hours

Final Evaluation

Completion of a final evaluation by satisfactorily passing ARTS 496, Senior Portfolio 3 hours , a course designed to assess the outcomes of the program.

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note(s):

ARTS 111 : Art and Ideas I meets Multicultural graduation requirement.

Music, B.A. (Day)

Bachelor of Arts degree with a major in Music is designed to give the student a general experience in music within a liberal arts degree and to allow students to explore a minor in another area. The degree can be successfully combined with a minor emphasis in business, religious studies, and speech communication or with a declared minor in education leading to K-12 Missouri certification.

Students will be prepared to perform at a professional level, successfully compete in their chosen professional fields, and to pursue advanced graduate studies.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours **or**
- EDUC 200 - Law, Ethics, and Education 3 hours (for students pursuing the K-12 certification minor)

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Basic Musicianship Requirements (25 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- MUSI 123 - Music in World Cultures 3 hours *
- MUSI 134 - Music Theory I 3 hours
- MUSI 135 - Aural Skills I 1 hour
- MUSI 223 - Music History I 3 hours
- MUSI 236 - Music Theory II 3 hours
- MUSI 237 - Aural Skills II 1 hour
- MUSI 338 - Music Theory III 3 hours
- MUSI 339 - Aural Skills III 1 hour
- MUSI 440 - Music Theory IV 3 hours
- MUSI 441 - Aural Skills IV 1 hour
- MUSI 326 - Music History II 3 hours

Ensemble Requirements (7 sem. hrs)

- MUSI 160 - Jane Froman Singers 1 hour **or**
- MUSI 360 - Jane Froman Singers 1 hour
- (Students must take 4 semesters at MUSI 160 or have achieved junior standing to take MUSI 360.)

- MUSI 170 - Show Choir 1 hour **or**
- MUSI 370 - Show Choir 1 hour
- (Students must complete MUSI 170 twice or have achieved junior standing to take MUSI 370.)

- MUSI 180 - Chamber Choir 1 hour **or**
- MUSI 380 - Chamber Choir 1 hour
- (Students must complete MUSI 180 or have achieved junior standing to take MUSI 380.)

Applied Music Requirements (14 sem. hrs)

Students must choose either the vocal/choral or piano/accompanying track. Students must complete two semesters of applied lessons at each level to advance through the course sequence. MUSI 400 must be taken concurrently with MUSI 274 or MUSI 284.

Vocal/Choral Studies Emphasis

- MUSI 101 - Music Seminar 0 hours (must be taken every semester.)

- MUSI 181 - Applied Lessons Voice 1 hour **or**
- MUSI 182 - Applied Lessons Voice 1 hour **or**
- MUSI 283 - Applied Lessons Voice 1 hour **or**
- MUSI 284 - Applied Lessons Voice 1 hour

- MUSI 174 - Class Piano I 3 hours
- MUSI 275 - Class Piano II 3 hours
- MUSI 400 - Recital 1 hour

Arts, B.F.A. (Day)

The Bachelor of Fine Arts at Columbia College is a highly selective degree program intended for students who plan either to pursue a professional career in art or prepare for graduate school. Students have the opportunity to specialize within a broad spectrum of disciplines/majors such as Painting& Drawing, Jewelry, Ceramics, Photography, Printmaking and Graphic Design. Candidates for the Bachelor of Fine Arts complete the general education requirements for all baccalaureate degrees, including PHIL 330: Ethics, and three hours of a multicultural Requirement. In addition, candidates complete 75 semester hours in art, 12 of which must be upper-level credit and 24 of which will be within the candidate's major.

General Education Requirements (39-42 sem. hrs)
For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)
All courses that meet this requirement can be found here.

Declaration of Intention
Declaration of intention to the art faculty during the first semester of the junior year (requirement also applies to transfer students) and faculty review of the candidate's portfolio.

Grade-Point Average
Maintenance of a grade-point average of at least 3.0 in art courses, both studio and lecture.

Review of Student's Work
Regular portfolio reviews with full faculty take place throughout the candidate's junior and senior year.

Faculty Critique & Graduating Exhibition
Design a graduating exhibition of a representative and significant quantity of work, including a description of how the work will be presented in the assigned gallery space, the presentation of the majority of work to be exhibited, and a statement of position and philosophy of their works. Students must present their exhibition plan to the faculty for review and approval and, if granted faculty approval, hold a graduating exhibition.

Completion of at least 75 semester hours in Art
Students must complete 27 elective hours, a minimum of 15 hours must be upper level. These can be in the student's major area.

Core Requirements:
All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail (with the exception of ARTS 399 and 499: Art/Design Internship). 75 semester hours in the following specific courses:
- ARTS 111 - Art and Ideas I 3 hours *

- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 130 - Painting I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 222 - Drawing II 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 403 - 20th-Century Art History 3 hours
- ARTS 496 - Senior Portfolio 3 hours
  Select one course from the following:
- ARTS 232 - Painting II 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours
  Select one course from the following:
- ARTS 250 - Creative Photography I 3 hours
- ARTS 255 - Digital Photography 3 hours
  Select one course from the following:
- ARTS 216 - Graphic Design I 3 hours
- ARTS 317 - Web Design I 3 hours
  Select one course from the following:
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - 17th- and 18th-Century Art History 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 370 - History of Photography 3 hours

Art Studio Major & Studio Electives
Student must complete 27 elective hours, a minimum of 15 hours must be upper level. These can be in the student's emphasis area.

Emphasis
Students who elect to earn a emphasis in one of the approved areas must complete the specific courses listed under each area. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail with the exception of ARTS 499 Internship.
Students must take 12 hours of their major coursework at Columbia College; 9 hours of which must be upper level.
Ceramics Emphasis (24 sem. hrs)
- ARTS 271 - Ceramics I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 375 - Ceramics III 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours

Graphic Design Emphasis (27 sem. hrs)

- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours (3 hour internship must be taken to fulfill major requirements)
  Select one course from the following:
- ARTS 255 - Digital Photography 3 hours
- ARTS 319 - Digital Media 3 hours
  Select one course from the following:
- ARTS 318 - Corporate Identity 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 417 - Web Design II 3 hours

Painting and Drawing Emphasis (27 sem. hrs)
- ARTS 262 - Printmaking I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 323 - Drawing III 3 hours
- ARTS 334 - Painting III 3 hours
- ARTS 425 - Drawing IV 3 hours
- ARTS 436 - Painting IV 3 hours
- ARTS 465 - Drawing V 3 hours
- ARTS 466 - Painting V 3 hours

Photography Emphasis (24 sem. hrs)
- ARTS 250 - Creative Photography I 3 hours
- ARTS 319 - Digital Media 3 hours
- ARTS 320 - Photography II 3 hours
- ARTS 353 - Creative Photography III 3 hours
- ARTS 370 - History of Photography 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 454 - Photography IV 3 hours
-

Other Electives(1-4 sem. hrs)
Emphasis areas other than Graphic Design, may require an additional 1-4 elective credits to meet total credit hours.

Note(s):
Course meets Multicultural graduation requirement

Total: 120 (sem. hrs) The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 403 - 20th-Century Art History 3 hours
- ARTS 496 - Senior Portfolio 3 hours
  Select one course from the following:
- ARTS 232 - Painting II 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours
  Select one course from the following:
  - ARTS 150 - Creative Photography I
  - ARTS 152 - Digital Photography
  Select one course from the following:
- ARTS 216 - Graphic Design I 3 hours
- ARTS 317 - Web Design I 3 hours
  Select one course from the following:
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - 17th- and 18th-Century Art History 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 370 - History of Photography 3 hours

Art Studio Major & Studio Electives

Student must complete 27 elective hours, a minimum of 15 hours must be upper level. These can be in the student's emphasis area.

Emphasis

Students who elect to earn a emphasis in one of the approved areas must complete the specific courses listed under each area. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail with the exception of ARTS 499 Internship.

Students must take 12 hours of their major coursework at Columbia College; 9 hours of which must be upper level.

Ceramics Emphasis (24 sem. hrs)

- ARTS 271 - Ceramics I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 375 - Ceramics III 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours

Graphic Design Emphasis (27 sem. hrs)

- ARTS 216 - Graphic Design I 3 hours

- ARTS 217 - Typography 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours (3 hour internship must be taken to fulfill major requirements)
  Select one course from the following:
    - ARTS 152 Digital Photography
    - ARTS 244 Digital Media: Adobe Photoshop
  Select one course from the following:
- ARTS 318 - Corporate Identity 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 417 - Web Design II 3 hours

Painting and Drawing Emphasis (27 sem. hrs)

- ARTS 262 - Printmaking I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 323 - Drawing III 3 hours
- ARTS 334 - Painting III 3 hours
- ARTS 425 - Drawing IV 3 hours
- ARTS 436 - Painting IV 3 hours
- ARTS 465 - Drawing V 3 hours
- ARTS 466 - Painting V 3 hours

Photography Emphasis (24 sem. hrs)

- ARTS 150 - Creative Photography I
- ARTS 244 - Digital Media: Adobe Photoshop
- ARTS 252 - Creative Photography II
- ARTS 353 - Creative Photography III 3 hours
- ARTS 370 - History of Photography 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 454 - Photography IV 3 hours

Other Electives(1-4 sem. hrs)

Emphasis areas other than Graphic Design, may require an additional 1-4 elective credits to meet total credit hours.

Note(s):

* Course meets Multicultural graduation requirement

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Art, History (CCG, Day)

Specific Requirements

Complete 18 hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

Total Semester Hours: 18

Art, Studio (Day)

Specific Requirements

- ARTS 120 - Drawing I 3 hours
- ARTS 130 - Painting I 3 hours
- ARTS 140 - 2-D Design 3 hours
- Nine additional semester hours of Studio Art courses.

Note(s):

Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

Total Semester Hours: 18

Ceramics

Specific Requirements

Complete 18 hours of Art courses:

- ARTS 271 - Ceramics I 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 375 - Ceramics III 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours

Total Semester Hours: 18

Graphic Design (Day)

Specific Requirements

Required Courses (12 sem. hrs)

- ARTS 140 - 2-D Design 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 244 - Digital Media: Adobe Photoshop

Electives (6 sem. hrs)

At least two courses selected from the following:

- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 417 - Web Design II 3 hours

Total Semester Hours: 18

Jewelry (Day)

Minors

Specific Requirements

Complete 18 hours of Art courses to include:

- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 394 - Jewelry II 3 hours
- ARTS 396 - Jewelry III 3 hours
- ARTS 498 - Jewelry IV 3 hours

Total Semester Hours: 18

Music (Day)

Specific Requirements

Students who are interested in music have the opportunity to declare it as a minor area of study. The requirements are as follows:

Applied Music (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses.

- MUSI 160 - Jane Froman Singers 1 hour **or**
- MUSI 360 - Jane Froman Singers 1 hour

- MUSI 170 - Show Choir 1 hour **or**
- MUSI 370 - Show Choir 1 hour

- MUSI 180 - Chamber Choir 1 hour **or**
- MUSI 380 - Chamber Choir 1 hour

- MUSI 171 - Applied Lessons Piano 1 hour **or**
- MUSI 172 - Applied Lessons Piano 1 hour **or**
- MUSI 273 - Applied Lessons Piano 1 hours **or**
- MUSI 274 - Applied Lessons Piano 1 hour

- MUSI 181 - Applied Lessons Voice 1 hour **or**
- MUSI 182 - Applied Lessons Voice 1 hour **or**
- MUSI 283 - Applied Lessons Voice 1 hour **or**
- MUSI 284 - Applied Lessons Voice 1 hour

Music Coursework (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses.

- MUSI 123 - Music in World Cultures 3 hours
- MUSI 322 - Masterpieces of Music 3 hours
- MUSI 323 - Music of the United States 3 hours

Total Semester Hours: 18

Photography (Day)

Specific Requirements

Complete 18 hours of Art courses to include:

- ARTS 250 - Creative Photography I 3 hours
- ARTS 252 - Creative Photography II
- ARTS 353 - Creative Photography III 3 hours
- ARTS 454 - Photography IV 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 152 - Digital Photography

Total Semester Hours: 18

Pre-Engineering, A.S. (CCG)

The Associate in Science in Pre-Engineering is designed for students who plan to transfer into an engineering bachelor's degree program after completing their general education and preliminary math/science courses at Columbia College. It is extremely important for students to work with an advisor to select elective coursework appropriate to the type of engineering they plan to study and to the institution that they plan to transfer to.

Students who are not prepared to take calculus during their first session or semester should not expect to complete this degree in four semesters or five sessions.

The Associate in Science in Pre-Engineering can only be completed at the Rolla Campus.

General Education Requirements (32-35 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

First Year Writing Seminar (3 sem. hrs)
- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Foundations Seminar (3 sem. hrs)
- COLL 133 - General Education Foundations Seminar 3 hours

Civic Engagement Goal (3 sem. hrs)
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- POSC 111 - American National Government 3 hours

Complete the following course:
- ECON 293 - Macroeconomics 3 hours

Complete three credits from the following:
- COMM 110 - Introduction to Speech 3 hours
- ENGL 204W - Technical Writing 3 hours

Complete the following courses:
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours

Complete 3-5 credits from the following Mathematical Reasoning courses:
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 215 - Differential Calculus 3 hours

General Education Electives

Complete 9 credit hours from 3 of the following areas:

Ethical Reasoning Goal
- SOCI 101 - Social Justice 3 hours
- PHIL 330 - Ethics 3 hours

Creative Thinking and Experience Goal
- ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours
- ARTS 105 - Art Appreciation 3 hours

Global Awareness Goal
- ANTH 112 - General Anthropology 3 hours **or**
- SOCI 112 - General Anthropology 3 hours

- ARTS 111 - Art and Ideas I 3 hours
- ENGL 264W - World Literature II 3 hours
- HIST 112 - Making the Modern World 3 hours

Environmental Stewardship Goal
- ENGL 267W - Literature and Ecological Balance 3 hours **or**
- ENVS 267W - Literature and Ecological Balance 3 hours

Human Experience Goal
- PHIL 201 - Introduction to Philosophy 3 hours
- PSYC 101 - General Psychology 3 hours
- RELI 101 - Religion and Human Experience 3 hours
- SOCI 111 - General Sociology 3 hours

Major Requirements (21-22 sem. hrs)
Complete the following:
- MATH 222 - Calculus and Analytic Geometry II 5 hours **or**
- MATH 226 - Integral Calculus I 3 hours **and**
- MATH 235 - Integral Calculus II 3 hours

- MATH 300 - Multivariate Calculus 3 hours
- MATH 370 - Differential Equations 3 hours
- PHYS 211 - Calculus-Based Physics I 5 hours
- PHYS 212 - Calculus-Based Physics II 5 hours

Electives (4-7 sem. hrs)

Total Semester Hours: 60

School of Natural Science and Mathematics

Computer and Mathematical Sciences Computer Information Systems, A.S.

The Associate in Science in Computer Information Systems degree provides an intense exposure to computer programming and the functional applications of computers in the business world.

Courses not offered at all venues are denoted with a venue indicator (Day, Evening, CCG) after the course name.

General Education Requirements (21 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

First Year Writing Seminar (3 sem. hrs.)

- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Foundations Seminar (3 sem. hrs.)

- COLL 133 - General Education Foundations Seminar 3 hours

General Education Core (12 sem. hrs)

Take 3 credits from 4 of the following areas to complete the general education requirement. Courses must be taken from the general education core options.

- Ethical Reasoning
- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship
- Human Experience
- Communication Competence
- Reasoning in Natural Science
- Mathematical Reasoning

General Education Elective

Complete three credits of elective credit from the general education areas. Courses must be taken from the general education core options.

Major Area Requirements (35-38 sem. hrs)

Courses in the major cannot be taken pass/fail.

- CISS 240 - Introduction to Programming 4 hours (Day) **and**
- CISS 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - Programming I 3 hours (Evening and CCG) **and**
- CISS 242 - Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - Programming III 3 hours (Evening and CCG)

- MATH 150 - College Algebra 3 hours **or**
- MATH 201 - Calculus and Analytic Geometry I 5 hours

- CISS 170 - Introduction to Computer Information Systems 3 hours **or**
- CISS 176 - Introduction to Computer Science 3 hours

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MATH 250 - Statistics I 3 hours
- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 254 - Business Communication 3 hours

Major Area Electives (3 sem. hrs)

- CISS 145 - Introduction to Python Programming 3 hours
- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 298 - Web Programming 3 hours

Total Semester Hours: 60

Computer Science, B.S. (Day, Evening)

The Computer and Mathematical Sciences Department offers a Bachelor of Science degree in Computer Science Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.The Computer Science degree program is based on the Computing Science Curricula 2013 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. This degree has a significant mathematics component. Students should work with an advisor to select the elective courses that are most appropriate to their interests.

Students majoring in Computer Science or Computer Information Science are required to purchase a laptop computer no later than the semester in which they are enrolling in CISS 245 Advanced Programming.

Courses not offered at all venues are denoted with a venue indicator (Day, Evening, CCG) after the course name.

General Education Requirements (39-42 sem. hrs)

For information regarding general education requirements click here. For a complete general education course listing click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (46-48 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- CISS 240 - Introduction to Programming 4 hours (Day) **and**
- CISS 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - Programming I 3 hours (Evening and CCG) **and**
- CISS 242 - Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - Programming III 3 hours (Evening and CCG)

- CISS 350 - Advanced Algorithms and Data Structures 3 hours **or**
- CISS 358 - Algorithm Analysis 3 hours

- CISS 360 - Computer Systems and Assembly Language 3 hours
- CISS 420 - Computer Architecture 3 hours
- CISS 430 - Database Systems 3 hours
- CISS 445 - Programming Languages 3 hours
- CISS 465 - Software Engineering 3 hours
- CISS 494 - Senior Seminar in Computer Science 3 hours
- MATH 180 - Precalculus 3 hours

- MATH 201 - Calculus and Analytic Geometry I 5 hours (Day and Evening)
  or
- MATH 215 - Differential Calculus 3 hours (CCG) **and**
- MATH 226 - Integral Calculus I 3 hours (CCG)

- MATH 225 - Discrete Mathematics I 3 hours
- MATH 250 - Statistics I 3 hours
- MATH 325 - Discrete Mathematics II 3 hours

Computer Science Electives (18 sem. hrs)

Choose from the following elective courses:

- CISS 145 - Introduction to Python Programming 3 hours (Day)
  or
- CISS 234 - Visual Basic 3 hours **or**
- CISS 238 - Java Programming 3 hours

- CISS 280 - Systems Analysis and Design I 3 hours (Evening and CCG)

- CISS 355 - Directed Study 1-3 hours
- CISS 362 - Introduction to Automata Theory, Languages and Computation 3 hours
- CISS 370 - Operating Systems 3 hours
- CISS 375 - Compiler Construction 3 hours
- CISS 380 - Computer Graphics 3 hours
- CISS 410 - Computer Networks and Communications 3 hours
- CISS 433 - Topics 1-3 hours
- CISS 438 - Object-Oriented Design and Analysis 3 hours
- CISS 450 - Artificial Intelligence 3 hours
- CISS 451 - Introduction to Cryptography and Computer Security 3 hours
- CISS 455 - Directed Study 1-3 hours
- CISS 472 - Data Warehousing and Decision Support Systems 3 hours
- CISS 499 - Internship 1-6 hours

Electives (10-15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

CISS 494 - Senior Seminar in Computer Science 3 hours, is the culminating evaluative course for the Computer Science Program and includes the assessment of outcomes of the program. All students majoring in Computer Science must pass this course.

Cybersecurity, B.S.**

Students will be able to manage information technology and security projects, effectively communicating across the project life span. Students will acquire the technical skills to work in Java, C++, C# and web programming languages and develop software using agile processes. Students will understand the theory and techniques encompassed by relational data bases, computer systems functions and management, and network design, management and security. Students will be able to conduct digital investigations, processing evidence according to accepted professional standards, and utilize a broad skill base to

anticipate, identify, assess, protect and respond to digital threats to their employer, nation, and global society.

 **Online Program available in all states except California and Georgia.

General Education Requirements (39-42 sem. hrs.)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Ethics Course Requirement (3 sem. hrs.)

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (53-54 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major may not be taken as Pass/Fail.

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 298 - Web Programming 3 hours

- CISS 301 - Operating Systems for Business Computing 3 hours **or**
- CISS 370 - Operating Systems 3 hours

- CISS 302 - Business Data Communications and Networking 3 hours **or**
- CISS 410 - Computer Networks and Communications 3 hours

- CISS 311 - Advanced Agile Software Development 3 hours
- CISS 350 - Advanced Algorithms and Data Structures 3 hours
- CISS 365 - Project Management 3 hours

- CISS 367 - Cybercrime **or**
- CJAD 367 - Cybercrime

- CISS 391 - Information Systems Security 3 hours

- CISS 400 - Digital Forensics **or**
- FRSC 400 - Digital Forensics

- CISS 490 - Cybersecurity Capstone
- MGMT 230 - Principles of Management 3 hours

- MGMT 254 - Business Communication 3 hours

Choose Option 1 or Option 2

Complete one of the following options with a grade of C or better. Courses in the major may not be taken as Pass/Fail.

Option 1

- CISS 241 - Programming I 3 hours
- CISS 242 - Programming II 3 hours
- CISS 243 - Programming III 3 hours

Option 2 (In seat option)

- CISS 240 - Introduction to Programming 4 hours
- CISS 245 - Advanced Programming 4 hours

Cybersecurity Electives (3 sem. hrs.)

Choose one of the following:

- CISS 390 - Global Information Systems Management 3 hours
- CISS 402 - Advanced Database 3 hours
- CISS 411 - Software Architecture and Testing 3 hours

Electives (18-22 sem. hrs.)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Management Information Systems, B.S.

The Computer and Mathematical Sciences Department offers Bachelor of Science degree in Management Information Systems. This degree prepares students to design and manage information systems for businesses. Students will complete courses in information systems with an emphasis on software development and database design as well as business courses. Students work with an advisor to select the elective courses that best match their interests.

Students majoring in Management Information Systems are required to have a laptop computer running a current version of the Windows operating system no later than the session in which they are taking CISS 201.

Courses not offered at all venues are denoted with a venue indicator (Day, Evening, CCG) after the course name.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Computer Information System Core Requirements (30 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 298 - Web Programming 3 hours
- CISS 301 - Operating Systems for Business Computing 3 hours
- CISS 302 - Business Data Communications and Networking 3 hours
- CISS 311 - Advanced Agile Software Development 3 hours
- CISS 365 - Project Management 3 hours
- CISS 411 - Software Architecture and Testing 3 hours
- CISS 402 - Advanced Database 3 hours
- CISS 491 - Business Software Development 3 hours

Business Core Requirements (21 sem. hrs)

All must be completed with a grade of C or higher.

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 350 - Business Finance 3 hours
- MGMT 230 -Principles of Management 3 hours
- MGMT 254 - Business Communication 3 hours
- MKTG 210 -Principles of Marketing 3 hours

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

Management Information Systems Electives (18 sem. hrs)

Complete 18 hours from the following courses:

- ACCT 278- Introductory Business Analytics 3 hours
- MGMT 278 - Introductory Business Analytics 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ARTS 319 - Digital Media 3 hours
- ARTS 317 - Web Design I
- ARTS 319 - Web Design II
- CISS 145 - Introduction to Python Programming 3 hours
- CISS 280 - Systems Analysis and Design I 3 hours
- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 240 - Introduction to Programming 4 hours
- CISS 245 - Advanced Programming 4 hours
- CISS 338 - Advanced Java Programming 3 hours
- CISS 355 - Directed Study 1-3 hours
- CISS 390 - Global Information Systems Management 3 hours
- CISS 391 - Information Systems Security 3 hours
- CISS 397 - Business Data Analytics 3 hours
- CISS 433 - Topics 1-3 hours
- CISS 455 - Directed Study 1-3 hours
- CISS 472 - Data Warehousing and Decision Support Systems 3 hours
- CISS 499 - Internship 1-6 hours
- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours
- FINC 361 - Small Business Finance 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 348 - International Business Law 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 422 - Small Business Management 3 hours
- CISS 241 - Programming I 3 hours
- CISS 242 - Programming II 3 hours
- CISS 243 - Programming III 3 hours

Electives (5-10 sem. hrs)

Total: 120 (sem. hrs)
The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Mathematics, B.S. (Day)
The Computer and Mathematical Sciences Department offers the Bachelor of Science degree in Mathematics. The degree provides students a mathematics education in the context of a liberal arts and

sciences College. A mathematics major is excellent preparation for professional employment in a variety of areas such as business, technology and actuarial science, for teaching at the secondary school level and for entry into medical or law school. The program is also designed to give mathematics majors a solid background for graduate study, not only in mathematics but in related areas as well.

General Education Requirements (39-42 hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (34-35 sem. hrs)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours
- MATH 225 - Discrete Mathematics I 3 hours
- MATH 250 - Statistics I 3 hours
- MATH 300 - Multivariate Calculus 3 hours
- MATH 303 - Linear Algebra 3 hours
- MATH 304 - Introduction to Abstract Algebra 3 hours
- MATH 380 - Advanced Calculus 3 hours

- MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours [1] **or**
- MATH 494 - Senior Seminar in Mathematics 3 hours **[1]**

    One of the following:
- CISS 145 - Introduction to Python Programming 3 hours
- CISS 240 - Introduction to Programming 4 hours
- CISS 241 - Programming I 3 hours

Mathematics Electives (12 sem. hrs)

Complete 12 hours from the following courses:

- MATH 305 - Number Theory 3 hours
- MATH 325 - Discrete Mathematics II 3 hours
- MATH 330 - History of Mathematics 3 hours
- MATH 331 - Foundations of Geometry 3 hours

- MATH 338 - Mathematical Statistics and Probability 3 hours

- MATH 362 - Introduction to Automata Theory, Languages and Computation 3 hours **or**
- CISS 362 - Introduction to Automata Theory, Languages and Computation 3 hours

- MATH 370 - Differential Equations 3 hours
- MATH 371 - Introduction to Complex Variables 3 hours

- MATH 451 - Introduction to Cryptography and Computer Security 3 hours **or**
- CISS 451 - Introduction to Cryptography and Computer Security 3 hours

Other Electives (29 - 33 sem. hrs)

- MATH 399 - Math Teaching Internship 1-6 hours [2]

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

[1] *The courses MATH 494 - Senior Seminar in Mathematics 3 hours and MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours are culminating evaluative courses for the Mathematics program and include the assessment of outcomes of the major. MATH 493 is open only to students pursuing teacher certification. All students majoring in mathematics must pass one of these courses.* [2] *MATH 399 is highly recommended for those students who seek to attend graduate school in mathematics and/or those who wish to pursue a teaching certificate.*

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Computer Information Systems

The Computer and Mathematical Science Department offers a minor in Computer Information Systems. Students should work with an advisor to select courses that best complement their major field of study. By completing a minor in Computer Information Systems, students gain experience in the area of computer programming and learn more about the use of computers in the business world.

Specific Requirements

- CISS 170 - Introduction to Computer Information Systems 3 hours
- 15 additional semester hours of courses with a CISS field code, including at least one programming language course.

Total Semester Hours: 18

Computer Science (Day, Evening)

The Computer and Mathematical Sciences Department offers a minor in Computer Science. Students who complete this minor will have a solid foundation in computer programming and the mathematics fundamental to the field of computer science. Students should work with an advisor to select the elective courses that best complement their major field of study and career goals.

Specific Requirements

Required Courses (14-15 sem. hrs)

- CISS 240 - Introduction to Programming 4 hours (Day) **and**
- CISS 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - Programming I 3 hours (Evening and CCG) **and**
- CISS 242 - Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - Programming III 3 hours (Evening and CCG)

- CISS 350 - Advanced Algorithms and Data Structures 3 hours
- MATH 225 - Discrete Mathematics I 3 hours

Electives (6 sem. hrs)

- CISS 445 - Programming Languages 3 hours **or**
- CISS 420 - Computer Architecture 3 hours **or**
- CISS 362 - Introduction to Automata Theory, Languages and Computation 3 hours **or**
- MATH 362 - Introduction to Automata Theory, Languages and Computation 3 hours

- 300 - or 400 - level CISS course **or**
- MATH 325 - Discrete Mathematics II 3 hours

Total Semester Hours: 20-21

Management Information Systems

The Computer and Mathematical Sciences Department offers a minor in Management Information Systems. By completing this minor, students will be introduced to computer programming and the software development process. Additionally, students have the flexibility to select several elective courses that best match their interests in either the use of information systems in business or in any other area of business.

Required Courses (9 sem. hrs)

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 234 - Visual Basic 3 hours

Elective Courses (9 sem. hrs)

Elective hours must be at the 200-level or above and chosen from the following business field codes: ACCT, CISS, ECON, FINC, MGMT, MKTG.

Total Semester Hours: 18

Mathematics (Day)

The Computer and Mathematical Sciences department offers a minor in Mathematics. Students in many areas of business and science will find a Mathematics minor to be an excellent addition to their major degree program. Students who complete a Mathematics minor demonstrate that they have strong quantitative reasoning and problem solving skills.

Specific Requirements

Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300 - or 400 - level coursework.

Total Semester Hours: 24

Pre-Engineering (Day, CCG)

The Computer and Mathematical Sciences Department offers advising to students who plan to transfer to an engineering program after one or two years of study at Columbia College. Typically, pre-engineering students should enroll in mathematics, science, and computer science courses appropriate to their chosen area of engineering, and liberal arts courses that will meet general education requirements at the transfer institution. Additionally, students should consider taking introductory engineering courses through the cooperative cross-enrollment program with the University of Missouri in order to minimize time to graduation.

Nursing

Nursing, A.S.

The Associate in Science in Nursing Program is offered at two sites - at the Main Campus in Columbia, Missouri and at the Lake Ozark Campus. The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing license.

The program is approved by the Missouri State Board of Nursing.

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing degree and are eligible to apply for the Registered Nursing Licensure Examination.[1]

The curriculum consists of general education, mathematics and science courses and specific nursing courses. Students are required to complete all of the general education, mathematics and science courses before entering the Nursing Course Sequence.

Columbia College systematically reviews the curriculum to ensure that students are prepared for a position in the nursing field. As a result the prerequisite requirements noted in the Undergraduate Catalog are periodically updated to reflect coursework that best supports degree completion. Although not required, students are highly encouraged to transfer to the most recent catalog year in order to complete the prerequisite courses that have been identified as best aiding in the successfully completion of the Nursing Course Sequence.

Admission to the nursing program is on a selective basis. Cohort sizes and selection deadlines vary by location:

- Lake of the Ozarks campus selection will be made each December.
- Columbia campus selection will be made each July and December.

The application deadline is in June for students who plan to start the nursing sequence courses in the late fall session. The application deadline is in November for students who plan to start the nursing sequence courses in late spring session. LPN students begin the nursing sequence courses based on the fundamental standard exam. Class cohorts consist of non-LPNs and LPNs.

All candidates for the nursing program are expected to meet general admission requirements to the College. Acceptance to Columbia College does not guarantee acceptance to the Nursing Course Sequence.

Selection criteria for the Nursing Course Sequence:

1. Completion of the Nursing prerequisite courses, NURS 209 - Introduction to Nursing 6 hours or at least one year of documented clinical experience in a health care setting. An admission committee of nurse faculty will determine the adequacy of health care experience and will require the student to successfully complete a clinical skills test. There is a $50 fee for this test.
2. Completion of the general education, mathematics and science courses. Students may elect to complete NURS 209, one or more of their remaining general education, mathematics, or science courses in the eight week session between the time of submission of the nursing application and the start of the nursing classes. Students are limited to a maximum of six semester hours of coursework during an eight-week session. Students registering for more than six hours will be required to have overload approval.
3. Minimum of an overall GPA of 2.75 for the general education, mathematics, science courses, NURS 209 and be in good academic standing within Columbia College. A minimum grade of "C" is required for all prerequisite courses.

4. Possess the necessary functional abilities to provide safe and effective patient care.[2]
5. LPN students must submit a copy of LPN license (current and undisciplined) for the state of Missouri.
6. Selection of nursing students will be based on the GPA of the Nursing Program prerequisite courses and the TEAS score (minimum composite TEAS score of 150 is required for application to the Nursing Program).
7. Additional requirements for those selected for the Nursing Program:
   o Urine drug test
   o Physical forms, including documentation of immunizations/titers
   o Current CPR certification by the American Heart Association, Health Care Providers course
   o Criminal background check

General Education Requirements (41 sem. hrs)

Courses in the major cannot be taken as pass/fail. A grade of C or better is required in all science courses.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MATH 106 - Intermediate Algebra 3 hours
  Or a higher level
- PSYC 101 - General Psychology 3 hours
- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours
  or
- CHEM 110 - Chemistry I 3 hours

- BIOL 221 - Clinical Microbiology 3 hours **and**
- BIOL 221L - Clinical Microbiology Laboratory 2 hours
  or
- BIOL 312 - Microbiology 3 hours **and**
- BIOL 312L - Microbiology Laboratory 2 hours

- NURS 209 - Introduction to Nursing 6 hours [3]

Nursing Sequence Courses (36 sem. hrs)

All must be completed with a grade of C or higher.

- NURS 210 - Fundamentals of Nursing 6 hours [4]
- NURS 211 - Mental Health Nursing 3 hours
- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 300 - Foundations of Professional Nursing 6 hours
- NURS 301 - Medical Surgical Nursing I 6 hours

- NURS 302 - Medical Surgical Nursing II 6 hours
- NURS 303 - Women's and Infants' Health 5 hours
- NURS 491 - NCLEX-RN Review 1 hour

Total Semester Hours: 77

[1] *Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Website and in the Nursing Program Information document.*

[2] *Functional abilities to meet the role of the nurse include: behavioral/ emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities. These Functional Abilities are described in the Nursing Student Handbook*

[3] *NURS 209 is a prerequisite for NURS 210. NURS 209 may be waived if students have at least one year of documented clinical experience in a health care setting. See http://web.ccis.edu/ Departments/Nursing/ for more information.*

[4] *Licensed Practical Nurses (LPN's) are not required to take NURS 210 - Fundamentals of Nursing 6 hours if they are able to pass the Fundamentals Placement Exam with a minimum satisfactory/ acceptable performance, as determined by test psychometrics, and successfully complete a clinical skills assessment conducted by nurse faculty. The Fundamentals Exam and clinical skills assessment are arranged through the Nursing Department Office. The exam costs $50.*

Nursing, B.S. (Day)

The Bachelor of Science in Nursing is designed for the Day nursing major who wishes to achieve a baccalaureate in nursing to provide not only clinical care but leadership in the profession of nursing. Courses teach basic medical surgical nursing as well as various specialties and community care. Complex clinical reasoning, decision-making and collaborative skills are developed that contribute to patient safety and quality processes while providing a framework for evidence-based practice. This degree program prepares the nursing student to assume roles in professional nursing from basic care to advanced roles in nursing management, client care and education. This degree will prepare the student for higher degrees in nursing. A total of 120 credits are required to complete the Bachelor of Science in Nursing degree. At the completion of the program, the student will be eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-RN).

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (84 sem. hrs)

All courses must be completed with a grade of C or higher; courses in the major cannot be taken as Pass/Fail; 15 hrs of Upper Level core coursework must be completed in residency.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

- BIOL 221 - Clinical Microbiology 3 hours **and**
- BIOL 221L - Clinical Microbiology Laboratory 2 hours **or**
- BIOL 312 - Microbiology 3 hours **and**
- BIOL 312L - Microbiology Laboratory 2 hours

- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- NURS 208 - Nursing Fundamentals 6 hours
- NURS 211 - Mental Health Nursing 3 hours
- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 300 - Foundations of Professional Nursing 6 hours
- NURS 301 - Medical Surgical Nursing I 6 hours
- NURS 302 - Medical Surgical Nursing II 6 hours
- NURS 303 - Women's and Infants' Health 5 hours
- NURS 310 - Professional Nursing Practice 3 hours
- NURS 311 - Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours
- NURS 314 - Health Assessment in Nursing Practice 3 hours
- NURS 409 - Nursing Research and Evidence-based Practice 3 hours
- NURS 413 - Leadership and Management in Nursing Practice 3 hours
- NURS 450 - Nursing in the Community 5 hours
- NURS 490 - Senior Nursing Practicum 2 hours
- NURS 491 - NCLEX-RN Review 1 hour

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note

The total semester hours required for the Bachelor of Science in Nursing degree are variable and dependent, in part, upon preparatory coursework requirements and core requirements that simultaneously fulfill general education requirements.

RN to BSN Nursing, B.S. (CCG)

The RN to Bachelor of Science in Nursing (BSN) is a degree completion program specifically designed to advance the Licensed Registered Professional Nurse (RN) to an academic degree status of BSN. Students admitted to this program will be required to be a current RN with an unencumbered license through the National Council of State Boards of Nursing (NCSBN) jurisdiction. The degree program will prepare the student to assume advanced roles in nursing management, client care, and education, as well as, provide a foundation for advanced academic study. The curriculum consists of coursework that will provide a framework for evidence-based practice and enhance complex clinical reasoning, decision making, and collaborative skills that contribute to patient safety and quality processes. The BSN program will assure that students attain knowledge of current practices in the field and enhance their ability to incorporate such practices into the health-care delivery system.

In addition to meeting the general admission requirements to Columbia College, students must provide official documentation verifying completion of an ASN or ADN from an accredited and accepted institution, and status as a current RN with an unencumbered license through the NCSBN jurisdiction prior to pursuing the BSN degree. Transfer coursework completed with a grade of C or higher will be evaluated for potential credit with Columbia College as per policy (see Evaluation of Credit and Testing).

The baccalaureate degree in nursing program at Columbia College is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement

- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Social and Behavioral Sciences Area Requirement:

- PSYC 101 - General Psychology 3 hours (highly recommended)

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (36 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail. 15 hours of upper-level core coursework must be completed in residency.

- MATH 250 - Statistics I 3 hours **or**
- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- PHIL 330 - Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 310 - Professional Nursing Practice 3 hours
- NURS 311 - Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours
- NURS 313 - Health Assessment 3 hours
- NURS 409 - Nursing Research and Evidence-based Practice 3 hours
- NURS 410 - Community Health Nursing 3 hours
- NURS 411 - Community Health Nursing Assessment 3 hours
- NURS 413 - Leadership and Management in Nursing Practice 3 hours

General Electives (40-43 sem. hrs.)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Certified Medical Assistant (Online)

The Medical Assistant Certificate program will prepare students with the general medical, administrative, and clinical knowledge, skills and behaviors required to work in a variety of healthcare settings. Students will have a sound understanding of the Certified Medical Assistant (CMA) scope of practice to function in the outpatient or ambulatory care environment that requires multi-tasking, organization, and a focus on detail. The program examines the basic office duties required in healthcare facilities, such as greeting patients, answering telephones, scheduling appointments, working with registration, billing, insurances and medical records information. The student will develop effective communication skills that allow the CMA to interact with patients and members of the healthcare team. Students will also gain a firm understanding of Health Insurance Portability and Accountability Act (HIPAA), medical ethics and law in the healthcare field.

Required Courses

Complete the following 19 hours of courses. Nine hours must be competed at Columbia College.

Required (19 sem. hrs)

- BIOL 102 - Introduction to Anatomy and Physiology 3 hours
- BIOL 230 - Medical Terminology 3 hours
- HEAL 130 - Medical Administrative Assistant I 3 hours
- HEAL 131 - Medical Administrative Assistant II 3 hours
- HEAL 132 - Medical Billing and Electronic Health Records 3 hours
- HEAL 133 - Introduction to Pharmacology 1 hour
- HEAL 134 - Medical Administrative Assistant Practicum 3 hours

    Note: This program is not federal financial aid eligible.

Physical and Biological Sciences

Environmental Studies, A.S. (CCG)

The ASES degree is a multidisciplinary approach that focuses on the interactions between humans and the natural environment. Students will examine the structure and function of natural systems and the ways that human social, political and economic activity affects those systems.

General Education Requirements (21 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Core (12 sem. hrs)

Take three credits from four of the following goals to complete the general education requirement. All courses must be taken from the general education core options.

- Ethical Reasoning
- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship
- Human Experience
- Communication Competence
- Reasoning in Natural Science
- Mathematical Reasoning

General Education Elective (3 sem. hrs)

Complete three credits from any of the general education elective options.

Major Area Requirements (29 sem. hrs)

Courses in the major cannot be taken as Pass/Fail.

- ANTH 101 - Introduction to Geography 3 hours **or**
- GEOG 101 - Introduction to Geography 3 hours

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 112 - Principles of Biology II 3 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours **or**
- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

- CHEM 108 - Physical Science Survey 3 hours **or**
- PHYS 108 - Physical Science Survey 3 hours

- ENVS 251 - Resource Management 3 hours **or**
- GEOG 251 - Resource Management 3 hours
- ENGL 267W - Literature and Ecological Balance or
- ENVS 267W - Literature and Ecological Balance

- ENVS 352W - American Environmental History 3 hours **or**
- HIST 352W - American Environmental History 3 hours

- ENVS 332 - Environmental Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours

Major Electives (12 sem. hrs)

Take 12 additional hours of elective credit from ENVS or GEOG courses at the 200 level or above.

Total Semester Hours: 60

Health Sciences, A.S. (Day, Evening & Lake)**

The Associate in Science with an emphasis in health science degree is specifically designed to prepare students for clinically focused programs and employment in healthcare. The health science curriculum integrates core courses in the biological sciences, humanities, and social sciences while exploring various healthcare-related careers. The health science major provides a strong foundation for students who want to pursue further education or employment in the field of health or human services.

**Program only offered at Main Campus Day, Evening and Lake of the Ozarks campus.

General Education Requirements (29 sem. hrs.)

Complete the following:

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- COLL 133 - General Education Foundations Seminar 3 hours
- COMM 110 - Introduction to Speech 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MATH 106 - Intermediate Algebra 3 hours
- PSYC 101 - General Psychology 3 hours

- SOCI 101 - Social Justice 3 hours **or**
- PHIL 330 - Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

General Education Core (6 sem. hrs)

Choose a total of 6 hours from core courses in at least two goals below:

- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship

Major Area Requirements (30 sem. hrs.)

All required courses in the major must be completed with a C or higher grade. They cannot be taken Pass/Fail.

- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 230 - Medical Terminology 3 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- HEAL 110 - Introduction to Healthcare Professions 3 hours

- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours **or**
- SOCI 175 - Introduction to Theory-based Research and Writing 3 hours

- PSYC 330 - Lifespan Developmental Psychology 3 hours

Complete one of the following options:

- BIOL 221 - Clinical Microbiology 3 hours **and**
- BIOL 221L - Clinical Microbiology Laboratory 2 hours
  or
- BIOL 312 - Microbiology 3 hours **and**
- BIOL 312L - Microbiology Laboratory 2 hours

Major Area Electives (1-3 sem. hrs.)

In addition to the required courses above, complete 1-3 hours from courses from BIOL, above 110, or PSYC.

Total Semester Hours: 60-62 hours

Health Services, A.S. (Online)

The Associate in Science with an emphasis in health service degree is specifically designed to prepare students for clinically focused programs and employment in healthcare. The health service curriculum integrates core courses in the biological sciences, humanities, and social sciences while exploring various healthcare-related careers. The health service major provides a strong foundation for students who want to pursue further education or employment in the field of health or human services.

General Education Requirements (29 sem. hrs.)

Complete the following:

- BIOL 108 - Human Biology 3 hours
- BIOL 108L - Human Biology Laboratory 2 hours
- COLL 133 - General Education Foundations Seminar 3 hours
- COMM 110 - Introduction to Speech 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MATH 106 - Intermediate Algebra 3 hours
- PSYC 101 - General Psychology 3 hours

General Education Core (9 sem. hrs)

Choose a total of 9 hours from core courses in at least three goals below:

- Civic Engagement
- Creative Thinking and Experience
- Ethical Reasoning
- Global Awareness
- Environmental Stewardship

Major Area Requirements (21 sem. hrs.)

All required courses in the major must be completed with a C or higher grade. They cannot be taken Pass/Fail.

- BIOL 230 - Medical Terminology 3 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- HEAL 110 - Introduction to Healthcare Professions 3 hours
- HUMS 380 - Addiction 3 hours
- HUMS 385 - Mental Health 3 hours

- PSYC 175 - Introduction to Theory-based Research and Writing 3 hours **or**
- SOCI 175 - Introduction to Theory-based Research and Writing 3 hours

- PSYC 330 - Lifespan Developmental Psychology 3 hours

Major Area Electives (10-12 sem. hrs.)

In addition to the requirements above, complete 10-12 hours from courses from BIOL, numbered above 110, HUMS, PSYC, or SOCI.

Total Semester Hours: 60-62 hours

Pre-Nursing Science, A.S. (CCG, Day)

The Associate in Science in Pre-Nursing Science is designed to prepare students for application to ASN or BSN programs in Nursing, and/or employment in health-care related fields. Courses may not be taken pass/fail. Complete courses with a grade of C or higher.

General Education Requirements (27 hrs.)

Complete the following:

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- PSYC 101 - General Psychology 3 hours
- SOCI 101 - Social Justice 3 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- MATH 106 - Intermediate Algebra 3 hours
  Or a higher level
- COMM 110 - Introduction to Speech 3 hours

General Education Core (6 sem. hrs)

Complete 6 hours in two of the following core general education groups:

- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship

Major Area Requirements (29 hrs.)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 230 - Medical Terminology 3 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours
- NURS 209 - Introduction to Nursing 6 hours

    Complete one of the following options:
    Option 1:
- BIOL 221 - Clinical Microbiology 3 hours
- BIOL 221L - Clinical Microbiology Laboratory 2 hours
    Option 2:
- BIOL 312 - Microbiology 3 hours
- BIOL 312L - Microbiology Laboratory 2 hours

Major Area Electives (4 hrs.)

Complete 4 hours from courses with a BIOL or NURS prefix, excluding all core options. CHEM 112 and CHEM 112L may count to this requirement. Please contact your advisor to have them applied.

Total Semester Hours: 60

Biology, B.A. (Day, Evening)

Opportunities for students trained in biology have grown dramatically with increasing demand for those educated in life sciences. Through training in biology students learn to apply scientific principles, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who major in biology.

The Department of Physical and Biological Sciences offers B.A. and B.S. degrees in biology. These degrees provide the background necessary for a variety of careers, as well as entry into graduate and professional schools. A biology or chemistry major is recommended for students seeking entry into medical, veterinary, dental or nursing schools.

Students who have completed a degree in biology at Columbia College will:

1. Possess basic scientific vocabulary and knowledge.

2. Understand the scientific method and its application.
3. Understand biological principles, models and theories, and apply these to biological phenomena.
4. Demonstrate proficiency in laboratory skills, including familiarity with instrumentation and analytic methods commonly used in biological research.
5. Evaluate scientific results through statistical analyses and critical thinking.
6. Demonstrate competence in scientific writing and oral presentation, and familiarity with the use of scientific literature.
7. Demonstrate knowledge regarding ethics in science and everyday life.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- ENVS 332 - Environmental Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (37 sem. hrs)

Prerequisites must be complete with a grade of C or better. All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours
- BIOL 254 - Genetics 3 hours
- BIOL 254L - Genetics Laboratory 2 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- BIOL 395 - Research Design in the Sciences 3 hours

- BIOL 490 - Senior Seminar 1 hour
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

Biology Electives (21 sem. hrs)

All must be completed with a grade of C or higher. Twenty-one semester hours of courses with a BIOL prefix and above the 110 - level. Nine of these hours must be in upper-level courses. A maximum of three of those hours may be obtained from internships.

Electives (12-15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

Culminating Experience: All students must complete BIOL 490 BIOL 490 - Senior Seminar 1 hour with a passing (S) grade.

Chemistry, B.A. (Day)

The study of chemistry provides students with knowledge of the composition, properties and transformations of matter, and the ability to analyze, synthesize and quantitate in this context. Because the program emphasizes the fundamental principles and theories of chemistry, as well as practical laboratory techniques and use of instrumentation, the Chemistry major at Columbia College furnishes students with the skills needed for employment in the chemical industry or in chemical education and also provides a strong foundation for graduate study in chemistry or health-related professions.

Students who have completed a degree in Chemistry from Columbia College should possess:

1. Knowledge of the composition, properties and transformations of inorganic and organic chemical substances.
2. Understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations, and familiarity with the use of chemical literature.
6. Understanding of the importance of ethics and values in their professional and everyday lives.
7. The proper background for employment in chemistry-related technical, industrial or educational fields.

8. A foundation for graduate study in chemistry-related fields or professional health-related programs.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 330 - Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

For information on how to fulfill the foreign language requirement click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (46 sem. hrs)

Prerequisites must be completed with a grade of C or better. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours
- CHEM 490 - Senior Seminar 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours
  or
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours
  or
- PHYS 212 - Calculus-Based Physics II 5 hours

Chemistry Electives (5 sem. hrs)

- CHEM 230 - Environmental Toxicology and Chemistry 3 hours **or**
- ENVS 230 - Environmental Toxicology and Chemistry 3 hours

- CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours **or**
- ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

- CHEM 255 - Directed Study 1-5 hours (Includes: CHEM 256, 257, 355-357, 455-457)
- CHEM 322 - Inorganic Chemistry 3 hours
- CHEM 337 - Instrumental Analysis 5 hours
- CHEM 399 - Science Internship 1-3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours
- CHEM 420 - Biochemistry I 3 hours
- CHEM 420L - Biochemistry Laboratory 2 hours
- CHEM 433 - Topics 1-3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours

Note(s):

A maximum of three Chemistry Electives may be obtained from internships (CHEM 399 /CHEM 499).

Electives (19-22 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

MATH 222 MATH 222 - Calculus and Analytic Geometry II 5 hours is recommended for students planning to pursue graduate study in chemistry.

Biochemistry, B.S. (Day)

The Bachelor of Science degree in Biochemistry is designed to provide a strong foundation in the core aspects of biology and chemistry to further student understanding of the mechanisms that underlie biological processes of single cellular life as well as the integration of tissues and systems of multicellular life. Students in Biochemistry will learn to critically assess scientific results through statistical analyses, develop scientific writing and oral presentation skills, and develop laboratory skills. The goal of the Biochemistry program at Columbia College is to prepare students for advanced study in Biochemistry, Molecular Biology, and Life Sciences as well as medical, veterinary, dental, or forensic fields. The degree also prepares students for a variety of careers in industrial, agricultural, or clinical settings.

Students who have completed a degree in biochemistry at Columbia College will:

1. Understand basic biological and chemical principles, models, and theories used to predict, understand, and apply to biochemical phenomena.
2. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation, analytic methods, and quantitative measurement commonly used in biochemical research.
3. Evaluate scientific results from laboratory experiments and scientific literature through statistical analyses and critical thinking.
4. Demonstrate competence in scientific writing, oral presentation, and familiarity with the use of scientific literature.
5. Demonstrate knowledge regarding ethics in science and professional life.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (67 sem. hrs)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours
- BIOL 391 - Molecular Biology 3 hours
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- BIOL 422 - Biochemistry II 3 hours **or**
- CHEM 422 - Biochemistry II 3 hours

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- PHYS 111 - College Physics I 3 hours
- PHYS 111L - Physics I Laboratory 2 hours

- PHYS 112 - College Physics II 3 hours
- PHYS 112L - Physics II Laboratory 2 hours
- BIOL 490 - Senior Seminar 1 hour

Biology/Chemistry Electives (9-12 sem. hrs)

All must be completed with a grade of C or higher. Nine to twelve hours of courses with BIOL or CHEM prefixes, at the 200-level or above. Six of these hours must be upper-level courses.

Total Semester Hours: 120

Note(s):

1. Students are not allowed to double major or minor in Chemistry or Biology while also attaining a Bachelor of Science in Biochemistry.
2. Students planning to pursue graduate study are strongly encouraged to take MATH 222 Calculus and Analytic Geometry II and CHEM/PHYS 401 Introduction to Physical Chemistry/Chemical Physics.

Biology, B.S. (Day, Evening)

Opportunities for students trained in biology have grown dramatically with increasing demand for those educated in life sciences. Through training in biology students learn to apply scientific methods, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who major in biology.

The Department of Physical and Biological Sciences offers B.A. and B.S. degrees in biology. These degrees provide the background necessary for a variety of careers, as well as entry into graduate and professional schools. A biology or chemistry major is recommended for students seeking entry into medical, veterinary, dental or nursing schools.

Students who have completed a degree in biology at Columbia College will:

1. Possess basic scientific vocabulary and knowledge.
2. Understand the scientific method and its application.
3. Understand biological principles, models and theories, and apply these to biological phenomena.
4. Demonstrate proficiency in laboratory skills, including familiarity with instrumentation and analytic methods commonly used in biological research.
5. Evaluate scientific results through statistical analyses and critical thinking.
6. Demonstrate competence in scientific writing and oral presentation, and familiarity with the use of scientific literature.
7. Demonstrate knowledge regarding ethics in science and everyday life.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- ENVS 332 - Environmental Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (47 sem. hrs)

Prerequisites must be completed with a grade of C or better. All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours
- BIOL 254 - Genetics 3 hours
- BIOL 254L - Genetics Laboratory 2 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- BIOL 395 - Research Design in the Sciences 3 hours
- BIOL 420 - Biochemistry I 3 hours
- BIOL 420L - Biochemistry Laboratory 2 hours
- BIOL 490 - Senior Seminar 1 hour
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours

Biology Electives (19 sem. hrs)

Nineteen semester hours of courses with a BIOL prefix and above the 110 - level. Nine of these hours must be in upper-level courses. A maximum of three of these hours may be obtained from internships. All courses must be completed with a grade of C or higher.

Electives (10-13 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note (s):

Culminating Experience: All students must complete BIOL 490 BIOL 490 - Senior Seminar 1 hour with a grade of C or higher.

Chemistry, B.S. (Day)

The study of chemistry provides students with knowledge of the composition, properties and transformations of matter, and the ability to analyze, synthesize and quantitate in this context. Because the program emphasizes the fundamental principles and theories of chemistry, as well as practical laboratory techniques and use of instrumentation, the Chemistry major at Columbia College furnishes students with the skills needed for employment in the chemical industry or in chemical education and also provides a strong foundation for graduate study in chemistry or health-related professions.

Students who have completed a degree in Chemistry from Columbia College should possess:

1. Knowledge of the composition, properties and transformations of inorganic and organic chemical substances.
2. Understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations, and familiarity with the use of chemical literature.
6. Understanding of the importance of ethics and values in their professional and everyday lives.
7. The proper background for employment in chemistry-related technical, industrial or educational fields.
8. A foundation for graduate study in chemistry-related fields or professional health-related programs.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- ENVS 332 - Environmental Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (62 sem. hrs)

All prerequisites must be completed with a grade of C or higher. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- CHEM 322 - Inorganic Chemistry 3 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 337 - Instrumental Analysis 5 hours
- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours
- CHEM 490 - Senior Seminar 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours
  or
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours
  or
- PHYS 212 - Calculus-Based Physics II 5 hours

Chemistry Electives (8 sem. hrs)

- CHEM 230 - Environmental Toxicology and Chemistry 3 hours **or**
- ENVS 230 - Environmental Toxicology and Chemistry 3 hours

- CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours **or**
- ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

- CHEM 399 - Science Internship 1-3 hours
- CHEM 420 - Biochemistry I 3 hours
- CHEM 420L - Biochemistry Laboratory 2 hours
- CHEM 422 - Biochemistry II 3 hours

- CHEM 425 - Forensic Chemistry 3 hours
- CHEM 425L - Forensic Chemistry Laboratory 2 hours
- CHEM 433 - Topics 1-3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours
- CHEM 255 - Directed Study 1-5 hours (Includes: CHEM 256, 257, 355-357, 455-457)

Note(s):

Two hours of Chemistry Electives must be from laboratory courses. A maximum of three of these hours may be obtained from internships (CHEM 399 /CHEM 499).

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Environmental Science, B.S. (Day)

The Environmental Science major is a science-based course of study that focuses on the natural environment and man's interactions and use of its resources. Students examine the structure and function of natural systems and develop techniques and skills that will allow them to work in the field of natural resources.

A degree in Environmental Science can lead to careers in a wide variety of public and private organizations and government agencies. It will also prepare those students who wish to pursue advanced graduate study.

Students who have completed a degree in Environmental Science at Columbia College will be able to:

1. Explain scientific vocabulary and knowledge

2. Describe biological principles, models and theories used to predict, understand and apply to environmental phenomena

3. Explain and demonstrate the scientific method and its applications

4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation and analytic methods commonly used in environmental research

5. Interpret scientific results through the use of statistical analyses and critical thinking, and make conclusions

6. Demonstrate competence in evaluating scientific writing and primary literature

7. Recognize and apply key issues regarding ethics in Environmental Science and everyday life

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- ENVS 332 - Environmental Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (56 sem. hrs)

All prerequisites must be completed with a grade of C or better. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- ENVS 115 - Introduction to Environmental Science 3 hours **or**
- BIOL 115 - Introduction to Environmental Science 3 hours

- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours **or**
- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- BIOL 343 - Botany 5 hours **or**
- ENVS 343 - Botany 5 hours

- BIOL 353 - Zoology 5 hours **or**
- ENVS 353 - Zoology 5 hours

- ENVS 222 - Conservation Biology 3 hours **or**
- BIOL 222 - Conservation Biology 3 hours

- ENVS 251 - Resource Management 3 hours * **or**
- GEOG 251 - Resource Management 3 hours *

- ENVS 320 - Ecology 3 hours **or**

- BIOL 320 - Ecology 3 hours

- ENVS 320L - Ecology Laboratory 2 hours **or**
- BIOL 320L - Ecology Laboratory 2 hours

- ENVS 395 - Research Design in the Sciences 3 hours **or**
- BIOL 395 - Research Design in the Sciences 3 hours **or**
- CHEM 395 - Research Design in the Sciences 3 hours

- ENVS 490 - Senior Seminar 1 hour **or**
- BIOL 490 - Senior Seminar 1 hour

- ENVS 399 - Science Internship 1-3 hours **or**
- ENVS 499 - Advanced Science Internship 1-3 hours

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

Environmental Science Electives (18 sem. hrs)

Eighteen semester hours of courses with a BIOL, ENVS, CHEM, GEOL prefix. A minimum of 12 of these hours must be in upper-level coursework. A maximum of three of these hours may be obtained from internships (ENVS 399/ENVS 499) All courses must be completed with a grade of C or higher.

Electives (2-5 sem. hrs)

Note (s):

ENVS 490 - Senior Seminar 1 hour is the culminating evaluative experience course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.

* Course meets Multicultural graduation requirement

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Forensic Science, B.S. (Day)

The major in Forensic Science is designed to academically prepare students seeking to work in a forensic science laboratory or who are planning to pursue careers closely related to the field of forensic science. The major draws from the biological sciences, chemistry, and physics, as well as from the fields of criminal justice and the law, and includes significant hands-on laboratory training.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and forensic science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

As students prepare for a career in forensic science, they should be aware of various sub-disciplines within the broad category of forensic science, in which they may direct their focus. For example, forensic laboratory positions may be categorized as Forensic Scientist, Forensic Technician, Forensic Examiner or Criminalist, but various disciplines will require specific coursework.

Examples are as follows:

DNA/Serology. Coursework should follow the Biology Emphasis and include genetics, biochemistry, molecular biology, recombinant DNA technology and other subjects, such as statistics, which provide a basic understanding of the foundations of forensic DNA analysis.

Trace Evidence. Coursework should follow the Chemistry Emphasis and include organic and inorganic chemistry, as well as other subjects, such as forensic chemistry and forensic microscopy, which focus on the application of various techniques to the analysis of forensic evidence.

Drug Chemistry/Toxicology. Coursework should follow the Chemistry Emphasis and include organic, inorganic and analytical chemistry, as well as forensic chemistry and other subjects, such as psychopharmacology. Students will learn how analytical techniques are applied to the analysis of illicit drugs and toxicological specimens.

Physical Evidence. Coursework may follow either the Biology or Chemistry Emphases and may include additional subjects, such as fingerprint evidence and forensic microscopy, which provide a scientific foundation for the analysis of forensic evidence, such as firearms and toolmarks, questioned documents and fingerprint evidence.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student's preferred career option.

General Education Requirements (39-42 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here.

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours **or**
- PHIL 330 - Ethics 3 hours

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Core Requirements (65 sem. hrs)

Core Requirements for both Chemistry and Biology Emphasis Areas

Prerequisites must be completed with a grade of C or better. All core requirements must be completed with a grade of C or better. Courses in the major may not be taken Pass/Fail.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours **or**
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 310 - Professional Issues in Forensic Science 3 hours
- FRSC 475 - Senior Seminar in Forensic Science 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours **or**
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours **or**
- PHYS 212 - Calculus-Based Physics II 5 hours

- FRSC 406 - Expert and Scientific Evidence 3 hours **or**
- CJAD 405 - Laws of Criminal Evidence 3 hours

- FRSC 430 - Physical and Chemical Methods in Forensic Science 3 hours
- FRSC 430L - Physical and Chemical Methods in Forensic Science Laboratory 2 hours

Additional Information

In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two emphases: Chemistry **or** Biology**.**

The decision to choose one of these two options is based on the student's career objectives, which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar

with their targeted career track in order to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

NOTE: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 hour upper-level requirement.

Chemistry Emphasis (21 sem. hrs)

Prerequisites must be completed with a grade of C or better. All core requirements, within each emphasis area, must be completed with a grade of C or better. Courses in the major may not be taken Pass/Fail.

- CHEM 337 - Instrumental Analysis 5 hours

- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours **or**
- PHYS 401 - Introduction to Physical Chemistry/Chemistry Physics 3 hours

- FRSC 425 - Forensic Chemistry 3 hours **or**
- CHEM 425 - Forensic Chemistry 3 hours

- FRSC 425L - Forensic Chemistry Laboratory 2 hours **or**
- CHEM 425L - Forensic Chemistry Laboratory 2 hours

- CHEM 335 - Quantitative Analysis 5 hours
- FRSC 315 - Forensic Microscopy 3 hours

Biology Emphasis (32-34 sem. hrs)

Prerequisites must be completed with a grade of C or better. All core requirements, within each emphasis area, must be completed with a grade of C or better. Courses in the major may not be taken Pass/Fail.

- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours
- BIOL 254 - Genetics 3 hours
- BIOL 254L - Genetics Laboratory 2 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours
- BIOL 391 - Molecular Biology 3 hours
- BIOL 410 - Molecular Biotechnology 3 hours
- BIOL 410L - Methods in Molecular Biotechnology 2 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

4-6 hours from the following FRSC courses:

- FRSC 305 - Forensic Anthropology 3 hours

- FRSC 315 - Forensic Microscopy 3 hours
- FRSC 415 - Forensic Biology 4 hours

- FRSC 425 - Forensic Chemistry 3 hours **or**
- CHEM 425 - Forensic Chemistry 3 hours **and**
- FRSC 425L - Forensic Chemistry Laboratory 2 hours **or**
- CHEM 425L - Forensic Chemistry Laboratory 2 hours

  If FRSC 425/425L is chosen to fulfill this requirement, the laboratory course and the lecture course must both be taken simultaneously.
- FRSC 327 - Fingerprint Evidence 3 hours

Upper Level Electives

Prerequisites must be completed with a grade of C or better. All upper level electives must be completed with a grade of C or better. Courses in the major may not be taken Pass/Fail.

Biology Emphasis (3 sem. hrs)

For the Biology Emphasis the 4 hours of FRSC courses mentioned above, do not fulfill the requirement of 3 elective credits of upper level electives in this section.

Chemistry Emphasis (10 sem. hrs)

- BIOL 221 - Clinical Microbiology 3 hours
- BIOL 221L - Clinical Microbiology Laboratory 2 hours
- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 312 - Microbiology 3 hours
- BIOL 312L - Microbiology Laboratory 2 hours
- BIOL 254 - Genetics 3 hours[1]
- BIOL 254L - Genetics Laboratory 3 hours[1]
- BIOL 391 - Molecular Biology 3 hours [1]

- BIOL 395 - Research Design in the Sciences 3 hours **or**
- CHEM 395 - Research Design in the Sciences 3 hours **or**
- ENVS 395 - Research Design in the Sciences 3 hours

- BIOL 410 - Molecular Biotechnology 3 hours [1]
- BIOL 410L - Methods in Molecular Biotechnology 2 hours [1]

- BIOL 420 - Biochemistry I 3 hours [1] **or**
- CHEM 420 - Biochemistry I 3 hours [1]

- BIOL 420L - Biochemistry Laboratory 2 hours [1] **or**
- CHEM 420L - Biochemistry Laboratory 2 hours [1]

- BIOL 422 - Biochemistry II 3 hours **or**
- CHEM 422 - Biochemistry II 3 hours

- CHEM 322 - Inorganic Chemistry 3 hours
- CJAD 203 - Crime Scene Investigation 3 hours
- CJAD 205 - Crime Scene Photography 3 hours
- CJAD 317 - Bloodstain Evidence 3 hours
- FRSC 305 - Forensic Anthropology 3 hours
- FRSC 327 - Fingerprint Evidence 3 hours
- FRSC 333 - Topics 1-3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours
- FRSC 433 - Topics 1-3 hours
- FRSC 445 - Forensic Pathology 3 hours
- FRSC 415 - Forensic Biology 4 hours [1]
- BIOL 399 - Science Internship 1-3 hours
- CHEM 399 - Science Internship 1-3 hours
- BIOL 499 - Advanced Science Internship 1-3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours

Crime Scene Investigation Certificate (Optional) (15 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

Note(s)

The total semester hours required for the Bachelor of Science in Forensic Science degree are variable and dependent, in part, upon preparatory coursework requirements and core requirements that simultaneously fulfill general education requirements.

A candidate for a baccalaureate degree with a major in Forensic Science must pass, with a satisfactory rating (grade of C or higher), FRSC 475 - Senior Seminar in Forensic Science 3 hours, as a culminating evaluative experience.

[1] *Chemistry track only* [2] *Biology track only*

Crime Scene Investigation Certificate (CCG, Day)

Students desiring a concentration in the identification, documentation and preservation of evidence at crime scenes may pursue a Certificate in Crime Scene Investigation as part of their academic plan.

The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 18 semester hours of designated coursework. The student must successfully complete 9-15 of these semester hours at Columbia College.

To qualify for the awarding of the certificate, each Columbia College course that comprises the certificate must be completed with a minimum grade of "C."

A certificate in Crime Scene Investigation (CSI) is available to students completing a Columbia College degree or those with an associate's or bachelor's degree from another regionally accredited school (see below).

Certificate Requirements

Students are required to complete a mandatory 12 semester hour core block of courses with 6 additional discretionary hours chosen from a list of pre-approved courses.

These courses are:

Required (12 sem. hrs)

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours

- CJAD 201 - Criminal Investigation 3 hours

- CJAD 203 - Crime Scene Investigation 3 hours

- CJAD 205 - Crime Scene Photography 3 hours

Electives (6 sem. hrs)

Taken from the following list:

- FRSC 305 - Forensic Anthropology 3 hours

- CJAD 317 - Bloodstain Evidence 3 hours

- FRSC 327 - Fingerprint Evidence 3 hours

- CJAD 328 - Shooting Incidents 3 hours

- CJAD 333 - Topics 3 hours *(Departmental approval required)* **or**

- CJAD 433 - Topics 3 hours *(Departmental approval required)*

- FRSC 445 - Forensic Pathology 3 hours

Total Semester Hours: 18

Certificate Categories

The CSI Certificate is available to students in the following categories:

1. Degree-seeking students at Columbia College (or Columbia College graduates):

   - The certificate will be awarded only after successful completion of the student's degree program.

   - Students in this category must complete at least 9 hours of certificate coursework at Columbia College.

2. Students with Bachelor's or Associate degrees from a regionally accredited academic institution who have a professional interest in enhancing their credentials: Students in this category must complete 15 hours of certificate coursework at Columbia College.

Certificate Award

The CSI certificate will be awarded after completion of the necessary coursework and submission of appropriate proof-of-degree completion.

Minors

A minor is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Biology

Specific Requirements

Complete 18 hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400 - level coursework.

Total Semester Hours: 18

Chemistry

Eighteen semester hours of chemistry courses to include CHEM 335 (5 hours) and 13 additional semester hours of chemistry courses at the level of 200 or above are required for this minor.

Specific Requirements

Complete eighteen semester hours of chemistry courses to include CHEM 335 (5 hours) and 13 additional semester hours of chemistry courses at the level of 200 or above.

Note(s):

BIOL 395, CHEM 395, ENVS 395, and CHEM 490 do not count toward the 13 semester hours.

Total Semester Hours: 18

Environmental Science

Specific Requirements

Complete 18 hours of ENVS courses at the 100 level and above including at least 8 hours of 300- or 400-level coursework. BIOL 395/CHEM 395/ENVS 395 and BIOL 490/ENVS 490 do not count toward the 8 hours of upper level credit.

Total Semester Hours: 18

Forensic Science (Day)

The minor in Forensic Science is designed for students who are interested in furthering their knowledge in forensic science. It familiarizes students with basic legal and evidentiary concepts, introduces basic information about a wide range of forensic disciplines and highlights specific issues related to a career in or related to forensic science. It is valuable to any student pursuing career interests in fields such as law enforcement, psychology, science, technology, business, etc.

The minor in Forensic Science does not, however, fully prepare the student for work in a forensic science laboratory. Students interested in a career as a forensic scientist should consult with their advisor to ensure that sufficient science and laboratory courses are included in their degree plan.

Specific Requirements

Coursework in CJAD and FRSC.

Required Courses (12 sem. hrs)

- CJAD 201 - Criminal Investigation 3 hours

- CJAD 405 - Laws of Criminal Evidence 3 hours **or**
- CJAD 406 - Expert and Scientific Evidence 3 hours

- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 310 - Professional Issues in Forensic Science 3 hours

Electives (6 sem. hrs)

Six additional credit hours of courses with a FRSC field code.

Total Semester Hours: 18

Health Related Programs

Columbia College's biology and chemistry degrees prepare students for graduate-level health sciences programs with the necessary foundation in science and liberal arts; however, these programs typically

require additional coursework in the sciences and mathematics. Students interested in pursuing careers such as medicine, dentistry, physical therapy, and pharmacology are strongly advised to research the specific requirements of their post-graduate school of choice. Pre-professional advisors at those schools can help to ensure that students' undergraduate coursework meets the entry requirements of the program.

General Programs

Arts, A.A.

General Education Requirements (42 sem. hrs)

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Electives (18 sem. hrs)

Total Semester Hours: 60

General Studies, A.G.S.

This degree is developed by the student and advisor. Coursework may be from the liberal arts and sciences or from any pre-professional discipline. The following requirements must be met:

General Education Requirements (33 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Core (27 sem. hrs.)

One course from each of the General Education Core Areas.

Electives (27 sem. hrs)

Total Semester Hours: 60

General Studies, B.G.S.

This degree is designed by the student and advisor and integrates coursework from across the curriculum. It is designed for the student who desires a liberal arts and sciences bachelor's degree from Columbia College

but for whom there is not an appropriate major. Students may build the Bachelor of General Studies degree around minors.

General Education Requirements (42-44 sem. hrs)

For a complete list of general education courses click here. For additional information on general education requirements click here

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

General Education Core (27 sem. hrs.)

One course from each of the General Education Core Areas.

Multicultural Requirement (3 sem. hrs)

All courses that meet this requirement can be found here.

Electives (76-78 sem. hrs)

Total: 120 (sem. hrs)

The total reflects the minimum number of hours to obtain a bachelor's degree. Some courses listed above may fulfill more than one requirement block. Please speak to your academic advisor to plan your specific degree path.

ROTC (Day, Evening)

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

Courses for the minor may also meet general education or major requirements, and at least 9 of the required hours must be earned in Columbia College coursework. (Transfer courses equivalent to courses designated are accepted toward the minor.)

Majors and minors may not be added to an already earned degree.

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Military Science, Naval Science, and Aerospace Studies

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri - Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri - Columbia.

For more information, contact:

- Military Science (Army ROTC): 573-882-7721
- Naval Science (Navy ROTC): 573-882-6693
- Aerospace Studies (Air Force ROTC): 573-882-7621.

Specific Requirements

Complete 18 semester hours of coursework with a field code of ASCI (Aerospace Studies), NSCI (Naval Science), or MSCI (Military Science).

Total Semester Hours: 18

Admission Policies

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated they are likely to complete the College's broad-based general education curriculum and to successfully complete an undergraduate major. Many factors are considered in the admission decision, but previous academic achievement is the best predictor of success at Columbia College.

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. Columbia College reserves the right to deny or rescind admission at its sole discretion. Please note that Columbia College reserves the right to use photographs of its students in publications & media that promote the college.

By submitting an application, applicants are giving their express written consent for Columbia College to contact them regarding our educational programs and services using email, telephone or text - including use of automated technology for calls and periodic texts to the wireless number provided. Message and data

rates may apply. This consent is not required to purchase goods or services, and applicants may always call us directly at 573-875-7515 or 877-999-9876.

Columbia College's mission is to provide quality education in a variety of flexible formats to fit the needs of all of our students. As such, by submitting an application, applicants understand their program may require a combination of in-seat and online coursework and may not be available at all locations.

In compliance with the Clery Act, the College discloses crime statistics for crimes committed on campus, in certain off-campus buildings, or on property owned/controlled by the College during the last three years. The Annual Security Report and Fire Safety Report can be obtained in paper copy by contacting the Campus Safety Office and electronic versions can be obtained by visiting the following link: http://web.ccis.edu/Offices/CampusSafety/ReportsandStats.aspx.

Columbia College reserves the right to randomly check any and all applications for a criminal, suspension or dismissal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s). Applicants with a suspension or dismissal, involving academic or disciplinary action from a previous college/university, must provide details regarding the instance(s).

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Admission Deadlines

Columbia College has a rolling admissions policy and allows applicants to submit applications anytime throughout the academic year. However, priority processing deadlines may mean that applicants who submit their materials after the stated dates may not be reviewed for admission or may have to postpone enrollment to a later start term. Admission priority processing deadlines are as follows; please visit the academic calendar to see dates for each academic year.

Main Campus Day Priority Deadlines

- Domestic applicants should submit completed applications (including required supporting materials) no later than two weeks prior to the start of the fall semester and no later than three weeks prior to the start of the spring semester.
- International freshman applicants should submit completed applications (including required supporting materials) no later than four weeks prior to the start of the fall orspring semesters.
- International transfer applicants should submit completed applications (including required supporting materials) no later than two weeks prior to the fall semester and no later than three weeks from the start of the spring semester.
- Applicants not meeting admission criteria who will be required to go through the Application Review Committee should submit all application materials no later than three weeks prior to the start of the fall semester and no later than four weeks prior to the start of the spring semester.

Online & Nationwide (Including Main Campus Evening)

There is no deadline for admission. Applicants can apply & be reviewed for admission at any time. Please note, applicants applying within two weeks of the start of a session may not have time to complete all admission requirements or get financial aid in place before the start of the session.

Admission Procedures

To be considered for admission to the Columbia College, an applicant's file must include the materials outlined below. All unofficial documents should be submitted electronically to Admissions@ccis.edu; faxed to 573-875-7506; or mailed to Admissions Division, Columbia College, 1001 Rogers Street, Columbia, MO

65216. Documents supporting college readiness must be provided to the Admissions Division before admission review.

Note: All official college transcripts should be submitted electronically to EvalTrans@ccis.edu or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

The moderately-selective requirements for admission to the Main Campus Day Program are not applicable to the Columbia College Global (CCG) campuses. See Campus Maps for a map of the all Columbia College Locations.

Every applicant to any Columbia College program or Location, must complete the following steps for admission. Additional requirements may apply to specific applicant status (i.e. non-degree, readmit, international, etc.). See specific applicant status policies below for more information.

1. Submit a completed application at www.ccis.edu/apply
2. Authenticate identity* (see Student Authentication section below)
3. Provide proof of college readiness (see policies below)

* Applicants to the Main Campus Day Program will authenticate after admission.

Columbia College welcomes home schooled applicants at all Locations. Home School applicants must complete all Admissions Procedures. Transcripts may be accepted from recognized home school programs. Contact the Admissions Division for more information.

Student Authentication

All Columbia College applicants are required to authenticate their identity as part of the admissions process. Note: Main Campus Day Program students will complete authentication as part of the registration & enrollment process, not admission.

An applicant with access to a Columbia College Location may show government-issued photo identification to a college staff member in order to authenticate their identity. Applicants who are not located near a Location will be required to authenticate their identity using a service provided by ProctorU, which has been established for online students or others as designated by the College, to be able to authenticate their identity online. There is no charge to the applicant for authenticating through ProctorU. At the time of authentication, the applicant will need to have access to a webcam and be prepared to provide their college student ID number, college email address and government-issued photo ID. Applicants may also visit a Notary to authenticate their identity. The Notary confirms the applicant's identity by making a copy of the applicant's government-issued photo identification and providing their signature (and notary stamp as application) to the document. The document must be submitted to Admissions@ccis.edu for verification.

Contact the Admissions Division for other options to complete authentication.

Admission Requirements

Online and Nationwide Admission Criteria

To be reviewed for admission to any of our nationwide locations, the Main Campus Evening program, or the Online program of Columbia College, students must complete the Admissions Procedures AND

- Provide proof of college readiness by presenting of any one of the following:
- Evidence of successful high school completion from an accredited & accepted institution by submission of an unofficial High School transcript* or
- Evidence of successful completion (with score information) of the General Educational Development Test (GED), HiSET, or TASC or

- Evidence of a minimum of 6 credit hours of satisfactory college work from an accredited & accepted institution by submission of unofficial college transcript.* (Non-credit courses, developmental courses, career and/or trade school credit does not satisfy this requirement).

Please note: Based on information provide on the application, additional documents may be required. International student applicants may have additional required documents. See the International Student Admissions section for more information.

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Main Campus Day Program Admission Criteria

To be reviewed for admission to the Main Campus Day Program at Columbia College, students must complete the Admissions Procedures AND demonstrate the appropriate college readiness indicated by their student applicant status.

Admission is generally granted to applicants with a 60 HiSET score or 500 GED (after 2014)/2500 (prior to 2014). Applicants who do not present the minimum requirements for admission may be considered for admission through the Admissions Review Committee process (see Admissions Review Process). Students will be admitted as either New Freshman, Transfer Freshmen or Transfer. Please see sections below for specific requirements for each type of applicant.

New Freshmen

Students with less than twenty-four post-high school, attempted/in-progress college credits are considered freshmen applicants. Admission is generally granted to high school applicants with no previous college credit (excludes high school dual enrollment/dual credit) who follow a college preparatory curriculum and meet the following requirements:

Applicants no post-high school, attempted/in-progress college credits must complete the Admissions Procedures AND meet the following criteria:

- 2.5 cumulative high school GPA on a 4.0 scale

AND

- 21 ACT or 1060 SAT* composite score OR rank in the top half of their graduating class**

* *990 SAT composite score prior to March 2016*

** *If ACT/SAT composite score does not meet minimum admission requirements and class rank is unavailable, academic consideration will be made for college prep work completed in high school. Applicants must demonstrate successful completion of the twelve units of college prep work identified below with a grade of C or higher in each course.*

- *Four units of English*
- *Three units of Mathematics (two years of algebra and one year of geometry)*
- *Three units of Science*
- *Two units of Social Studies*

Note: Applicants who have completed high school more than two years from the time of admission review are not required to submit ACT or SAT scores for admission consideration. However, these scores are also used for freshman course advising and scholarships.

Transfer Freshmen

Applicants with less than twenty-four post-high school (excludes high school dual enrollment/dual credit), attempted college credits must complete the Admissions Procedures AND meet the following criteria:

- New Freshmen requirements (GPA and ACT/SAT requirements only)

AND

- Transfer Students requirements

Transfer Students

Students with more than twenty-four post-high school (excludes high school dual enrollment/dual credit), attempted college credits are considered transfer applicants. Transfer applicants must complete the Admissions Procedures AND meet the following criteria:

- 2.0 cumulative GPA, which includes all credit attempted at all institutions attended.

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Early-Out Admission Criteria

Main Campus Day students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 high school credits. Applicants for early-out admission must complete the Admissions Procedures for standard admission as well as arrange for a personal interview with the Admissions Review Committee. Students must show an academic record which reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the Admissions Review Committee.

International Student Admissions

An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. The College does not extend admission to undocumented persons. (Students who are currently granted classification as Deferred Action for Childhood Arrivals (DACA) are exceptions.)

Persons in F-2 status may apply for admission to the College only as non-degree students and are limited to part-time avocational and recreational studies. There are several other visa types that are eligible for full-time study at the College. International applicants should contact the Admissions Office for enrollment eligibility information.

International students seeking a SEVIS I-20 Form from the College for an F-1 visa are eligible for undergraduate admission through the Main Day Campus, Elgin Campus, Denver Campus, or Salt Lake Campus only. Housing contracts are only available for students applying to the traditional Main Day Campus in Columbia, MO. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States.

New International Freshmen

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

International Transfer Students

Columbia College welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.0 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at approved, accredited international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency.

International Student Admission Criteria

To be reviewed for admission to Columbia College, all documents must be received by the College no later than four weeks from the start of the fall semester and no later than five weeks from the start of the spring semester respectively. International students must complete the Admissions Procedures AND demonstrate the appropriate college readiness indicated by their student applicant status or Location.

Though not required for admission, additional documents must be provided in order to issue an I-20 to Columbia College (at the approved locations) as part of the enrollment process. International students must:

- Submit the SEVIS Supplement form.
- Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
- Copy of valid passport
- Complete a Transfer Recommendation Form and furnish a copy of a valid visa, I-94, and I-20 from the last school attended if transferring to the College from an institution in the U.S.

Please note: Once admitted, international admits to the following locations (Salt Lake, Denver and Elgin) will be unable to register for courses until these documents have been received & approved by the International Center. Depending on applicant status, specific documents will be required upon arrival.

Online & Nationwide Locations

To be reviewed for admission to the Online program or any of the approved Locations (Denver Campus, Elgin Campus, & Salt Lake Campus only), international students must complete the Admissions Procedures AND

- Provide proof of English Proficiency (as outlined in the English Proficiency Requirements policies)
AND

- Provide proof of college readiness by presenting of any one of the following:
- Evidence of successful high school completion from an accredited & accepted institution by submission of an unofficial High School transcript* or
- Evidence of successful completion of the General Educational Development Test (GED), HiSET, or TASC or
- Evidence of a minimum of 6 credit hours of satisfactory college work from an accredited & accepted institution by submission of unofficial college transcript.* (Non-credit courses, developmental courses, career and/or trade school credit does not satisfy this requirement).

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Main Campus Day Program

To be reviewed for admission to the Main Campus Day Program at Columbia College, international students must complete the Admissions Procedures AND

- Provide proof of English Proficiency (as outlined in the English Proficiency Requirements policies)

AND

- Meet New Freshmen, Transfer Freshman, & Transfer Student requirements for the Main Campus Day Program
- Includes evidence of successful completion of secondary school (high school equivalency) records from an accredited & accepted institution by submission of an unofficial High School transcript* in their native language and an official English translation (if needed).

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

English Proficiency Requirements

All applicants whose native language is not English (regardless of citizenship) as provided on their application must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency:

UNDERGRADUATE PROGRAM			
Test Type*	Institutional Code	Admission with English Language Support** (EAP Program of Columbia Main Day Campus Only)	Standard Admission (Any Location, excludes EAP Program)
TOEFL-iBT* (internet-based test)	6095	Score of 54 or higher (with no subset score lower than 10)	Score of 72 or higher (with no subset score lower than 16)
TOEFL-PBT* (paper-based test)		Score of 480 or higher (with no subset score lower than 46)	Score of 530 or higher (with no subset score lower than 53)
IELTS*	--	Score of 5 or higher (with no individual band score lower than 4)	Score of 6.0 or higher (with no individual band score lower than 5.5)
SAT	6095	Critical Reading subset score of 380	Critical Reading subset score of 430 or above
ACT	2276	Subset score of 15 in English	Subset score of 17 or above in English

Submitted results cannot be older than two years prior to the desired enrollment date.

**If admitted to the Main Campus Day Program under the requirements for additional English Language Support, students will take one or two semesters of courses in our English for Academic Purposes (EAP) program. Upon successfully completing this program, students will have no other requirements or conditions for continued study.*

Columbia College will also consider the following evidence of English language proficiency for applicants:

- A grade of C or higher from an English composition course completed at a regionally-accredited U.S. institution and deemed equivalent by the Office of the Registrar to the Columbia College ENGL 133 course.
- Successful completion of high school in the United States.
- Serving as an active duty, reserve or National Guard military member in any branch of the US armed forces (Marine Corps, Coast Guard, Air Force, Army, or Navy). Veterans who have served honorably on active duty in the armed forces are also included in this provision.
- Successful completion of specified programs with approved partnerships.
- Readmission to Columbia College, who have previously met English Proficiency requirements.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom. *Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.*

Admissions Review Process (Main Campus Day Program)

The Admissions Review Committee reserves the right to review any application for admission.

Main Campus Day Program applicants who do not meet the admissions criteria standards may be considered for admission through the Admissions Review Committee process. In addition to the Admissions Procedures, Admissions Review Committee applicants must:

1. Submit a letter that explains previous academic experiences and addresses difficulties encountered; a description of an activity, project or task at which they have persevered to completion; and a plan for success at Columbia College.*
2. Complete a personal interview with an Admissions Counselor.*
3. Applicants can submit additional letters of recommendation, but are not required.

Applications with supporting materials will be reviewed to determine whether applicants are admitted to the College. The committee looks for one or more of the following: unrealized potential; uncommon talent in a given area; perseverance and prediction of academic success; or substantial work experience.

An applicant who is denied admission to the Main Campus Day Program may apply through Main Campus Evening, Nationwide, or Online Campus programs. Columbia College reserves the right to deny applicants to all locations.

Readmission

Students who have not taken courses with Columbia College in the last six consecutive sessions or longer must apply for readmission. Applicants seeking readmission are classified as students who have completed one or more course at Columbia College with a transcripted GPA, including non-degree students. Applicants seeking readmission will be held to the same priority processing deadlines as all new student applicants, regardless of status (i.e. full-time, part-time or non-degree seeking). Columbia College reserves the right to review all student materials as part of the readmission process, which includes previous application documents and information. Automatic readmission is not guaranteed.

Official transcripts from each college attended after Columbia College will be required for readmission consideration for Main Campus Day readmission. Resubmission of original official transcripts may be required if the absence prior to re-enrollment exceeds five years. Any remaining unsubmitted transcripts or admission documents required during previous Columbia College attendance will be required prior to readmission. (This includes the requirement to provide official transcripts within 90 days of initial enrollment).

Academic and financial status restrictions are checked upon application review. Students will be notified by their campus of readmission decision or pending restrictions. Students with outstanding payments at Columbia College may be denied admission until financial obligations are resolved. (Students may contact the Enrollment Service Center directly to determine if there is a balance due). Students serving suspension or not in good academic standing may be denied admission until appeal processes have been completed.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College, including conflicting information across multiple applications and/or cumulative application materials.

Readmission After Suspension

Students may apply for readmission to Columbia College following a suspension of one semester. Application deadlines will be adhered to regardless of status, including full-time, part-time, or non-degree seeking.

Before applying for readmission, students must complete the following:

1. Send a letter of appeal to AdmissionsAppeals@ccis.edu requesting consideration for readmission. The letter will should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal, and a specific plan of action for success should readmission be approved. The letter of appeal will be reviewed by College administration.
2. Reconcile any balance owed to Columbia College through the Enrollment Service Center.

After approval to reapply, students must complete the following:

1. Submit a readmission application.
2. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.
3. Submit any other missing required documents not provided during previous attendance.

Readmission After Dismissal

Students may apply for readmission to Columbia College following a dismissal of three years. Application deadlines will be firmly adhered to regardless of status; full-time, part-time or non-degree seeking.

Before applying for readmission, students must complete the following:

1. Send a letter of appeal to AdmissionsAppeals@ccis.edu requesting consideration for readmission. The letter will should include an assessment of lack of previous academic progress, an outline of accomplishments since dismissal, and a specific plan of action for success should readmission be approved. The letter of appeal will be reviewed by College administration.
2. Reconcile any balance owed to Columbia College through the Enrollment Service Center.

After approval to reapply, students must complete the following:

1. Submit a readmission application.
2. Request official transcripts be sent directly to the Office of the Registrar from each college attended since leaving Columbia College.

Submit any other missing required documents not provided during previous attendance.

Students who have been permanently dismissed from Columbia College are not eligible for readmission.

Changing Locations (Location Transfer)

Students attending online, nationwide or main campus evening can cross enroll or update/change their location without needing to reapply. Students changing to the Main Campus Day program must reapply.

Students are encouraged to meet with an advisor at their current location prior to changing locations. By meeting with an advisor, students will be able to make an informed decision prior to changing locations and taking into consideration possible impacts to:

- Institutional aid
- Degree program availability
- Course availability
- Degree completion

If you are an applicant/admitted student and are not currently enrolled, please contact the Admission Office to change that before enrolling in classes. **Note that this process** *cannot* **be completed by logging into your previously submitted application.**

Note that applicants changing to the Main Campus Day program may have to meet additional admission requirements. Additionally, Main Campus Day applicants changing to an online/nationwide/main campus evening location may also have additional requirements required before admission, including but not limited to authentication.

Non-Degree Seeking Students

The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission. Acceptance as a non-degree seeking student is not automatic. Enrollment as a non-degree seeking student neither guarantees automatic admission to degree-seeking status, nor does it necessarily impact an admission decision. *Students enrolling at Columbia College under this non-degree status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree seeking students cannot change/update to degree seeking in the middle of an academic semester.*

Non-degree seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree seeking students who do not enroll in one or more consecutive semesters (Main Campus Day) or six consecutive sessions (Main Campus Evening and Nationwide/Online locations), must reapply for non-degree admission. Non-degree seeking students are not eligible for financial aid.

International students who wish to enroll part-time at Columbia College may be considered for admission as a non-degree student. Students must be degree seeking to be eligible for a SEVIS I-20 Form from the College at applicable locations. Students in F-2 status must apply as a non-degree student and enroll in courses that are avocational or recreational in nature. Non-degree seeking international students must show proof of English proficiency.

Enrollment for non-degree seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). *Non-degree seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s).* Failure to meet these preliminary requirements may result in being dropped from the course(s). Classification (Freshman, Sophomore, Junior or Senior) will be determined only by the credits students have completed at Columbia College.

Main Campus Day Non-Degree students only:

- Non-degree seeking students who enroll in twelve or more hours are considered full-time students (and thus will be charged the full-time tuition rate)
- Enrolling as a non-degree seeking student does not negate the residence hall requirement (applicable only to enrollment as a full-time student)

Certificate Seeking Students

Columbia College offers a variety of certificate programs and eligibility to enroll varies by program. Please see specific certificate sections for enrollment criteria. Note that the majority of certificate programs are non-degree seeking status. The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission. Acceptance as a non-degree certificate seeking student is not automatic. Additional and separate criteria may apply to different certificate programs for admission review. Please see specific certificate sections for admission criteria.

Enrollment as a certificate, non-degree seeking student neither guarantees automatic admission to degree-seeking status, nor does it necessarily impact an admission decision. *Students enrolling at Columbia College under this non-degree certificate status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree seeking students cannot change/update to degree seeking in the middle of an academic semester.*

Non-degree seeking certificate students are not eligible for financial aid.

High School Dual Enrollment

High school students (freshman through senior) have the opportunity to take college courses for credit while completing high school. Dual enrollment means that high school students are enrolled in high school <u>and</u> college courses concurrently; the college level courses are taken through Columbia College.

Students still currently enrolled in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission. See admissions priority deadlines for more information on application deadlines by location.
2. Request an unofficial copy of the high school transcript to be sent to the Admissions Office
3. Meet specific academic qualifications by high school level:
    o 9th Graders: Cumulative high school GPA of 3.0 or higher and an ACT/SAT at or above the 90th percentile
    o 10th Graders: Cumulative high school GPA of 3.0 or higher
    o 11th & 12th Graders: Cumulative high school GPA of 2.5 or higher
4. Provide written support from the high school principal or guidance counselor and a parent or legal guardian by completing the Columbia College Dual Enrollment form (contact Admissions for this form or print it from the <u>Dual Enrollment page</u>).

The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

High School Dual Credit

High school students (freshman through senior) have the opportunity to take college courses for credit while completing high school. Dual credit means that high school students are enrolled in high school courses that will receive college credit based on a partnership between Columbia College and that particular high school. Courses will be taken at the high school. Dual Credit is only available to partner high schools. Please contact Academic Affairs or Recruiting & Admissions Division for more information about partnerships.

Students still currently enrolled in high school who wish to earn credit through a high school dual credit partnership with Columbia College must complete the following steps.

Items required in 1 - 4 will be collected by the high school representative and submitted to Columbia College by agreed deadline.

1. Submit the dual credit application. This will be provided by the high school administration during the enrollment period.
2. Request an unofficial copy of the high school transcript.
3. Provide a copy of high school ID card/drivers license.
4. Submit payment through high school adminsitration.

To be eligible for high school dual credit, applicants must meet the following specific academic qualifications by high school level:

- 9th Graders: Cumulative high school GPA of 3.0 or higher and an ACT/SAT at or above the 90th percentile
- 10th Graders: Cumulative high school GPA of 3.0 or higher
- 11th & 12th Graders: Cumulative high school GPA of 2.5 or higher

The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Additional Academic Information

Additional Academic Documents

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DSST, DD214, JST); Law Enforcement Training Institute; RN certification and LPN certification. For additional information about the transfer of alternative credit, contact the Office of the Registrar.

Course Prerequisites

Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). It is the student's responsibility to fulfill prerequisite requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

Columbia College Alumni Association Lifelong Learning Grant Applicants

Students who have an associate or baccalaureate degree from Columbia College may be eligible to receive the CCAA Lifelong Learning Grant. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees to Columbia College and are not in default on federal aid loans.

Students may enroll for credit as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.** Students are required to pay lab fees and for textbooks associated with the courses. *Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.*

Students must apply for admission to be eligible to register for a course. No applicant fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to the Enrollment Services Center.

Transcripts/Credit Documents Requirement

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College Office of the Registrar. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated nor considered acceptable for admission for one institution from another institution's transcript. Only grades of 'C' or higher are accepted in transfer. The following is a list of examinations and test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP and IB.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state, or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then there will be no delay in the evaluation process.

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- 33 hours of general education course work (as defined by Columbia College)
- Of the 33 hours, representation in these areas must be met:
    - Humanities general education course(s)
    - Social and behavioral sciences general education course(s)
    - Mathematics/science general education course(s)
- ENGL 133 must be completed at Columbia College
    - Requests to allow domestic transfer of ENGL 133 must be submitted in writing via the Course Waiver/Substitution/Appeal form, found on The Office of the Registrar Forms web page.

International students must meet all of the above criteria in order to be eligible for a general education waiver. Once the criteria are met, a request for evaluation must be submitted by your advisor to the Office of the Registrar.

The College evaluates advanced secondary school education from other countries, such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who successfully have completed advanced secondary school education may receive advanced standing or transfer credit at the College. Such credit is evaluated on a course-by-course basis. Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

Admissions Policies Pertaining to Special Programs

Policies Pertaining to Special Programs:

- Teacher Certification Programs
- Associate of Science in Nursing Program
- RN-to-BSN Online Program
- Bachelor of Science in Nursing Program
- Certificate Programs

Special programs at Columbia College may require additional admission steps and requirements. All applications must complete the admissions procedures outlined below as well as the additional requirements to apply directly to the special program. Contact the Admissions Division for further information at 573-875-7515 or 877-999-9876 or Admissions@ccis.edu.

Admissions Procedures

To be considered for admission to the Columbia College, an applicant's file must include the materials outlined below. All unofficial documents should be submitted electronically to Admissions@ccis.edu; faxed to 573-875-7506; or mailed to Admissions Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Documents supporting college readiness must be provided to the Admissions Division before admission review.Every applicant to any Columbia College program or Location, must complete the following steps for admission. Additional requirements may apply to specific applicant statuses (i.e. non-degree, readmit, international, etc.). See specific applicant status policies for more information.

1. Submit a completed application at www.ccis.edu/apply
2. Authenticate identity* (see Student Authentication section)

Note: Some programs may require final official transcripts to be provided. All official college transcripts should be submitted electronically to EvalTrans@ccis.edu or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Teacher Certification Programs

Columbia College offers a variety of teacher certification programs. All candidates for the teacher certification programs are expected to meet general admission requirements to Columbia College. (See Admissions Requirements for more details.) Not all programs for teacher certification are available at all Columbia College locations. See specific program details in catalog and on our website at www.ccis.edu. Contact the Recruiting & Admissions Division for more program specific information.

Note: Acceptance to Columbia College does not guarantee acceptance to the teacher certification course sequence.

Admission to the teacher certification program is on a moderately selective basis. Additional details regarding selection criteria for the teacher certification course sequence is available online at https://www.ccis.edu/departments/education/teachercertificationprogram.aspx.

BEACON Program

The Beacon Program is a certification program designed so that students can graduate with a bachelor's degree in their desired content area and certification in their desired grade level. Students complete all degree and certification requirements at the undergraduate level.

When completing the online application, students who wish to pursue Elementary Education Certification have two degree:

1. Choose the 'Bachelor of General Studies for Elementary Education Certification' that includes the Elementary Education Certification Minor and Elementary Education Content Area Minors in Language Arts, Mathematic/Science, and Social Studies. Students must complete all minors to earn this degree.
2. Choose a degree in a content area (i.e. human services, psychology, art, etc) and add the Elementary Education Certification Minor.

Students who choose to pursue Middle School or Secondary Education Certification will select the content area/major (i.e. math, English, science, etc) on the online application. Students will then select a minor in a certification area of middle school, secondary, art k-12 or music k-12.

Note: Acceptance to Columbia College does not guarantee acceptance to the teacher certification course sequence.

Admission to the teacher certification program is on a moderately selective basis. Certification students must apply and be accepted into the Teacher Certification Program before enrolling in most education courses above EDUC 300. Additional details regarding selection criteria for the teacher certification course sequence is available online at https://www.ccis.edu/departments/education/teachercertificationprogram.aspx.

Post-Baccalaureate Programs

Undergraduate Post-Bacc

The Columbia College Undergraduate Post-Baccalaureate Certification Program (UPB.CERT) is designed for students who already hold a bachelor's degree and wish to pursue teacher certification but not a master's degree. This program is available through the main campus in Columbia as well as at two nationwide locations - Lake of the Ozarks and St. Louis, Missouri. *(Not all certificate options are available at all three campus locations.) Post baccalaureate students are only eligible for take courses required for certification. Non-certification courses are not covered by federal financial aid.*

To be reviewed for admission to this certification program, students must complete the Admissions Procedures above AND

- Provide proof of program readiness by presenting the following:
  - Completed bachelor's degree
  - 2.75 cumulative undergraduate GPA (this includes all courses taken at any undergraduate institution)

All official college transcripts should be submitted electronically to EvalTrans@ccis.edu *or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.*

Recent graduates from Columbia College with a bachelor's degree are eligible to apply for the undergraduate post baccalaureate program. Students must reapply to the UPB.CERT program and must complete the Admissions Procedures and meet the Readmission criteria for admission review.

Master's Post Bacc

The Columbia College Master's Post Baccalaureate program (MAT.PB) is designed for students who already hold a bachelor's degree and wish to pursue teacher certification along with a master's degree. *(This program, with graduate level courses is currently only offered through the main campus in Columbia, Missouri. Students at the Lake Ozark or St. Louis locations may be admitted if they wish to commute to enroll in graduate courses.)*

Students interested in applying to the Master's program must follow the graduate admissions procedures as outlined in the graduate catalog.

Associate of Science in Nursing

Columbia College offers an Associate of Science in Nursing (ASN) program offered at two Locations - in Columbia Missouri and the Lake of the Ozarks. The program is open to individuals who have no prior nursing education and to those who hold a Licensed Practical Nursing license.

All candidates for the nursing program are expected to meet general admission requirements to Columbia College. (See Admissions Requirements for more details.)

Note: Acceptance to Columbia College does not guarantee acceptance to the ASN course sequence.

Admission to the ASN program is on a selective basis. Cohort sizes and selection deadlines vary by Location. Additional details regarding selection criteria for the ASN course sequence is available online at www.ccis.edu/nursing.

RN-to-BSN Online Program

Columbia College offers a fully only RN-to-BSN program to help working registered nurses obtain a bachelor degree. The RN-to-BSN degree program may not be available in specific states. Please visit the Nursing webpage for more specific info: www.ccis.edu/nursing.

To be reviewed for admission to this degree program, students must complete the Admissions Procedures above AND

- Provide proof of program readiness by presenting the following:
- Completed associate degree in Nursing
- Successful completion of the National Counselor Licensure Examination for Registered Nurses

Proof of program readiness is typically provided by college transcripts and a copy of the RN License.

Recent graduates from Columbia College with an Associate of Science in Nursing degree are eligible to apply for the RN-to-BSN online program. Students must reapply to the RN-to-BSN program and must complete the Admissions Procedures and meet the Readmission criteria for admission review. Additional documents may be required after admission which will be collected by the Nursing Department.

Bachelor of Science in Nursing (Main Campus Day Program)

Columbia College offers a Bachelor of Science in Nursing (BSN) degree at the Main Campus Day Program in Columbia, MO. Students are admitted to Columbia College first and then must meet additional selection criteria to be considered for the BSN program.

All candidates for the BSN program are expected to meet general admission requirements to the Main Campus Day Program. (See Admissions Requirements for more details.)

Note: Acceptance to Columbia College does not guarantee acceptance to the BSN course sequence.

Admission to the program is on a selective basis. Cohort sizes and selection deadlines vary. Additional details regarding selection criteria for the BSN course sequence is available online at www.ccis.edu/nursing.

Certificate Programs

Columbia College offers a variety of certificate programs and eligibility to enroll varies by program. Please see specific certificate sections for enrollment criteria. Note that the majority of certificate programs are non-

degree seeking status. The non-degree seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission. Acceptance as a non-degree certificate seeking student is not automatic. Additional and separate criteria may apply to different certificate programs for admission review. Please see specific certificate sections for admission criteria.Enrollment as a certificate, non-degree seeking student neither guarantees automatic admission to degree-seeking status, nor does it necessarily impact an admission decision. *Students enrolling at Columbia College under this non-degree certificate status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree seeking students cannot change/update to degree seeking in the middle of an academic semester.*

Non-degree seeking certificate students are not eligible for federal financial aid.

Certified Medical Assistant

Students interested in the Certified Medical Assistant (CMA) certificate have the opportunity to take college courses for credit while working with a partner hospital. Eligibility is based on a partnership between Columbia College and that particular hospital. Courses will be taken online. The CMA certificate is a non-degree program and not eligible for financial aid. Contact the Recruiting & Admissions Division for information about current hospital partners.

NOTE: The CMA certificate has a paper application & do not need to complete the online application. The paper application will be provided by the partner hospital.

To be reviewed for admission to this certificate, students must complete the Admissions Procedures above AND

- Provide proof of program readiness by presenting <u>one</u> of the following:
- 2.5 Cumulative high school GPA
- 2.0 Cumulative College GPA
- Satisfactory score on the TEAS test (Proficient or higher level required)

Proof of program readiness is typically provided by high school or college transcripts. Items required will be collected by the hospital representative and submitted to Columbia College by agreed deadline.

Crime Scene Investigation Certificate

The Crime Scene Investigation Certificate (CSI) is available only at the Main Campus Day program, Online and St. Louis location. The CSI certificate is a non-degree program and not eligible for federal financial aid.

For new students to Columbia College, to be reviewed for admission to the CSI certificate, students must complete the Admissions Procedures AND

- Provide proof of program readiness by proof of the following.
  - State certified law enforcement academy graduates with bachelors or associate degrees from a regionally accredited academic institution. Students must have earned a major or minor in Criminal Justice, Justice Studies, or Forensic Science.

Current Columbia College students do NOT need to reapply to this program; current students can declare this program in the self-service portal in CougarTrack. Contact your academic advisor for more information.

Business Certificates

Business Administration undergraduate certificates are available in three business administration fields: management, marketing and human resource management. These certificates are only available at our nationwide & online locations and only current degree-seeking Columbia College students are eligible to add these to their current program of study.Current Columbia College students do NOT need to reapply to this

program; current students can declare this program in the self-service portal in CougarTrack. Contact your academic advisor for more information.

Teacher Certification Program

Admission to the Teacher Certification Program

Education courses numbered 300 and below are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail* course by the Education Department. Admission to the program is required prior to enrollment in all education courses above 300 (excluding EDUC 390, EDUC 391/PSYC 391 and EDUC 392/PSYC 392). Students are required to meet requirements and seek admission as early as possible.

(*Undesignated courses taken pass/fail will be considered as a grade of C for GPA calculations.)

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (e.g. English, History, Business, etc. The exception is the Bachelor of General Studies with Elementary Education Certification);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 100;
- Attain a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other institutions) and a professional education and content area GPA of at least 3.0 with no grade less than C; See note above regarding pass/fail.
- Demonstrated competency in the areas of English, Mathematics, Science and Social Sciences as verified by passing scores on all sections of the Missouri General Education Assessment (MoGEA);
- Completed application materials for admission to the Teacher Certification Program (available on the Education Department website);
- All students fully admitted to the Teacher Certification Program will be reviewed on a yearly basis until they have completed or withdrawn from the program. Areas for review could include:
  - GPA (overall, in content area, and education coursework);
  - Reports from faculty members regarding conduct and progress of student.

Retention Criteria:

- Complete at least six hours of professional education each year;
- Complete Field Experiences and receive favorable evaluations from cooperating teachers and faculty supervisors;
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program;
- Maintain a cumulative GPA of 3.0 or above in professional education courses;
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements;
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained.

Other requirements for certification that must be completed prior to recommendation for a Missouri teaching certificate:

- Successful completion of appropriate Missouri Content Assessment (MoCA);
- Successful completion of the Missouri Pre-Service Teacher Assessment (MoPTA)

Beacon Program

The Beacon Program is a certification program designed so that students can graduate with a baccalaureate degree in their content area and certification in their grade level. Students complete all degree and certification requirements at the undergraduate level. Students seeking certification to teach will declare a major in their content area (i.e. Math, History, English, Science) and a minor in Elementary Education Certification, Middle Level Education Certification, Secondary Education Certification, Art K-12 Certification, or Music K-12 Certification. Students will be required to maintain a 3.0 GPA within each minor and complete a minimum of one half of the Education coursework through Columbia College, which must include an observed field experience. Certification students must apply and be accepted into the Teacher Certification Program before enrolling in most education courses above EDUC 300. Students graduating from this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary, or K-12 level.

Students who choose to pursue Elementary Education Certification have two degree options:

1. Obtain the Bachelor of General Studies for Elementary Education Certification that includes the Elementary Education Certification Minor and Elementary Education Content Area Minors in Language Arts, Mathematic/Science, and Social Studies. Students must complete all minors to earn this degree.
2. Obtain a degree in a content area and add the Elementary Education Certification Minor. Recommended content degree programs are listed on the certification checklist.

Cost Information and Suggestions for Teacher Certification Program Students

Teaching is a very rewarding field to pursue but the various costs associated with obtaining teacher certification can be difficult without careful planning. To help with this planning, here are the fees and assessment costs associated with becoming a teacher in the state of Missouri:

Fees - All field experience courses, practicums, and student teaching include a fee categorized as a "lab fee." These fees could vary but in most cases, lab fees are $40 per field experience/practicum/student teaching course. Students should review their certification checklist to see how many field experience courses are required for their program.

Assessments - Missouri requires various assessments throughout a student's teacher certification program. They are:

Missouri Educator Profile (MEP) - cost = $22Missouri General Education Assessment (MoGEA) - cost for all subtests taken together = $29.95   - cost for Reading Comprehension and Interpretation and Writing subtests = $17.50   - cost for Mathematics subtest = $17.50   - cost for Science and Social Studies subtest = $17.50Any subtest(s) of the MoGEA that do not receive a passing grade would need to be repeated and the fee paid again. (This assessment replaced the CBASE.)Missouri Content Assessment (MoCA) - the cost of this assessment varies ($77 to $189 per assessment) depending on the area of certification. Some certification areas require multiple assessments and others may only require one. (This assessment replaced the Praxis II.)Missouri Pre-Service Teacher Assessment (MoPTA) - cost = $275 (registration fee). If the assessment must be rescheduled, there is a $30 rescheduling fee. If a task needs to be resubmitted, there is an $85 resubmission fee. If test takers feels that their final scores were reported incorrectly, they may request that ETS conduct a review of responses scored; there is a $100 score review fee.

(Note: Some testing centers may also charge an exam sitting fee. For additional information about these assessments, go to http://www.mo.nesinc.com/ and http://mega.ets.org/test-takers.)

Tuition - Although this may seem obvious, tuition is another cost to plan for, especially student teaching which is a 16-week placement in a school during which most students are not able to maintain a separate job for income.

How to plan - Since the assessments are not covered by financial aid, students should determine, with their advisor, the semester/session they plan to take the assessment(s) and save any financial aid refund from previous terms to help defray the cost. A semester with no income while student teaching would obviously take more budgeting, but planning ahead would certainly help reduce the financial stress during that time.

Financial Aid and Scholarships

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. Although the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

Notification of Financial Aid Status and Awards

College email addresses are assigned to all Columbia College applicants (see Resources). The Financial Aid Office corresponds with students primarily via email regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via e-mail is not sent via postal mail. Students should check their College email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the CougarTrack link on Columbia College's website. The financial aid electronic award notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

Attendance

Financial aid is awarded to a student with the expectation that the student attends school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

Aid Disbursement

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition and fees for each semester/session. For Main Campus Day students, financial aid is also

applied to housing costs each semester. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a biweekly paycheck. Funds are paid for authorized hours worked.

For Main Campus Evening and CCG Campuses, the initial financial aid award is evenly distributed between two 16-week periods or semesters. This distribution is based on the assumption that the recipient is attending courses starting in August and continuing through May. If a student does not attend full-time or does not enroll in one of these semesters, then the remaining aid will be available for the summer sessions.

When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the College. If a student's financial aid awards exceed his/her charges, the student could receive a refund. Estimated refund dates are posted on the Enrollment Service Center's website under "Financial Aid Disbursements & Refunds." Refunds are either mailed to the student at his/her home address or sent electronically to the student's bank account (for students who elect the direct deposit option through their ePayment account.) A student may use eligible excess financial aid prior to the start of a term to purchase books by using a book voucher. If you are eligible for a book voucher contact your local campus or the Enrollment Service Center to obtain information.

To assist with expenses associated with attending Columbia College, students often receive funds from multiple sources that are to be used specifically (exclusively) for tuition. Funding beyond 100% of the tuition cost will not be returned to the student or applied to other expenses. These sources include, but are not limited to military/corporate tuition assistance, VA Educational Benefits, MyCAA, institutional aid, endowed aid and Employee Educational Grant (EGG)/ Employee Graduate Educational Grant (GEG). The College will apply the non-institutional tuition-only funding sources first. Any excess funds remaining, after 100% of the tuition is paid, will be returned to the funding source and not the student.

Financial Aid Contact Information

If you have any questions about the College's financial aid program, call the Enrollment Service Center for assistance at (573) 875-7252.

Additional financial aid information is available at the Columbia College web site: www.ccis.edu.

Applying for Financial Aid

1. Admissions Application
2. Submit eConsent
3. Free Application for Federal Student Aid (FAFSA)
4. Check the Status of your Financial Aid
5. Applying for Student Loans Online

Student financial aid forms are available under the Financial section of CougarTrack. Parent Financial Aid Forms are also available there or on the Parent Forms page of the website.

To Apply:

Step 1 - Admissions Application

Complete an application for admission to the college.

Step 2 - eConsent

In order to view and manage your account information in an online format, you must provide eConsent.

Step 3 - Free Application for Federal Student Aid (FAFSA)

The FAFSA can be submitted anytime after October 1st of the year prior to the academic year the students plan to attend college. (i.e. FAFSA available October 1, 2018 for those applying for the 2019-2020 academic year, which has a start date of August 2019).

Complete the FAFSA, with the **Columbia College school code**, **002456**.

If you complete a FAFSA application between October and June, there will be two FAFSA applications available for two different academic years. Be sure to complete the FAFSA application for the time frame(s) you plan to attend.

The priority deadline to submit the 2019-2020 FAFSA in order to be considered for Missouri state aid is **February 1, 2019**, and the final deadline is **April 1, 2019**. *Eligible students who apply between February 1st and April 1st will be awarded based on funding availability.*

Step 3 - Check the Status of your Financial Aid

Activate your CougarTrack account and monitor your CougarMail on a regular basis. The Financial Aid Office will use your Columbia College e-mail address as a primary communication method to inform you about the status of your financial aid application, upcoming deadlines and important dates. Correspondence sent through e-mail will not be sent via postal mail.

"My Documents", available through CougarTrack, will show what documents have been received and what documents are missing or incomplete. It may take 1 to 2 business days for a submitted document to be logged in here.

The general turnaround time for processing financial aid documents submitted to Columbia College is 10 business days. Turnaround time will likely increase during peak times, such as the beginning of a new school year. Students are encouraged to submit documentation as early as possible.

Step 4 - Applying for Student Loans Online

Student loan borrowers must complete three steps, in addition to their FAFSA, to be eligible for student loans:

1. Entrance Counseling
2. Master Promissory Note
3. Accept/decline/modify loans through the Electronic Award Letter, available through CougarTrack.

Find more information on federal student loans.

Students must reapply each year for financial aid. See important dates for application deadlines.

Determination of Federal Financial Aid Award

A student will be offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. Cost of Attendance (COA) is the cap on financial aid packages for students receiving federal and/or state aid. Aid eligibility is calculated for each aid program as well as a total aid package.

Federal aid eligibility is calculated using COA, Expected Family Contribution (EFC), and Estimated Financial Assistance (EFA).

COA is the estimated cost of a student's educational expenses for a period of enrollment and can be viewed on the Cost of Attendance section of the website.

EFC is derived from the FAFSA using income and asset information. It is used to calculate need-based eligibility for financial aid.

EFA is the combination of financial aid programs (scholarships, grants, tuition assistance, student employment, loans, etc) that makes up an individual student's aid package.

Financial Need is determined by taking the COA for an enrollment period minus the EFC.

Unmet need is determined by taking the Financial Need minus EFA. In other words, each aid type a student is awarded is considered before eligibility for another type is determined.

Unmet cost is determined by taking COA minus EFA. Unmet cost is used in determining eligibility for non-need based programs such as unsubsidized loans, PLUS loans, and private loans.

Once the EFC and financial need have been determined, the student's information will be reviewed and aid eligibility is calculated.

Students are responsible for reporting to the Financial Aid Office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a part of the financial aid package. These types of assistance include such aid as Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarships awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan is prorated, per federal guidelines.

A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further federal aid for that program.

Direct Loan Undergraduate Annual Limits		
	Subsidized Loans	**Total** (Subsidized + Unsubsidized)
Dependent Student Completed Hours		
0 - 29	$3,500	$5,500
30 - 59	$4,500	$6,500
60 - 89	$5,500	$7,500
90+	$5,500	$7,500
Independent Student Completed Hours *Includes dependents with a Parent PLUS loan denial*		
0 - 29	$3,500	$9,500
30 - 59	$4,500	$10,500
0 - 89	$5,500	$12,500
90+	$5,500	$12,500
Aggregate Limits *(Lifetime limit on all loans combined)*		

	Subsidized Loans	Total (Subsidized + Unsubsidized)
Dependent Student	$23,000	$31,000
Independent Student *Includes dependents with a Parent PLUS loan denial*	$23,000	$57,500

Eligibility Requirements for Federal Aid

To be eligible for federal financial aid at Columbia College, a student must satisfy general eligibility requirements. The financial aid office is responsible for ensuring that each student has met the federal eligibility requirements before awarding federal Title IV funds.

Students are required to:

- Be a regular student enrolled or accepted for enrollment in an eligible program at Columbia College;
- Be a U.S. Citizen or national, or eligible non-citizen;
- Have a correct Social Security Number;
- Have a high school diploma or recognized equivalent of a high school diploma;
- Not be enrolled simultaneously in elementary or secondary school;
- Meet Satisfactory Academic Progress;
- Be registered with Selective Service, if required;
- Not be in default on a Title IV loan or owe a Title IV grant or loan overpayment;
- Not have borrowed in excess of annual or aggregate Title IV loan limits;
- Not have a disqualifying drug conviction;
- Not have an Unusual Enrollment History Flag on a Student Aid Report (SAR)
- Have financial need;
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that he or she will use Title IV aid only to pay educational expenses and he or she is not in default on a federal student loan and does not owe money on a federal student grant;
- Have repaid Title IV funds obtained fraudulently;
- Not have property subject to a judgment lien for a debt owed to the United States.

Documents may be requested to meet the requirements listed above. All requests for documents are sent to a student's CougarMail.

Eligible Programs of Study at Columbia College

To be eligible for federal aid at Columbia College, students are required to be degree-seeking at Columbia College and must enroll in coursework required for that degree. **Non-degree seeking students are not eligible for federal financial aid.**

Students who would like to change the degree they are seeking should submit a Declaration of Major, which is available in CougarTrack. *Students changing from a non-degree seeking status to degree seeking may be required to submit additional documentation, such as transcripts, for admission to a program.*

What is Considered an Eligible Citizen or Eligible Non-Citizen?

A student (and parent, for PLUS Loan) must be a U.S. citizen or eligible non-citizen to receive Title IV federal aid. The general requirements for eligible non-citizens are that they be in the United States for more than a temporary purpose with the intention of becoming a citizen or lawful permanent resident, as evidenced by the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS).

Acceptable Documentation of Citizenship or Eligible Non-Citizenship

Category	Acceptable Documentation
U.S. citizens (citizens of): • **The 50 States** • **The District of Columbia** • **Puerto Rico** • **The U.S. Virgin Islands** • **Guam** • **The Northern Marian Islands** • **Born abroad to U.S. parents** **U.S. Nationals:** • **All U.S. Citizens** • **Natives of American Samoa (not considered a U.S. citizen)** • **Natives of Swain's Island (not considered a U.S. citizen)** • **Natives of American Samoa and Swain's Island are eligible to receive funds from federal programs except the ACG/National SMART grants**	• Copy of student's birth certificate. • Current or expired U.S. Passports. • Copy of State Department Forms FS-240 (Consular Report of Birth Abroad), FS0-545 (Certificate of birth issued by a foreign service post), or DS-1350 (Certification of Report of Birth). • Certificate of Citizenship (Forms N-560 or N561). • Certificate of Naturalization (Forms N-550 or N-570).
U. S. Permanent residents	• Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). • Alien Registration Receipt Card (Form I-151) issued prior to June 1978. • Arrival/Departure Record (Form I-94) or the Arrival/Departure Record (Form I-94A) with the following endorsement: "Processed for I-551." • Machine Readable Immigrant Visa (MRIV).
Refugees	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admission.
Victims of human trafficking	• For the student: certification or eligibility letter from the Department of Health and Human Services (HHS). • For a spouse, child, or parent of a victim: T-visa (T-2 or T-3), victim's certification letter.

Category	Acceptable Documentation
Persons granted asylum	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admissions.
Conditional entrants	• Arrival/Departure Record (Form I-94 or I-94A) granted before March 31, 1980, with a stamp indicating that the student has been admitted to the U.S. as a conditional entrant.
Person paroled into the U.S. for at least 1 year	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been paroled into the United States for at least one year with a date that has not yet expired.
Cuban-Haitian entrants	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been classified as a "Cuban-Haitian Entrant."

Correct Social Security Number and Name

When completing the FAFSA application, a student is required to enter his or her Social Security Number (SSN). Students should enter the name and the SSN that is printed on his or her Social Security card. *If you have recently changed your name, you must update your name with the Social Security Administration. To update your name with Columbia College, submit a Name Change Request Form, available in the forms section of CougarTrack.*

High School Diploma (or equivalent)

If the financial aid office requests that a student provide documentation of a high school diploma (or equivalent), a student should submit one of the following to the Office of the Registrar: an official college academic transcript with 60 transferable hours OR an official copy of high school transcript OR an official copy of GED or HISET OR documentation of homeschooling. Students who enrolled in an eligible college program before July 1, 2012, also have the option to submit an official college transcript with six hours of transfer credit.

Students who are required to submit documentation of high school completion for verification purposes should submit documentation matching the self-reported data on the FAFSA high school completion question. For example, if a student reported on the FAFSA that the high school completion was the GED test, the student should provide documentation of GED completion.

Unusual Enrollment History

The Department of Education (ED) uses Unusual Enrollment History Flags (UEH Flags) to assist in preventing fraud and abuse of the Federal Title IV student aid programs.

UEH Flags identify students who have received the Pell Grant or Direct Loans at multiple institutions in recent academic years. Some students may have legitimate reasons for enrolling at multiple institutions; however, if Columbia College's Financial Aid office receives any UEH Flags from the ED, on a Student Aid Report (SAR), we are required to resolve them prior to awarding a student Title IV federal aid.

How Are Unusual Enrollment History Flags Resolved?

A student's past enrollment and financial aid records will be reviewed by Columbia College to determine whether:

- The student received a Pell Grant or Direct Loan at Columbia College during the previous four academic years
- The student received academic credit at each of the previous institutions where they received the Pell Grant or Direct Loans

If it is determined that academic credit was not earned, the Financial Aid office will notify the student to submit the Explanation for Unusual Enrollment History form found on CougarTrack.

Federal Aid Eligibility Denied for UEH

If a student did not earn academic credit at one or more of the previous institutions and does not provide a sufficient explanation or documentation for failure to earn academic credit, the Financial Aid office must deny any additional Title IV federal aid and the decision will be final.

Regaining Aid Eligibility for UEH

A student may regain Title IV federal aid eligibility when one session is completed at Columbia College without Title IV federal aid and following minimum requirements have been met:

- Undergraduate student GPA of 2.0 & 100% pace of completion
- Graduate student GPA of 3.0 & 100% pace of completion

To be eligible for federal financial aid at Columbia College, a student must satisfy general eligibility requirements. The financial aid office is responsible for ensuring that each student has met the relevant eligibility requirements before awarding federal Title IV funds.

Defaulted Loans, Overpayments, and Exceeded Loan Limits

If a student has a defaulted loan or an overpayment, the student must resolve it in order to be reviewed for federal aid. The student must make arrangements with the holder of the overpayment or servicer of the defaulted loan. The servicer contact information can be found by reviewing the National Student Loan Data System. Students must have their FSA ID in order to retrieve personal loan information. Additional questions regarding defaulted loans, overpayments or exceeded loan limits should be sent to financialaid@ccis.edu.

Financial Need

In order for a student to be eligible for federal aid, the financial aid office must first determine a student's financial need based on the results of the Free Application for Federal Student Aid (FAFSA). Students who do not submit the FAFSA, or complete the verification process, will not be reviewed for federal aid until complete.

Financial Aid Satisfactory Academic Progress

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding. Students who are not making academic progress when they initially apply for aid will not be eligible

for financial aid at Columbia College until academic progress is met or the student submits an appeal for financial aid and the College approves the appeal.

The Financial Aid office will review the satisfactory academic progress of enrolled financial aid recipients following each semester; students will be reviewed up to three times annually. Each such review includes the Qualitative (GPA), Quantitative (Pace of Completion), and Maximum Timeframe (150%) measurements discussed below.

Qualitative Measure (GPA)

The quality of a student's progress is measured by cumulative grade point average (GPA). The minimum cumulative GPA for Financial Aid recipients is the same as the academic standard for Columbia College:

CumulativeAttempted Hours(including transfer credit)	Minimum CumulativeGrade Point Averageat Columbia College
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate Program	3.00

The GPA Calculator can help you estimate your current course GPA.

Quantitative Measure (Pace Of Completion)

The quantity of a student's progress is measured by the Cumulative Completion Rate (credit hours earned divided by credit hours attempted). Students are required to complete 2/3 (66.67%) of attempted hours.

Courses and grades considered in determining Satisfactory Academic Progress

All courses attempted and on the academic record (that is, every time a student is enrolled in a course past the add/drop date, the course will count as an attempt) at the time of progress check are considered when determining the Cumulative Completion Rate. (For definition of grades please see Grading and Academic Standing).

Please note the following:

- **Incomplete courses (I)** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will not* be included in the GPA calculation.
- **Withdrawals and Excused Withdrawals (W and WE)** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will not* be included in the GPA calculation.
- **Failing (F) grades** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will* be included in the GPA calculation.
- **Repeated courses** *will* count toward total hours attempted for the Cumulative Completion Rate (but only one passing grade will be considered as a completed course. The newest grade *will* be included in the GPA calculation and the older grade will be excluded. Federal student aid is available for only one retake of a previously passed course.

- **Pass/Fail courses** *will* count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and, if passed, cumulative completed credit hours), but will *not* count in the GPA calculation.
- **Transfer credits** accepted by the college (including those received during consortium study) *will* count toward the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours), and *will not* count in the GPA calculation.
- **Change in Majors.** Only courses counting toward a student's program (major) will count toward maximum timeframe. There is not a limit to the number of times a student can change majors.
- **Undergraduate and Graduate Courses.** All undergraduate courses count in the calculation of the Cumulative Completion Rate for undergraduate students. All graduate courses count in the calculation of Cumulative Completion Rate for graduate students.
- **Remedial, Enrichment and English as a Second Language (ESL) courses** *will* count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours), and *will* count in the GPA calculation.

The Completion Rate Calculator can help you estimate your completion rate.

Maximum Time Measure

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. Students for whom it is no longer mathematically possible to complete their educational programs within 150% of the published length will no longer be eligible for federal financial aid. In addition, any student who does not complete their educational programs within 150% of the published length, will no longer be eligible to receive federal financial aid.

For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended (120 x 150% = 180). If it is no longer mathematically possible for the student to complete the 120-hour program within 180 attempted hours due to failed/incomplete/withdrawn courses, the student's financial eligibility will be suspended at that point.

All attempted course credits that apply to a student's program count toward this Maximum Timeframe limit. This includes courses designated as incomplete, withdrawn, repeated, failed, pass/fail, transferred and/or remedial/enrichment/EAP. It also includes courses taken while attending an institution part-time and courses for which a student did not receive financial aid.

Financial Aid Warning

Failure to meet the minimum satisfactory academic progress requirements will result in a status of federal financial aid warning. If a student is in a satisfactory status and fails to meet the minimum (quantitative, qualitative, or maximum timeframe) requirement, he/she will be automatically placed on financial aid warning status for one semester. Notifications will be sent to the student via CougarMail that he/she is not meeting satisfactory academic progress requirements and that he/she is at risk of future suspension of aid. All federal and state aid will remain for future semesters while in a warning status. These students will be reviewed at the end of the following enrolled semester to determine if they meet the minimum requirements (quantitative, qualitative, or maximum timeframe) and will be placed in a suspended status or reinstated to satisfactory.

Financial Aid Suspension

Students in a warning status who fail to meet the minimum satisfactory academic progress requirements will be placed on federal financial aid suspension. Satisfactory academic progress requirements are reviewed at the completion of the warning semester to determine if the student is meeting the minimum (quantitative,

qualitative, or maximum timeframe) requirements. Those who do not will be placed on financial aid suspension, and will be ineligible to receive federal financial aid.

Students will be notified of financial aid suspension in writing via CougarMail. If a student is placed on financial aid suspension, all federal and state aid will be withdrawn for future semesters. Students on financial aid suspension have options to reinstate aid as described below.

Reinstatement

Financial Aid may be reinstated when one of the following conditions has been met:

- *The student completes courses **without federal aid** in one or more semesters (Fall, Spring, Summer) at Columbia College until the cumulative GPA and Cumulative Completion Rate meet the required standard. It is the student's responsibility to notify the Financial Aid Office when reinstatement conditions have been met.*
  OR

- The student files an appeal and the Financial Aid Appeal Review Committee approves the appeal (see Appeal Procedures).

Appeal Procedure

Students who have been suspended from federal financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress, and the students' circumstances have changed such that they are likely to be able to meet those requirements at the next evaluation or through an appropriate academic plan. **Extenuating circumstances include, but are not limited to, the following:**

- **Death of an immediate family member**
- **Severe injury or illness of the student or an immediate family member**
- **Emergency situations such as fire or flood**
- **Legal separation from spouse or divorce**
- **Military reassignment or required job transfers or shift changes**

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility by completing courses without federal aid in one or more terms at Columbia College until the cumulative GPA and pace of completion rate meet the required standard before any additional federal or state aid will be disbursed.

Students who have extenuating circumstances may appeal using the following procedure:

1. Submit a completed Appeal Form online and additional supporting documentation. Submission of additional supporting documentation is optional. A link to the form is provided in the CougarMail notification and available on the Financial Aid "Forms Page" on the institutional website. All supporting documentation that a student wishes to have reviewed by the appeal board should be submitted *by the student*.
2. The appeal packet is presented to the Financial Aid Appeal Review Committee for review. See Appeal Information regarding deadline submission and result notification dates. The Appeal Information deadline is provided in the CougarMail notification and also available on the institutional website.
3. The student is notified via CougarMail of the Committee's decision and recommendations. The Committee's decision is final.

Financial Aid Appealed Probation

Financial aid appealed probation is a status assigned to students whose written appeal has been reviewed by the Appeal Committee and the decision was made to reinstate aid for one semester. Students will be required to meet minimum satisfactory academic progress requirements for the semester and an individual academic plan while in appealed probation status.

Minimum satisfactory academic progress requirements for the term (semester) are defined as a *term GPA of 2.0 and a 66.67% term pace of completion rate for an undergraduate student. Graduate students must meet a GPA of 3.0 and a 66.67% pace of completion.*

The individual academic plan will consist of the individual academic requirements that the student needs to obtain in order to graduate from Columbia College before reaching the federal aid maximum time frame. Students will be notified of the academic plan requirement via CougarMail.

At the end of the appealed probation semester, a student's cumulative GPA and Cumulative Completion Rate will be reviewed to determine if the student met minimum satisfactory academic progress for the term (semester) and the student's academic plan requirements.

What happens when the appealed probation session is complete?

A student may regain or lose federal eligibility following the appealed probation semester. The status for the semester following the appealed semester will fall into one of the categories below:

- Stay in an appealed probation status. In order to remain in appealed probation status, a student must meet minimum satisfactory academic progress requirements for the term (semester) as well as his or her academic plan requirements. The student will continue to have an individual academic plan for regaining Satisfactory Academic Progress.
- Move back to a suspension status. If a student does not meet either
  -the required pace of completion or GPA for the semester

  Or

  -the requirements of his/her academic plan,

  the student's status will return to suspension and federal aid will be cancelled for future semesters.

- Move to satisfactory status. If a student meets the overall GPA and Cumulative Completion Rate (while meeting maximum timeframe conditions) for satisfactory academic progress, aid will be reinstated.

Students who remain in an appealed probationary status will have aid in place for the next semester (if they meet all other general eligibility requirements) and will continue to be monitored each semester. Students who move back to a suspension status will not have aid in place the next semester and have the options of Reinstatement. Students who move to a satisfactory status will have aid reinstated and will be reviewed again at the time of the next upcoming satisfactory academic progress evaluation.

Suspension procedures

The Financial Aid Office will review internally generated reports identifying students who received Federal Title IV aid. The reports will include:

- Students who failed to meet minimum satisfactory requirements for
  - Qualitative measurement
  - Quantitative measurement
  - Maximum Timeframe measurement.

- Students are reviewed using following criteria
  - Undergraduate programs: cumulative undergraduate GPA from Columbia College, accepted undergraduate transfer credit, and attempted Columbia College undergraduate courses.
  - Graduate programs: cumulative graduate GPA from Columbia College, accepted graduate transfer credit, and attempted Columbia College graduate courses.

Return of Title IV Funds

All undergraduate and graduate students who receive Title IV aid and withdraw prior to the end date of a payment period will be reviewed to determine whether unearned Title IV aid must be returned. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

In order to determine whether a student's unearned Title IV aid must be returned, as an attendance-taking institution, Columbia College must determine the student's withdrawal date. The College considers students to have withdrawn as follows:

- Students who cease attendance from all of their courses eligible for Title IV aid will be considered to have withdrawn
- A student is considered to have withdrawn if the student does not complete all the days in the payment period
- The withdrawal date is the last date of attendance at an academically-related activity by a student as recorded by instructors.

For programs offered in modules:

The College allows students to provide written confirmation on the withdrawal form at the time of withdrawal that he or she will attend a module that begins later in the same payment period. A student is not considered to have withdrawn if the College obtains a written confirmation on the College's withdrawal form from the student at the time of the withdrawal.

The College allows students to return to a module within the same payment period who did not confirm future enrollment in that same payment period. The student is treated as if he or she did not cease attendance. The Return of Title IV Funds calculation will be reversed.

The College considers a student as withdrawn if he or she does not return as scheduled to a future module with the same payment period.

The College considers a student as withdrawn if he or she drops classes between modules for which he or she was scheduled to attend. The College determines a student's earned and unearned Title IV aid based on a required calculation that determines the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Determining Earned Aid

Until a student has passed the 60% point of a payment period, only a portion of the student's aid has been earned. With the exception of multiple withdrawals within a semester, a student who remains enrolled beyond the 60% point is considered to have earned all awarded aid. All students who withdraw, including those who remain enrolled beyond the 60% point, will be reviewed to determine whether unearned Title IV aid must be returned or whether post-withdrawal disbursements of Title IV aid are due. A student who withdraws multiple times (e.g., withdraws from the early session and has a return of funds processed,

returns to the late session and subsequently withdraws) will have the return calculated based on the *combined* attendance in both sessions to determine the amount of aid the student earned. If the student's combined attendance is less than 60% of the semester, another return calculation will occur, and the student's aid may be impacted.

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student (or on behalf of the student in the case of a PLUS loan) as of the date of determination, the difference between these amounts will be treated as a post-withdrawal disbursement. A post-withdrawal grant disbursement payment will be made to the student's account, and a notification sent by email.

A post-withdrawal loan eligibility will be communicated to the student via email. Students must accept the loan via the electronic award letter and notify the College in writing of their interest in receiving the loan within 14 days of the notification. Once the College receives both acceptances, the loan funds will disburse to the students account. Responding after 14 days or not at all will result in forfeiture of the student's loans for the period of enrollment.

Earned aid is not related in any way to institutional charges. The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the College for the course. For more information on the Columbia College withdrawal and institutional charges' policies, please consult the Columbia College catalog. A student may request a Return of Title IV Funds estimate by contacting the Financial Aid office at financialaid@ccis.edu.

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received.

The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified in writing via CougarMail that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment to Columbia College of the overpayment. The College will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Columbia College, Attn: Director of Accounting. Our mailing address is Columbia College, 1001 Rogers Street, Columbia, MO 65216

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this, please contact the Columbia College Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up. Additional information is available from the Federal Student Aid Information Center at: (https://studentaidhelp.ed.gov/app/home/site/studentaid).

Pell Recalculation Policy

The federal government requires all colleges to set Pell grant recalculation date(s) for every semester. The policy of Columbia College is to review/recalculate Pell grant eligibility after the add/drop period of both modules in a semester. A Pell grant may be reduced or increased based on changes in enrollment.

For example, if a student is registered for courses in both the first and second modules of a semester, Pell grant eligibility will be reviewed at the end of the second module add/drop week. If the student's enrollment has changed, the amount of Pell grant will be adjusted accordingly.

If a student is enrolled in full semester courses only, eligibility will be reviewed (and possibly recalculated) at the end of the semester add/drop period. If that student later adds a course in the second module of the semester, eligibility will be reviewed again at the end of the add/drop week of the second module.

Federal regulations also require the College to recalculate Pell grant eligibility when a student fails to attend any course used to award a Pell grant.

For questions about Return of Title IV Funds calculations, the overpayment policy, or Pell Recalculation please contact the Financial Aid Office, financialaid@ccis.edu.

Main Campus Day Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award amount. Students may not receive Pell at more than one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for full-time enrollment for a full academic year).

Iraq and Afghanistan Service Grant

This is a grant for students who are not eligible for a Pell Grant and whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students must be, at the time of the parent's or guardian's death, less than 24 years old or enrolled at least part-time at an institution of higher education. The amount varies and is determined annually by the federal government.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduate students and is based on financial need. To be eligible students must be receiving Pell. Columbia College is provided a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Student must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides subsidized and/or unsubsidized loans to students; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note,

and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Direct loans are need based. The US Department of Education pays the interest while a student is attending school at least half time, and during periods of deferment. Effective July 1, 2013, new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the same program or another program of equal or shorter duration lose interest subsidy of subsidized loans received after July 1, 2013.
- Unsubsidized Direct loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or in some cases, step parent of a dependent student) and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master Promissory Note for a loan to be certified. The parent also must be approved through a credit check for loan to be processed.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri, based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need and the FAFSA being completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found with the Missouri Department of Education (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Students who are Missouri high school graduates and scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship and more information can be found with them (see Bright Flight Scholarship). To apply, students should contact the State of Missouri Department of Higher Education, high school guidance counselors or the Enrollment Service Center at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Missouri Minority Teacher Scholarship

Through this program, students enrolled in approved teacher education programs receive loans to assist with educational expenses. For students who meet all of the program's obligations, the loan is forgiven through conversion to a scholarship. This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and who intend to pursue teacher certification. Columbia College provides $1,000 of the award that is given by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Higher Education's website. The application deadline is June 1st.

Scholarships, Grants and Awards

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms, institutional aid or endowed aid. Some scholarships for the Day Campus at Columbia College are awarded on a competitive basis to students with high academic ability. Some awards are automatic based on specific criteria. Other scholarships, awards and grants are made available in recognition of performance or special talent. Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College.

Institutional aid is generally intended to be applied to the cost of tuition only, and institutional awards may be reduced by other institutional aid, external aid, federal grants, and state grants. Institutional aid is only awarded to degree seeking students working on their first undergraduate degree. A student that completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Students are considered for competitive awards based on academic and qualitative information. Only full-time, degree-seeking Day Campus students are eligible to be considered for the scholarships, grants and awards. Aid is awarded for two academic semesters starting with the first semester of full-time Day Campus enrollment.

All institutional and endowed aid awarded to day students can only be used for the fall (August to December) and spring (January to May) 16-week semesters, unless otherwise specified by the College.

The amount of a student's institutional aid is capped at the cost of tuition with outside assistance being applied first, including federal grants, state grants, and outside aid. In limited situations, aid may be used to cover the base on-campus housing charges. Students are automatically awarded the highest value scholarship they earned unless otherwise requested by the recipient.

Students receiving a room and board scholarship, award or grant must live on campus in order to receive the aid (cash value for this aid will not be issued to students).

Students are eligible for a maximum of eight semesters of aid (two semesters initial award and up to six semesters renewal). The actual number of semesters of renewal is dependent upon the number of transferable college credits (earned post high school completion) associated with admission to the College (see Table 1).

Outside scholarships will be applied to tuition before institutional funds unless specifically noted by the outside scholarship agency. To determine what specific costs the outside scholarship can be used towards,

students should include contact information for the scholarship agency with any outside scholarship they are awarded.

Scholarship Renewal

Table 1

Based on the number of college credit hours accumulated by the student prior to starting in the Day program (earned post high school completion).			
Semester Hours	Less than 30	30 to 59.9	60 or More
Maximum Semesters of Renewal	6	4	2

See individual aid information for specific eligibility and renewal requirements associated with each form of aid.

Renewal

Scholarships, awards and grants are typically awarded and distributed over two consecutive semesters. Academic scholarships and awards are reviewed for renewal following the second semester. Awards made for students who are admitted for the spring semester will be reviewed for renewal in January of the following year.

Many awards require a minimum number of semester hours and or a minimum cumulative grade point average (GPA) as a condition of renewal. The semester hours and cumulative GPA are determined from Columbia College courses only.

If a student has not earned the minimum semester hours required of the scholarship during the two semesters, summer courses may be taken at any Columbia College campus (within the same award year) to achieve the required total. Both components must be successfully achieved to renew an award.

Columbia College aid is awarded based on an established set of criteria identified in the originating documents. Aid is typically awarded for a set amount of time: one semester or one academic year. To receive the aid after the initial award, the student must meet established criteria or re-qualify for the award. If that criterion is not met, the aid is lost and will not be eligible for future reinstatement. NOTE: The Presidential Scholarship is the exception to this policy.

The number of times a student can renew institutional aid is determined during the first year of eligibility and is based on the number of college credit hours accumulated by the student prior to starting in the Day program. Incoming freshmen will have 6 semesters of renewal eligibility; incoming transfer students will have 2-6 semesters of renewal eligibility (see Table 1).

Renewal is not an issue when aid eligibility is the only criterion for qualification; when the student qualifies for the aid, they will receive the aid as identified in their award letter. This type of aid is not renewed; the student qualifies for it again using the same qualifications as the original award. Examples of this type of aid include but are not limited to: Talent Awards, Military Spouse Tuition Grant, Athletic Award and Two-in-Family Grant.

Other forms of aid are automatically awarded when a set criteria is met for continuing the aid in the subsequent academic period. Examples of this type of aid include, but are not limited to: the Dean's Excellence, Founder's Achievement, 1851 Collegiate and Trustee Recognition Scholarships. If the automatic renewal criteria for these types of aid are not met, that aid is lost. For example, a student receives a Founder's Achievement Scholarship as an entering freshman. Following their freshman year, the student

has a cumulative Columbia College GPA of 2.8; they have failed to meet the renewal GPA criterion of 3.25 for the scholarship so they lose the scholarship.

In some situations, students may meet the credit hour requirement for continuing the aid but not the cumulative Columbia College GPA. In this situation, the student would be eligible to be awarded at the level for which they meet all criteria. Once aid is lost it cannot be re-earned in future academic years, with the exception being the Presidential Scholarship.

Endowed Scholarships and Awards

Students may benefit from awards and scholarships established through gifts and donations from private individuals, alumni, companies and/or foundations. Eligibility is based on criteria established by the donor and Columbia College. Criteria may include, but are not limited to: academic achievement, intended major, community service, financial need or place of residence.

Honors and Awards Convocation

Columbia College recognizes the academic achievements of its students through the annual Honors and Awards Convocation. These annual honors or awards consist of gifts, certificates and/or monetary awards given to current students that return the following academic year of their undergraduate program. Many of the awards are made possible by the generous philanthropy of alumni and friends of Columbia College. The monetary awards are applied to the student's institutional expenses for the upcoming academic year and are non-renewable.

General Aid

The following forms of institutional aid are available to all full-time, degree seeking Columbia College Day Campus students. Some forms of institutional aid may be combined to provide increased tuition assistance, but at no point can the combined value of the tuition-only assistance exceed 100 percent of the tuition cost. Any combinations resulting in a value in excess of 100 percent tuition will be capped at the 100 percent amount; the excess will not be applied to other institutional expenses nor refunded to the student. All institutional aid is for tuition use only, unless otherwise specified. Aid from the college falls into one of four categories: merit-based, need-based, affiliation-based and talent-based.

MERIT-BASED AID

Merit-based aid is institutional aid awarded without regard to financial need; usually awarded for a student's academic achievement.

Students transferring to Columbia College from other colleges or universities are eligible for specific transfer student scholarships, awards and grants. A transfer student is an incoming student with at least 24 hours of completed transfer college credit. The student's selection for a particular transfer merit scholarship is based on the cumulative transfer GPA calculated from the evaluation of all college transfer credit.

1851 Collegiate Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores. Visit the Scholarship Finder on the Columbia College website for the calculated index.

This scholarship is renewable annually for six additional semesters with a 3.00 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student.

Dean's Excellence Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores. Visit the Scholarship Finder on the Columbia College website for the calculated index.

This scholarship is renewable annually for six additional semesters with a 3.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student.

Founder's Achievement Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores. Visit the Scholarship Finder on the Columbia College website for the calculated index.

This scholarship is renewable annually for six additional semesters with a 3.25 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student.

Phi Theta Kappa Honor Scholarship

This is a competitive award. New transfer students who are Phi Theta Kappa members may compete for this 100 percent tuition-only scholarship. Applicants must be transferring to Columbia College from a community college with an Associate in Arts or an Associate in Science degree or at least 60 transferable semester hours with a 3.6 cumulative grade point average. The scholarship is renewable for two additional semesters with a 3.6 cumulative Columbia College grade point average and 30 semester hours earned at Columbia College in the previous academic year.

Presidential Scholarship

This is a competitive award. Each year ten incoming Freshmen are selected from participants in the Scholarship Days to receive this full tuition-only scholarship. New freshman applicants with a minimum 3.6 cumulative high school GPA (GED/HiSET equivalent) and a minimum 26 ACT (or equivalent SAT) are eligible to compete for this scholarship.

This scholarship is renewable for six additional semesters. Renewal criteria are a 3.6 Columbia College cumulative GPA and 30 semester hours earned at Columbia College the previous academic year. Federal grants, state grants, and other sources of non-institutional aid earned by the student may be applied to additional institutional charges (on-campus room and board). Students without additional institutional charges will see the Presidential Scholarship reduced by external grants and awards (external grants and awards will 'stack first' in the aid equation). One exception to this rule is for students receiving a Student Government Association (SGA) Award. These students may request a book voucher up to the amount of their SGA award per semester.

Study Abroad Scholarship

This is a competitive award. Students planning to attend an approved study abroad program may be eligible for a study abroad scholarship of varying amounts; application is completed through the Study Abroad Program Coordinator. Students must have 3.0 cumulative GPA and at least 15 semester hours of coursework at Columbia College at time of application. A 300-500 word essay explaining their interest in and goals for studying abroad is required. Preference will be given to students with demonstrated financial need and those without prior study abroad experience.

Students receiving an award must agree to be a Columbia College Study Abroad Ambassador while they are studying abroad and following their return. During their trip, award recipients must document their experiences, such as through a journal, blog or photos that could be posted on the Columbia College Study Abroad website. Following their return, recipients will be expected to work a minimum number of hours for the Study Abroad Program Coordinator helping promote Study Abroad to other students.

Students must return to Columbia College for at least one semester immediately following their experience. This scholarship is not renewable.

Transfer Achievement Scholarship

This transfer student scholarship is a merit scholarship to be used towards tuition. The selection is automatic upon receipt of all college transcripts and calculation of the cumulative college transfer GPA of 3.00 or higher, but less than 3.75. This scholarship is renewable annually **up to** six additional semesters with a 3.25 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student (see Table 1 for number of renewals).

Transfer Excellence Scholarship

This transfer student scholarship is a merit scholarship to be used towards tuition. The selection is automatic upon receipt of all college transcripts and calculation of the cumulative college transfer GPA of 3.75 or higher. This scholarship is renewable annually **up to** six additional semesters with a 3.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student (see Table 1 for number of renewals).

Transfer Recognition Scholarship

This transfer student scholarship is a merit scholarship to be used towards tuition. The selection is automatic upon receipt of all college transcripts and calculation of the cumulative college transfer GPA of 2.50 or higher, but less than 3.00. This scholarship is renewable annually **up to** six additional semesters with a 2.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student (see Table 1 for number of renewals).

Trustee Recognition Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores. Visit the Scholarship Finder on the Columbia College website for the calculated index.

This scholarship is renewable annually for six additional semesters with a 2.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student.

Freshman Merit Scholarship Eligibility

Table 2

Scholarship	Calculated Index (CI) Requirement*	Renewal GPA Requirement**	Renewal Credit Hours Per Year
Presidential	Not Applicable	3.6 or higher	30 Columbia College Hours
Dean's Excellence	CI ≥ 175.0	3.5 or higher	27 Columbia College Hours
Founder's Achievement	175.0 > CI ≥ 162.0	3.25 or higher	27 Columbia College Hours
1851 Collegiate	162.0 > CI ≥ 140.0	3.0 or higher	27 Columbia College Hours
Trustee Recognition	140.0 > CI ≥ 120.0	2.50 or higher	27 Columbia College Hours

*The calculated index (CI) is determined by the Admissions Office after submission of a student's high school transcripts and ACT (or equivalent test) score.

** All GPAs are cumulative Columbia College GPAs

Transfer Merit Scholarship Eligibility

Table 3

Scholarship	Incoming GPA Requirement	Renewal GPA Requirement*	Renewal Credit Hours Per Year
Phi Theta Kappa Honor	GPA ≥ 3.6	3.6 or higher	30 Columbia College Hours
Transfer Excellence	GPA ≥ 3.75	3.5 or higher	27 Columbia College Hours
Transfer Achievement	3.75 > GPA ≥ 3.00	3.25 or higher	27 Columbia College Hours
Transfer Recognition	3.00 > GPA ≥ 2.50	2.50 or higher	27 Columbia College Hours

* All GPAs are cumulative Columbia College GPAs

NEED-BASED AID

Need-based aid is institutional aid awarded based on a student's financial need.

Ivy Grant

The grant amount is based on a student's calculated financial need, and can only be applied toward tuition. In order to consider eligibility for this grant, a student must file the Free Application for Federal Student Aid (FAFSA) in the first year of attendance. The student's expected family contribution (EFC) will be calculated from the FAFSA. This along with any other Columbia College scholarships and need based aid, will be used to determine if the student has any un-met need remaining and if an Ivy Grant will be awarded. Award amounts vary.

In order for a student to be eligible for an initial Ivy Grant to be awarded, they must meet the following criteria:

- If selected for verification, successfully complete the verification process.
- Resolve all federal general eligibility issues including but not limited to selective service, default, ability to benefit, valid social security number, no overpayment for Pell or loans, and valid citizenship.
- Meet federal requirements for Satisfactory Academic Progress.
- Resolve dependency status issues (i.e. orphan, ward of court, legal guardianship, emancipated, homeless).
- Not be on a Columbia College athletic roster.

The grant will remain the same as long as the student continues to attend Columbia College full-time and does not become a rostered athlete. If a student's level of need changes drastically, the student can appeal for a recalculation through the Department of Student Success.

AFFILIATION-BASED AID

Affiliation-based aid is institutional aid awarded based on a situation, category or membership in a unique group. Group examples would include, but not be limited to, veterans, military dependents, alumni legacy, two family members enrolled, or business partnerships. This aid is neither merit-based nor need-based.

Alumni Legacy Grant

Children and/or grandchildren of alumni who earned an associate, bachelors or master's degree at Columbia College or Christian Female College are eligible for this $1,000 tuition-only grant. This grant is renewable annually for six additional semesters with good academic standing.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students that completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree and for graduates of Columbia College it is the bachelor's degree. Eligible students may enroll in one course free of charge, if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.**Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. Students must apply for the grant by completing the Application for Institutional Aid (available on CougarTrack). Students are required to pay lab fees and purchase textbooks associated with the courses.

Disciples of Christ Pastoral Award

Disciples of Christ (Christian Church) members who are nominated by their ministers through a letter of recommendation are eligible for a $1,000 tuition-only award. This award is available to new, transfer and returning students at Columbia College. There is no limit per congregation. The award is renewable annually for up to six additional semesters with a 2.5 cumulative GPA and full-time status.

EAP Tuition Grant

A 15 percent tuition-only grant is available to full-time English for Academic Purposes (EAP) new freshmen or transfer students enrolled in at least 12 semester hours of the following courses: EAPP 100, EAPP 101, EAPP 102, EAPP 103, EAPP 104 or EAPP 105. The grant is awarded to students who are new to Columbia College and is applied during the first two semesters the student is enrolled in the EAP sequence. This grant is not renewable.

International Exchange Student Grant

Students who attend Columbia College from universities or colleges that maintain an active exchange agreement with Columbia College may receive a tuition waiver on a one-for-one basis. Conditions of the individual agreements apply. The scholarship cannot be combined with any Columbia College merit aid. For a list of active exchange agreements, please contact the International Center, (573) 875-2756.

MACC Associate Transfer Scholarship

MACC Associate Transfer Scholarships are available to undergraduate students who have completed an Associate Degree from MACC with a minimum 2.75 GPA and are enrolled with Columbia College on a full-time basis (minimum 12 credit hours per semester). The Associate Degree must consist of 60 credit hours or more. The student must not have attended another college (other than MACC) since the awarding of the Associate Degree. The student must apply for the MACC Associate Transfer Scholarship before or during their first semester of enrollment at Columbia College, after they have completed their associate degree.Students wishing to apply for the MACC Associate Transfer Scholarship must complete the Application for Institutional Aid on CougarTrack. The MACC Associate Transfer Scholarship provides a reduction in tuition for each eligible student at a maximum of 10 percent. This award is available for up to six consecutive semesters (including summer). The scholarship cannot be stacked with any other institutional aid and cannot be applied retroactively. The scholarship will not be awarded until a final official transcript has been received by Columbia College. To be awarded the grant for a second year, students must maintain a minimum cumulative Columbia College GPA of a 2.5.

Midwest Student Exchange Grant

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are permanent residents of Illinois, Indiana, Kansas, Ohio, Michigan, Minnesota, Nebraska, North Dakota and Wisconsin receive a 10 percent tuition-only grant upon admission to the College. This grant is renewable annually for up to six additional semesters with good academic standing.

Military Spouse Tuition Grant

The spouse of an active duty, Guard or Reserve service member of any U.S. military service is eligible for this 20 percent tuition grant for in-seat courses. To be eligible, a student must be able to show a valid military spouse ID or other documentation that confirms marriage to a military member and be in good

academic standing. Eligibility must be renewed by completing a Military Grant Application on CougarTrack each academic year.

ROTC Award

ROTC scholarship recipients are eligible for this award of 100 percent of basic, double occupancy room charges. Ten awards are available each year. Eligibility for this award is automatically applied upon receipt and confirmation of the student's ROTC scholarship status through the appropriate ROTC department.

Silver Citizen Grant

Students 65 years of age or older are eligible for the Silver Citizen Grant, which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied. This grant can be applied to in-seat courses only.

Two-in-Family Grant

Full-time students with an immediate family member (spouse, father, mother, son, daughter, brother, or sister) enrolled full-time at Columbia College are eligible. The tuition grant is worth $500 per year for Day Campus students. To verify eligibility, the student must apply for the grant each academic year using the Application for Institutional Aid available on CougarTrack. The student must be in good academic standing to receive this grant.

Veteran's Grant

Former U.S. military personnel are eligible for this non-renewable grant. This one-time award is worth $800 for one year. Students must apply for the grant through the Application for Institutional Aid available on CougarTrack or through the Ousley Family Veterans Service Center.

TALENT-BASED AID

Talent-based aid includes all institutional aid provided to day students in return for a talent they bring to the college. Students with talent in such areas as art, music and athletics are eligible to compete for these awards/grants. The department chairs/directors determine the recipients of these awards/grants. Contact the Admissions Office for more information. All renewal is determined by the appropriate academic or athletic department.

Athletic Award

This grant is selectively awarded by the Athletic Department to students participating in one of the college's 17 NAIA athletic programs and eSports. The value of the award can be up to cost of tuition and room and board in combination with federal grants, state grants and outside assistance; the grant is renewable through the Athletic Department but is signed as a one-year agreement. Columbia College competes in NAIA Division I in men's and women's basketball, men's and women's soccer, men's and women's golf, men's and women's cross-country, men's and women's track and field, women's volleyball, women's softball, and men's baseball. In addition, Columbia College also participates in NAIA recognized men's lacrosse and women's bowling.

Student Employment

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

College Work Program

This institutional program provides funding for jobs for student employment. Students work on campus earning minimum wage or above. Work Program eligible students are not guaranteed employment. Students must meet and continue making satisfactory academic progress for employment eligibility. Students must be enrolled as a degree-seeking student and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

Stipends

This institutional program provides funding for jobs for student employment. Students work on campus earning a set amount based on stipend program. Students must complete all stipend requirements to earn the set amount of funds. Students must be enrolled as degree-seeking and attending at least part time. If a student should withdraw from all classes, the student is no longer eligible for employment. Columbia College has various stipends available to students including athletic trainers and Emerging Leaders. More information is available from the Student Employment Coordinator, Human Resources.

Outside Sources

Alternative Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for an alternative loan. These loans are credit based. Additional information is available on the financial aid website.

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for

educational benefits. Students may contact their regional Veteran's Administration office or the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu.

GI Bill®Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Job Training Partnership Act (JTPA)

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical or professional employment; and funding for tuition and books. To apply, contact the local Work Connections Office.

Study Abroad Programs

Study Abroad Scholarship information can be found here. Federal financial aid may also be available for Study Abroad Programs. Information regarding individual eligibility is available from the Enrollment Service Center.

Coursework at Other Colleges

A student may be eligible to receive financial aid for courses that apply to the student's degree that the student enrolls in at another school. A student may complete a Consortium Permission Request form, located on CougarTrack, and submit it to Enrollment Service Center (ESC) to be reviewed for eligibility. The form must be received in ESC at least three weeks before the course at the other college begins. For more information, contact ESC.

Financial Aid Information

If you have any questions about the College's financial aid program, call the Enrollment Service Center for assistance at (573) 875-7252.

Additional financial aid information is available at Columbia College's web site: web.ccis.edu/offices/financialaid.

Main Campus Evening Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award amount. Students may not receive Pell at more than

one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for full-time enrollment for a full academic year).

Iraq and Afghanistan Service Grant

This is a grant for students who are not eligible for a Pell Grant and whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students must be, at the time of the parent's or guardian's death, less than 24 years old or enrolled at least part-time at an institution of higher education. The amount varies and is determined annually by the federal government.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduate students and is based on financial need. To be eligible students must be receiving Pell. Columbia College is provided a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Student must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides subsidized and/or unsubsidized loans to students; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Direct loans are need based. The US Department of Education pays the interest while a student is attending school at least half time, and during periods of deferment. Effective July 1, 2013, new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the same program or another program of equal or shorter duration lose interest subsidy of subsidized loans received after July 1, 2013.
- Unsubsidized Direct loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or in some cases, step parent of a dependent student) and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master Promissory Note for a loan to be certified. The parent also must be approved through a credit check for loan to be processed.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid

eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri, based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need and the FAFSA being completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found with the Missouri Department of Education (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Students who are Missouri high school graduates and scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship and more information can be found with them (see Bright Flight Scholarship). To apply, students should contact the State of Missouri Department of Higher Education, high school guidance counselors or the Enrollment Service Center at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Missouri Minority Teacher Scholarship

Through this program, students enrolled in approved teacher education programs receive loans to assist with educational expenses. For students who meet all of the program's obligations, the loan is forgiven through conversion to a scholarship. This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and who intend to pursue teacher certification. Columbia College provides $1,000 of the award that is given by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Higher Education's website. The application deadline is June 1st.

Scholarships, Grants and Awards

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms, institutional aid or endowed aid. Some awards are automatic based on specific criteria. Other scholarships are made available in recognition of performance.

Generally scholarships, awards, and grants are non-need forms of financial assistance. Institutional aid is generally intended to be applied to the cost of tuition. Institutional aid is only awarded to degree seeking students working on their first undergraduate degree. A student that completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance.

Alleen Preston Jones Scholarship

Presented to students attending Columbia College in any field of study. Available to Day and Evening students. (Awarded to an Evening student in odd-numbered years and to a Day student in even-numbered years.)

ALMM/PLA Women's Achievement Scholarship

The Assistance League of Mid-Missouri/Professional Leaders Auxiliary Scholarship presented to female students who are Mid-Missouri residents, U.S. citizens and 25 years or older with at least a 2.75 GPA. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Associate Degree Transfer Grant

Associate Degree Transfer Grants are available to undergraduate students when they have completed an Associate Degree. The degree must consist of 60 credit hours or its equivalent. The student must not have received the Associate Degree from Columbia College, and they must not have attended another college (other than the college that awarded the associates degree) since the award of the Associate Degree. The student must apply for the Associate Degree Transfer Grant before or during their first semester of enrollment at Columbia College after they completed their associate degree.

Students wishing to apply for the Associate Degree Transfer Grant must complete the Application for Institutional Aid on CougarTrack. The Associate Degree Transfer Grant provides a reduction in tuition for each eligible student at a maximum of 5 percent. This award is available for up to six consecutive semesters (including summer). To receive and remain eligible for the grant, the student must maintain good academic standing, according to established institutional policy.

Barnhouse Memorial Scholarship

Awarded to an Evening Campus student who is a single mother concentrating her studies in Humanities. The student must have a minimum of 24 hours completed at Columbia College and a 2.5 GPA or higher at Columbia College. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Carol Frobish Award

Presented to an Evening Campus student who is female, degree-seeking, has completed FAFSA, and has evidence of financial need. Awarded each semester. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Centurylink Foundation Scholarship

Awarded to students who are residents of Missouri, have a cumulative grade point average of 3.0 or better, and show evidence of financial need. Recipients must be incoming freshmen, transfer students or seniors. The scholarship can be used towards tuition or books. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Coast Guard Spouse Grant

Awarded to the spouse of an active duty Coast Guard or Coast Guard Reserve member with a pay grade of E1-E5, CW02, or 01-02 who is pursuing an associate degree program (excluding the Associate of General Studies degree). This grant provides a 50 percent tuition discount on online and in-seat courses, up to $2000/year and for a lifetime maximum of $4,000. Students must submit the Military Grant Application on CougarTrack each year to apply for the grant.

Colonel Charles McGee Scholarship

This competitive scholarship is awarded annually to a Veteran and/or their dependent. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the Colonel Charles McGee Scholarship website.

Colonel Mike Randerson Scholarship

This scholarship is an annual endowed scholarship created to help qualified veteran students, including active duty military, Guard, Reserve and/or their dependents who wish to attend the college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education. For more information, visit the Colonel Mike Randerson Scholarship website.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students that completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree and for graduates of Columbia College it is the bachelor's degree. Eligible students may enroll in one course free of charge, if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.**

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. Students must apply for the grant by completing the Application for Institutional Aid (available on CougarTrack). Students are required to pay lab fees and purchase textbooks associated with the courses.

Evening Campus Scholarship

This award, established in 1989, is presented to an outstanding full-time student in the Evening Campus. Awarded to an Evening Campus student who is 25 years of age or older and has a 3.5 or higher cumulative

GPA, with at least 42 credit hours from Columbia College. When more than one student qualifies, GPA, financial need, and service to the College or community will be considered. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Frank Westling Scholarship

The scholarship is for tuition and books and is non-renewable. To be considered for the scholarship, students must apply, have a 3.0 GPA, be degree-seeking, and have completed 15 credit hours with Columbia College. To apply, students must submit a completed Frank Westling Scholarship application, found on the Scholarship Finder.

Jolene Schulz Scholarship

Awarded to a Day or Evening student with preference from Boone County; second preference from Macon County. (Awarded to an Evening student in odd-numbered years and to a Day student in even-numbered years.)

MACC Associate Transfer Scholarship

MACC Associate Transfer Scholarships are available to undergraduate students who have completed an Associate Degree from MACC with a minimum 2.75 GPA and are enrolled with Columbia College. The Associate Degree must consist of 60 credit hours or more. The student must not have attended another college (other than MACC) since the awarding of the Associate Degree. The student must apply for the MACC Associate Transfer Scholarship before or during their first semester of enrollment at Columbia College, after they have completed their associate degree.

Students wishing to apply for the MACC Associate Transfer Scholarship must complete the Application for Institutional Aid on CougarTrack. The MACC Associate Transfer Scholarship provides a reduction in tuition for each eligible student at a maximum of 10 percent. This award is available for up to six consecutive semesters (including summer). The scholarship cannot be stacked with any other institutional aid and cannot be applied retroactively. The scholarship will not be awarded until a final official transcript has been received by Columbia College. To be awarded the grant for a second year, students must maintain a minimum cumulative Columbia College GPA of a 2.5.

Mary Alice Robertson Simon-Merideth Scholarship

Awarded to a student with a declared major in either mathematics or science. Student must have at least a 3.25 GPA and show financial need. Preference is given to females. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Mary Isabel Omer Scholarship

Awarded to a junior or senior student majoring in psychology (counseling) or education (with a strong emphasis in psychology). Must have grade point averages of 3.0 or higher and show evidence of need. (Cross-listed with Education and History & Social Sciences.) To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Metscher Family Scholarship

Awarded to a returning Evening student who has a 3.0 or higher cumulative GPA and is at least sophomore standing. To apply the student must fill out the Evening Campus Scholarship application, found on the Scholarship Finder.

Military Family Member's Opportunity Grant

Award amount is tuition for one in-seat course. Awarded to family members (dependents) of military members currently serving on active duty or in the Guard and Reserves. Student must be seeking first undergraduate degree and be enrolled in first course at Columbia College. Student must complete the Military Grant Application on CougarTrack before registering. The award cannot be applied retroactively.

Military Spouse Tuition Grant

The spouse of an active duty, Guard or Reserve member of any military service will be granted a 20 percent tuition discount for in-seat classes. To be eligible a student must show a valid military spouse I.D. or other documentation that confirms marriage to a military member and complete the Military Grant Application on CougarTrack each year. The discount does not apply to online coursework, nor does it apply to military spouses covered under a tuition-assistance program.

Rose Lamb Accounting Scholarship

Awarded to an Evening accounting student who has 12 hours of accounting with a minimum 3.25 GPA; an overall GPA of 3.0; and evidence of financial need. A letter of application stating the student's goals and need for the scholarship must be submitted along with the Evening Campus Scholarship application, found on the Scholarship Finder.

Silver Citizen Award

Students 65 years of age or older are eligible for the Silver Citizen Grant, which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied. The grant can only be applied to in-seat courses. To apply a student must fill out the Application for Institutional Aid on CougarTrack.

Spouse Opportunity Grant

Awarded to the spouse of a military member currently on active duty, in the Guard or Reserves. This grant covers tuition for the first course taken at Columbia College. Students must submit the Military Grant Application on CougarTrack and the award cannot be applied retroactively.

Two-in-Family Grant

Undergraduate students with an immediate family member (spouse, father, mother, son, daughter, brother, sister) enrolled at Columbia College in the same semester are eligible. The Two-in-Family Grant provides a tuition reduction of 5 percent per credit hour for each family member who is enrolled. The Two-in-Family Grant is repeatable in succeeding semesters as long as both family members remain students and the student continues to maintain good academic standing, according to established institutional policy. Students must apply for the grant each year using the Columbia College Application for Institutional Aid available on CougarTrack.

Veteran's Grant

Former U.S. military personnel are eligible for this non-renewable grant. This one-time award is worth $800 for one year. Students must apply for the grant through the Application for Institutional Aid available on CougarTrack or through the Ousley Family Veterans Service Center.

Honors and Awards Convocation

Columbia College recognizes the academic achievements of its students through the annual Honors and Awards Convocation. These annual honors or awards consist of gifts, certificates and/or monetary awards given to current students that return the following academic year of their undergraduate program. Many of the awards are made possible by the generous philanthropy of alumni and friends of Columbia College. The monetary awards are applied to the student's institutional expenses for the upcoming academic year and are non-renewable.

Outside Sources

Alternative Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for an alternative loan. These loans are credit based. Additional information is available on the financial aid website.

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu.

GI Bill® Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Job Training Partnership Act (JTPA)

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical or professional employment; and funding for tuition and books. To apply, contact the local Work Connections Office.

Financial Aid Information

If you have any questions about the College's financial aid program, call the Enrollment Service Center for assistance at (573) 875-7252.

Additional financial aid information is available at Columbia College's web site: web.ccis.edu/offices/financialaid.aspx.

Online and Nationwide Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award amount. Students may not receive Pell at more than one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for full-time enrollment for a full academic year).

Iraq and Afghanistan Service Grant

This is a grant for students who are not eligible for a Pell Grant and whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students must be, at the time of the parent's or guardian's death, less than 24 years old or enrolled at least part-time at an institution of higher education. The amount varies and is determined annually by the federal government.

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduate students and is based on financial need. To be eligible students must be receiving Pell. Columbia College is provided a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Student must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides subsidized and/or unsubsidized loans to students; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half time to be eligible for loan disbursement.

- Subsidized Direct loans are need based. The US Department of Education pays the interest while a student is attending school at least half time, and during periods of deferment. Effective July 1, 2013, new borrowers are limited to 150% of their academic program to receive subsidized loans. Students who lose eligibility for additional subsidized loans and who subsequently enroll in the

same program or another program of equal or shorter duration lose interest subsidy of subsidized loans received after July 1, 2013.

- Unsubsidized Direct loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or in some cases, step parent of a dependent student) and must be repaid. This loan is a credit-based loan. Student must be enrolled at least half time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master Promissory Note for a loan to be certified. The parent also must be approved through a credit check for loan to be processed.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri, based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need and the FAFSA being completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found with the Missouri Department of Education (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Students who are Missouri high school graduates and scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship and more information can be found with them (see Bright Flight Scholarship). To apply, students

should contact the State of Missouri Department of Higher Education, high school guidance counselors or the Enrollment Service Center at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Missouri Minority Teacher Scholarship

Through this program, students enrolled in approved teacher education programs receive loans to assist with educational expenses. For students who meet all of the program's obligations, the loan is forgiven through conversion to a scholarship. This scholarship is available to minority students who rank in the top 25% of their class or on the ACT/SAT and who intend to pursue teacher certification. Columbia College provides $1,000 of the award that is given by the State of Missouri. Applications are available from high school counselors or the Missouri Department of Elementary and Secondary Education. Scholarship applications may be obtained from the Missouri Department of Higher Education's website. The application deadline is June 1st.

ABLE Grant

Florida ABLE (Access to Better Learning and Education) grant is available to full-time students enrolled in the fall and/or spring 16 week semesters. Students must be working on a bachelor's degree and meet Florida residency requirements. Residency requirements are determined through Free Application for Federal Student Aid (FAFSA). Awards are packaged in an estimated status until funds are received from the state. Full time eligibility is determined after the add/drop period in the late session of the Fall and Spring semesters. Students may not be in default or owe an overpayment on state or federal aid. The ABLE grant eligibility is based on budgetary constraints. For additional requirements please visit the Florida Department of Education's website.

Scholarships, Grants and Awards

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms, institutional aid or endowed aid. Some awards are automatic based on specific criteria. Other scholarships are made available in recognition of performance.

Generally scholarships, awards, and grants are non-need forms of financial assistance. Scholarships available vary by campus. Institutional aid is generally intended to be applied to the cost of tuition. Institutional aid is only awarded to degree seeking students working on their first undergraduate degree. A student that completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance.

Associate Degree Transfer Grant

Associate Degree Transfer Grants are available to undergraduate students when they have completed an Associate Degree. The degree must consist of 60 credit hours or its equivalent. The student must not have received the Associate Degree from Columbia College, and they must not have attended another college (other than the college that awarded the associates degree) since the award of the Associate Degree. The student must apply for the Associate Degree Transfer Grant before or during their first semester of enrollment at Columbia College after they completed their associate degree.

Students wishing to apply for the Associate Degree Transfer Grant must complete the Application for Institutional Aid on CougarTrack. The Associate Degree Transfer Grant provides a reduction in tuition for each eligible student at a maximum of 5 percent. This award is available for up to six consecutive semesters (including summer). To receive and remain eligible for the grant, the student must maintain good academic standing, according to established institutional policy.

Coast Guard Spouse Grant

Awarded to the spouse of an active duty Coast Guard or Coast Guard Reserve member with a pay grade of E1-E5, CW02, or 01-02 who is pursuing an associate degree program (excluding the Associate of General Studies degree). This grant provides a 50 percent tuition discount on online and in-seat courses, up to $2000/year and for a lifetime maximum of $4,000. Students must submit the Military Grant Application on CougarTrack each year to apply for the grant.

Colonel Charles McGee Scholarship

This competitive scholarship is awarded annually to a Veteran and/or their dependent. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the Colonel Charles McGee Scholarship website.

Colonel Mike Randerson Scholarship

This scholarship is an annual endowed scholarship created to help qualified veteran students, including active duty military, Guard, Reserve and/or their dependents who wish to attend the college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education. For more information, visit the Colonel Mike Randerson Scholarship website.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students that completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree and for graduates of Columbia College it is the bachelor's degree. Eligible students may enroll in one course free of charge, if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.**

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. Students must apply for the grant by completing the Application for Institutional Aid (available on CougarTrack). Students are required to pay lab fees and purchase textbooks associated with the courses.

eScholarship

The eScholarship is a one-time award designed to reward outstanding achievement in online study at Columbia College. The award will be given to undergraduate students who, in addition to meeting the

minimum criteria, demonstrate a history of academic excellence and personal growth while a student with Columbia College. At the time of application, the student must meet the following criteria:

- Be a degree-seeking, undergraduate student working on first baccalaureate (bachelors) degree.
- Have a minimum cumulative GPA of 3.5 with Columbia College.
- Have successfully completed at least nine credit hours of online courses during the past or current academic year.
- Have at least 21 hours of coursework with Columbia College (in-seat or online).

Frank S. Westling Scholarship

The scholarship is for tuition and books and is non-renewable. To be considered for the scholarship, students must apply, have a 3.0 GPA, be degree-seeking, and have completed 15 credit hours with Columbia College. To apply, students must submit a completed Frank Westling Scholarship application, found on the Scholarship Finder.

Military Family Member's Opportunity Grant

Award amount is tuition for one in-seat course. Awarded to family members (dependents) of military members currently serving on active duty or in the Guard and Reserves. Student must be seeking first undergraduate degree and be enrolled in first course at Columbia College. Student must complete the Military Grant Application on CougarTrack before registering. The award cannot be applied retroactively.

Military Spouse Tuition Grant

The spouse of an active duty, Guard or Reserve member of any military service will be granted a 20 percent tuition discount for in-seat classes. To be eligible a student must show a valid military spouse I.D. or other documentation that confirms marriage to a military member and complete the Military Grant Application on CougarTrack each year. The discount does not apply to online coursework, nor does it apply to military spouses covered under a tuition-assistance program.

Silver Citizens Award

Students 65 years of age or older are eligible for the Silver Citizen Grant, which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied. The grant can only be applied to in-seat courses. To apply a student must fill out the Application for Institutional Aid on CougarTrack.

Spouse Opportunity Grant

Awarded to the spouse of a military member currently on active duty, in the Guard or Reserves. This grant covers tuition for the first course taken at Columbia College. Students must submit the Military Grant Application on CougarTrack and the award cannot be applied retroactively.

Two-in-Family Grant

Undergraduate students with an immediate family member (spouse, father, mother, son, daughter, brother, sister) enrolled at Columbia College in the same semester are eligible. The Two-in-Family Grant provides a tuition reduction of 5 percent per credit hour for each family member who is enrolled. The Two-in-Family Grant is repeatable in succeeding semesters as long as both family members remain students and the student continues to maintain good academic standing, according to established institutional policy.

Students must apply for the grant each year using the Columbia College Application for Institutional Aid available on CougarTrack.

Veteran's Grant

Former U.S. military personnel are eligible for this non-renewable grant. This one-time award is worth $800 for one year. Students must apply for the grant through the Application for Institutional Aid available on CougarTrack or through the Ousley Family Veterans Service Center.

Outside Sources

Alternative Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for an alternative loan. These loans are credit based. Additional information is available on the financial aid website.

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu.

GI Bill® Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu.

Job Training Partnership Act (JTPA)

Students may be eligible to receive benefits from JTPA. Assistance may include counseling; training for vocational, technical or professional employment; and funding for tuition and books. To apply, contact the local Work Connections Office.

Financial Aid Information

If you have any questions about the College's financial aid program, call the Enrollment Service Center for assistance at (573) 875-7252.
Additional financial aid information is available at Columbia College's website:
web.ccis.edu/offices/financialaid.

Tuition and Fees

Main Campus Day Tuition and Fee Structure

Explanation of Tuition and Fees

Tuition: The basic charge for general instructional, general institutional, student services, library and plant operations. Tuition covers but a portion of these costs, which also are supported by generous gifts, grants and endowment income.

Room and Board: Covers the cost of residence hall operations, repairs and maintenance, utilities, contractual food service operations, etc.

Part-time Student Tuition and Fees: Covers a portion of the expenditures listed above for full-time students.

Audit Fee Per Semester Hour: A reduced rate of tuition designed for students and members of the community who merely wish to take a course without credit. The audit fee per semester hour enables an undergraduate to sit in on as many class periods as the student desires in any lecture course on the campus. Prior permission of the instructor is required and students will participate to the extent determined by the instructor. Audit students will not receive a grade or credit for the course.

Overload Fee: The full-time tuition at Columbia College is predicated on a certain number of courses, available classroom space and an average student semester hour load which permits graduation within eight semesters of full-time attendance. Students who enroll for more than 18 semester hours per semester are normally required to pay the additional per semester hour fee.

Transcript Fee: A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools.

Graduation Fee: A charge for graduation processing. This fee is charged to Day Campus and Main Campus Graduate students regardless of participation in a commencement ceremony.

Fixed-Rate Tuition Program

Beginning in the 2012-13 academic year, the Columbia College Day Campus tuition rate for new, full-time academic students was set to provide a fixed rate for the four consecutive academic years traditionally associated with baccalaureate degree completion. A student's fixed tuition rate is determined based on the first year of attendance in the Day Campus as a full-time (12 semester hours or more) student. That year of first, full-time attendance is established as the student's "classification" year. Tuition rates are set by classification year.

Classification years can only be established with enrollment and the receipt of a transcripted grade in the Fall or Spring semester of the Day Campus; Columbia College students that attended the Day Campus as a full-time student during the 2018-19 Academic Year have their classification year established as 2018-19. For example, a new, full-time student registering for the August 2018 (Fall 2018) semester has a classification year of 2018-19. A new, full-time student registering for January 2019 (Spring 2019) also has a classification year of 2018-19.

The tuition rates are fixed as to aid in a student's financial planning of their four years of college. The fixed rate policy also acknowledges the reality of life's interruptions that could extend the need to attend Columbia College beyond the four years. The fixed rate is held for the classification year plus the next four academic years, in essence giving students up to five consecutive years at their initial fixed tuition rate. With this

added semester (or two semesters, depending on your starting semester) of the fixed tuition rate, no exceptions will be made to extend the initial classification tuition rate beyond the fifth consecutive academic year. Once the initial period of the fixed-rate tuition is exceeded, the student will transition to the lowest fixed tuition rate available for the current academic year. This rate will change with each succeeding year. Should a student leave the Day Campus and/or become a part-time Day Campus student, the student's classification year will remain unchanged. If the student returns to the Day Campus full-time, they will continue at the rate associated with their classification year.

Policies on Payments, Credits, and Refunds

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, diplomas, transcripts, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college, including, if applicable, all collection fees, attorney fees and court costs.

A student account that remains unpaid at the end of the semester may be submitted to an outside agency or attorney for collection assistance. More information on collection of past due accounts can be found in the Failure to Pay section.

All students who have moved or changed addresses in the past year should update changes through CougarTrack. Students may update their address by selecting "My Profile" in the "CC Links" section of the CougarTrack.

No student may complete registration for any subsequent term if an unpaid balance remains on account or if payments are not current on existing deferred payment arrangements.

Upon receipt of a letter of acceptance from the Admissions Office, a deposit of $200 is required by May 1 before the fall semester of initial enrollment or by December 15 prior to the spring semester of initial enrollment. The deposit is non-refundable after May 1 or December 15 respectively. This deposit is applied to the student's semester charges and assures the privilege of pre-registration for classes offered the succeeding semester. If housing contracts are returned with the deposit, room is also assured.

Refunds are processed weekly based on financial aid procedures or when a student has excess payments or financial aid. There are no expedited or emergency refunds.

Payment

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan.

Deferred Payment Plans

If a student needs to pay educational expenses over a period of time, a deferred payment plan may be requested.

The college offers various plans that allow payments to be deferred over a number of installments. Each plan has different terms, payment due dates and fees. The terms are provided upon enrollment in a payment plan. Payment plans offered are subject to change at any time without notice.

- 4-Installments (per semester) planThis plan allows students to make payments for each semester in four installments. Fall payment due dates: July 31, August 31, September 30 and October 31.Spring payment due dates: December 18, January 31, February 28, and March 31.

- Financial aid fully funded planThis plan allows students to enroll in a payment plan in which their account will be 100 percent paid by financial aid. This plan will show the entire balance due by a specific date, which will be near the end of the semester. However, the plan will become paid off when financial aid is posted to the student account, and no out of pocket payment should be due from the student. (If financial aid is cancelled/reduced and no longer will cover 100 percent, then payment would be due from the student by the listed due date.)
- VA/TA benefit planThis plan is for students enrolling in a 16-week semester who receive VA benefits, Tuition Assistance, or sponsorship by another third party. You will be required to schedule automatic payments made on the due date via electronic check or credit card.

Add/Drop from Individual Courses

Financial liability for the semester is assessed from the time of initial enrollment in the course(s). If students add courses and this creates an overload for the semester, additional overload tuition fees are assessed and are payable at the time of registration for the overload.

Day students may drop a course(s) through Monday (or next business day following a holiday) of the second week of the semester without financial liability (not applicable to total withdrawal).

Cancellation of Registration

All financial charges are dropped if written notification of registration cancellation is received by the Enrollment Service Center prior to the first day of classes. Deposits are nonrefundable after May 1 before the fall of initial enrollment, or December 15 before the Spring of initial enrollment.

Total Withdrawal from College

After classes begin, tuition and room charges are determined as follows if the student completes the total withdrawal process from Columbia College:

TIME FRAME	CHARGE
NOTE: Count all days of the week, including weekends	
First day of class through Monday of the second week of class	*Full-time* student: $250
	Part-time student: $250
Tuesday of the second week of class through the 14th day of the semester	20% of original charges
The 15th through the 21st day of the semester	40% of original charges
The 22nd through the 28th day of the semester	60% of original charges
After the 28th day of the semester	**100% of original charges**

Students who wish to totally withdraw from classes must see the Dean for Student Affairs to complete the withdrawal process. If a student is removed from the residence hall, tuition and room charges are reduced according to the schedule listed above. Board charges are reduced at the rate charged per day for the days remaining.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop/withdraw from a course(s). Students who receive any form of federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

The $200 deposit is nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment and no reduction of charges will be made for laboratory/course fees, etc.

Some students must withdraw from all courses enrolled due to unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member; certain changes in the student's employment, and mental or physical illness befalling the student or member of his/her immediate family). Mere inconvenience, discomfort with the academic workload or changes in employment are not sufficient to meet the definition of extraordinary, mitigating or extenuating circumstances. Columbia College will assist students who must withdraw due to extraordinary circumstances with options regarding the proration of tuition, room and board. Columbia College reserves the right to require additional documentation and/or supporting evidence any time a refund or partial refund is requested by a student.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

Columbia College recognizes that individuals serving in National Guard or Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

Failure to Pay

Timely payment of all tuition and fees is required to continue attendance at the College. If unforeseen circumstances occur that preclude timely payment, the Enrollment Service Center should be contacted to see if an alternative payment agreement can be arranged.

Failure to make initial payment for semester/session tuition have the following possible consequences:

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

Failure to meet appropriate payment dates.

The total bill becomes due immediately. Any collection or legal expenses incurred, which can, in some cases, exceed 50% of the original balance owed will be the responsibility of the student/parent. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection at any time when the student fails to remit the personal payment portion of the account balance. The privilege of deferred payments in subsequent semesters may not be permitted.

Outstanding balance from a previous semester.

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Obtain a transcript of academic work.
- Receive their diploma.

Main Campus Day Tuition and Fees

*Student Guide to America's 100 Best College Scholarship*s lists Columbia College as one of the top rated colleges with the lowest costs.

Tuition Rate for New Student

These rates apply to students who are **enrolled full-time** (for the first time) as Columbia College students in the **Fall semester 2019 and/or Spring Semester 2020**.

Tuition

Full-Time (12 - 18 credit hours)

Fall, 2019 semester	$11,749.00
Spring, 2020 semester	$11,749.00
Total for 2019-2020	$23,498.00
Part time (1 - 6.0 credit hours), per credit hour	$504.00
Part time (6.1 - 11.9 credit hours), per credit hour	$736.00
Overload fee (per credit hour over 18 hours)	$504.00

Bachelor of Science in Nursing (BSN) tuition is full day tuition, plus a $2,000 program fee (includes lab fees).

Other Fees (as applicable)

Audit Tuition (per semester hour)	$250.00
High School Dual Enrollment (per semester hour)	$75.00
Late Payment Fee	$29.00
Lab/ Field Experience Fees (per course)	
Art Courses	$30.00

Science Courses	$30.00
Technology Courses	$30.00
Education Courses	$30.00

Parking

Annual permit- residential student(students living on campus)	$65.00
Annual permit-commuter student(students living off-campus)	$40.00
January to July	$35.00
May to July	$30.00

Graduation Fees (Fee applies to Day and Main Campus Graduates Only)

Undergraduate	$75.00

Other Fees

Transcript	$10.00
Insurance: mandatory for **International Students** (per year)	approx. $1,200

Residential Life Costs

Banks double room	$4,900.00
Miller double room	$5,100.00
Hughes double room	$5,100.00
Hughes Haven	$5,300.00
New Residence Hall	$5,500.00
Cougar Village ($2,427/semester)	$5,700.00
All Day Dining ($1,488.50/semester)	$3,500.00

Online, Nationwide, and Main Campus Evening Tuition Structure

Standard Payment Policy

When a student is accepted for admission, the student, parents or guardians accept the standard payment policy of Columbia College. Students incur financial liability when registration is complete through a submission of an official Columbia College registration form. Liability is not dependent upon a student receiving a billing statement.

The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance award) is due in full at the time of registration. (See the Financial Aid section of the undergraduate catalog for detailed information).

If full payment is not possible, students are required to enroll in a deferred payment plan. The arrangement requires payment of a pre-determined installment of the personal payment portion at the time of registration (or a due date near the start of the session), with the remaining portion due by end of the session for which the student is registering. The student must be up-to-date on scheduled payments or have a zero balance when registering for a subsequent session even if the student is under a deferred payment plan from the previous session. Missed payment plan installments may result in assessment of late payment charges for each missed payment. The student commits to this when he or she checks the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one session and must be requested for each individual session.

Employer Tuition Assistance: Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.

1. *Direct Billing*: A student may register for classes and have tuition charges billed directly to their employer if a letter from the employer authorizing such an arrangement is provided to the student's campus.
2. *Reimbursement:* A student attending under the employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines of the established employer.

Under either form of tuition assistance, students are responsible for any portion of their educational expenses that are not paid by their employers. Students whose employers have contingencies on their payment (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

Military Tuition Assistance (MTA): Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any educational expenses not paid by the military and are required to follow the standard payment policy for their portion of educational expenses. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

Veterans Educational Assistance: An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish VA eligibility. VA students must present evidence of eligibility at the time of registration. The VA pays benefits directly to eligible

individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

Failure to Pay

Students are financially responsible for the payment of educational expenses that may be associated with courses for which they are enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, diplomas, transcripts and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

Tuition Refunds

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate form to cancel a course enrollment. Confirmation of receipt is the responsibility of the student. Should circumstances prevent the student from completing the appropriate form, the student should contact their campus for special arrangements to cancel the enrollment. The Campus staff reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid section of the undergraduate catalog.

1. **Full Refund:** A student is entitled to full reduction of tuition when s/he drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session. Students who received books for dropped courses are required to return books to avoid book charges.
2. **Partial Refund:** During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition when she/he withdraws from a course(s) due to extraordinary circumstances. Extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevents continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.
    To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e. a

letter from a physician, military orders, etc. Student should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case by case basis.

3. **No Refund:** No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session, unless extraordinary circumstances apply (refer to partial refund listed above).

4. **Refund Requests:** Credit on a student account that results from the transfer of financial aid does not require a request for refund. These credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit a refund request form. The form will be routed to the Accounting Office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.

Financial Aid

Students interested in applying for financial aid should see the Financial Aid section of the catalog. Specific aid information for online and nationwide students can be found here.

Online, Nationwide, and Main Campus Evening Tuition

2019-2020 Tuition Rates

Undergraduate In-Seat (per credit hour)	$375.00
Undergraduate Online (per credit hour)	$375.00
Undergraduate Active Duty Military (per credit hour)	$250.00
Imperial, CA Location (per credit hour)	$325.00
Audit Tuition (per credit hour)	$250.00
High School Dual Enrollment (per credit hour)	$75.00

Other Charges (as applicable)

NSF Returned Check Bank Charge	$25.00
Payment Plan Late Payment Charge	$29.00
Transcript	$10.00
CLEP & DSST Admin. Charge	$20.00

Academic and Administrative Policies, Regulations and Procedures

Student Academic Record

It is imperative for daily operations that the College maintain accurate contact information on all students. It is the responsibility of the student to notify a college official by submission of the Columbia College Change of Address Form regarding any discrepancies or changes to his or her contact information. This includes preferred mailing address and any and all telephone numbers. Students may also update their contact information in CougarTrack.

The College maintains permanent records showing the progress of each student. Student records indicate the rates at which he or she is progressing, final grades in each subject for each semester or session, withdrawals from courses and re-enrollments in subjects from which he or she had previously withdrawn.

The College maintains records through the last date of attendance or the effective date of their unofficial withdrawal.

Columbia College transcripts of permanent student records are confidential and cannot be released to anyone, except Columbia College instructors and officials, without the written permission from the student. Columbia College accepts transcript requests via mail, fax or in person. All requests must include the signature of the student whose record is being released. Payments may be made by cash, check, money order or credit card. The transcript fee is $10 per transcript (fee subject to change without notice).

Requests must include the student's full name, maiden or former name if applicable, dates of attendance, ID or SSN, birth date, the student's current address and phone number, the address where the transcript should be sent, the number of copies to be issued and the payment. Transcript Request Forms are available on the Columbia College website. A student's current account balance must be clear prior to the release of the transcript.

Advising and Registration

Academic Advising Philosophy

Academic advising at Columbia College is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as exploration of life goals, exploration of career goals, selection of a major program of study, selection and scheduling of courses. The decision-making process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisor, the ultimate goal of which is student growth. Through such a person-centered approach, academic advising assists students in creating a personally relevant plan for educational, career, and life fulfillment.

Academic Advisor

While the College provides academic advising, the responsibility of meeting all degree requirements rests with the student. Students are strongly encouraged to officially declare their majors during the semester or session in which 48-60 semester hours are scheduled for completion. Students complete a Change of Degree Program Form via CougarTrack.

Main Campus Day

Individual relationships are maintained between students and instructors in the classroom and through informal conferences. Day Campus students are assigned a staff advisor during their first year at Columbia College. At the end of their first year, Day Campus students are assigned a faculty advisor in their major. Day Campus students must see their advisor during Advising Week, in order to be eligible to register for the next semester.

Main Campus Evening, Online and CC Global Locations

Students are assigned an academic advisor through their location. Students are required to meet with an academic advisor prior to enrolling in courses for the first time.

Curriculum Requirements

Students are required to abide by the curriculum requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current academic year's catalog.

Directed Study

Directed study is available in most academic disciplines but only for Main Campus Day and Main Campus Evening students. Its purpose is to allow students to undertake additional, in-depth study of a topic that transcends the existing coursework described in the academic catalog. Directed study is not available for audit (see Course Audit).

Students enrolling in these courses work closely with a selected faculty member, meeting on a regular basis and working toward a mutually agreed-upon goal. Students approach a faculty member with a written proposal. If the proposal is approved, the faculty member and the student then complete the application form. The proposal and form require approval by the supervising faculty member, the department chair, and the Dean for the student's School.

This contract defines the title of the study, the learning objectives, resources to be used, evaluation methods to be employed and other academic information. The proposal must be completed on the college form that is available in the Enrollment Services Center.

To be eligible for directed study, students must meet the following requirements: (1) completion of at least 45 semester hours of coursework, (2) prior completion of at least 6 semester hours in the discipline of the proposed study and (3) a cumulative GPA of 3.0 or higher.

Internships

Internships are in-depth, practical learning experiences wherein students are placed in various agencies and/or organizations compatible with their academic majors and educational interests. Internships are supported by the College's academic mission and by the belief that theoretical knowledge is enhanced by and through the application of that knowledge.

As learning experiences, internships are coordinated by faculty working in conjunction with a designated supervisor in the agency or organization. A formal contract is developed in cooperation with the student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

Internships are available in the junior or senior academic years. Two course numbers are assigned for internships: 399 and 499. **Students enroll for credit during the term in which they undertake the internship.** They may enroll for credit up to a maximum of 12 semester hours at each level; however, some departments may limit internship hours (see course descriptions for information on hours limitation). Some programs require a cumulative GPA of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll. In other words, if a student enrolls for an internship worth 9 semester hours, the student is expected to work 405 clock hours during the term in which enrollment takes place.

Evaluation of student performance is made by the faculty member and the agency supervisor. The successful completion of contracted papers, projects and tasks must occur before credit is given. If a student is dismissed from an internship position by the agency for legitimate reasons (a situation tantamount to being fired), the student fails the course. However, if a situation beyond the student's control results in that student's inability to complete the course, then the student must initiate action through the faculty member to find an alternative resolution.

Academic Load Policy

Definitions are based on a 16-week semester. A semester is defined as the sixteen-week term beginning in August, ending in December; the sixteen-week term beginning in January, ending in April or May; or the sixteen-week term beginning in May or June, ending in July or August. Full-time status is measured as enrollment in 12 hours or more per semester at Columbia College. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

Full-time	12 - 18 credit hours per semester
Part-time	
Three quarter	9 - 11.9 credit hours per semester
Half-time	6 - 8.9 credit hours per semester
Less than half-time 5.9 credit hours or less per semester	

Main Campus Day

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. Semester enrollment status is calculated by adding all hours (day, evening, and online) for which students are properly registered. See Main Campus Day Overload Policy for information regarding enrolling in an overload of credits.

Main Campus Evening, Online, and CC Global Locations

Columbia College policy allows students enrolled in an accelerated (eight-week session) to enroll for a full-time course load of up to nine (9) hours per eight-week session (18 semester hours of credit in any one semester). This includes courses taken through Main Campus Evening, Online, and CC Global locations. Semester enrollment status is calculated by adding all hours (day, evening, online) for which students are properly registered. See Main Campus Evening, Online, and CC Global Overload Policy for information regarding enrolling in an overload of credits.

Overload

Main Campus Day

Students are charged an overload fee calculated from their semester enrollment status for hours above the attempted eighteen-hour maximum. The Dean of the student's School must approve overloads, which may not exceed three semester hours per semester. Students requesting an overload must have a minimum cumulative grade point average of 3.0. Exceptions to the overload tuition fee are overloads resulting from choir, resident-assistant class for one credit, ROTC and college-sponsored activities. The fee for three hours of overload credit is waived for students with a cumulative grade-point average of 3.75 or higher, only if such students have accumulated at least 30 semester hours from Columbia College.

Main Campus Evening, Online and CC Global Locations

Long experience in administering accelerated (8 week academic term) college programs has taught us that it is generally not in the student's best interest to enroll in more than 9 credit hours per session. Due to the fast pace of the course and the reduced time for reading, research, writing and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Students are required to obtain permission to enroll in ten hours or more during an eight-week session. This includes courses taken through Main Campus Evening, Online, and CC Global locations. Only those students close to graduating from Columbia College, with a minimum 3.0 cumulative grade point average and a compelling reason to take a course overload in an eight-week session may apply to their location director. **Students must first visit with their advisor to discuss all available alternative options.** If an overload is approved, there will be no overload fee charged.

An overload is approved on a semester basis, allowing students to enroll in either or both 8-week modules during that semester as an overload. However, the overload in the second module is contingent on outcomes (grades) in the first module (poor outcomes may result in a student's overload approval being revoked). Systematically, this will require an overload be entered for both modules (it cannot be done on a semester basis).

Course Prerequisites

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Electronic prerequisite enforcement helps ensure that students meet prerequisite requirements. **However, it is the student's responsibility to closely examine the course descriptions to determine if prerequisites exist and enroll in courses in the proper sequence.** In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though s/he has not taken the prerequisite course. Waiver of a course prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

Graduate students' prerequisite courses may be waived by the location director with approval of the appropriate faculty member. Day Campus students may have their prerequisite courses waived by the course instructor or department chair.

Main Campus Day Registration Policies

A student who registers in a Day class has all other semester hours registered during that 16 week period classified as Day semester hours, regardless of the Program (Evening, Online or CC Global) in which the

semester hours are taken. All hours, regardless of course venue, are charged at the Day Campus rate for the total hours registered.

Students register for courses prior to the beginning of each semester. If they are unable to register during the regular period, they may register late, upon payment of a late-registration fee. No registration is accepted after the first week of classes.

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. A semester is defined as the sixteen-week term beginning in August, ending in December or the sixteen-week term beginning in January, ending in April or May. Semester hours are based on the number of hours per week students attend classes. A three semester hour course requires students to go to classes approximately three hours a week for the entire semester. Semester enrollment status is calculated by adding all hours (day, evening and online) for which students are properly registered.

Registration Processes

Day students must meet with their advisor to choose an appropriate schedule of classes prior to registration. Prerequisites and other eligibility criteria, as listed in the catalog, are required. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be unable to register for the course. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared.

Students may register through CougarTrack or by visiting the Enrollment Services Center located in Missouri Hall. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Payment in full or the first deferred payment must be paid by August 1 (Fall semester) or January 1 (Spring semester). Failure to make this payment will result in the student's schedule and on-campus housing being cancelled.

Cancellation of Registration

Students may cancel registration any time through the close of official registration by submitting a drop/add form to the Enrollment Services Center. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal procedures with the Dean for Student Affairs.

Main Campus Day Students Enrolling in Main Campus Evening, Online or CC Global Classes

1. Students enrolled in the Day Program may be eligible to enroll in Evening, Online or CC Global Location courses, but only under special circumstances. Day students may enroll at any Columbia College Location for the summer session without special permission.
2. **Eligibility**. Day students requesting permission to enroll in Evening, Online or CC Global Location course(s) (during fall or spring) must meet the following eligibility criteria:
   o Day students enrolling in a minimum of twelve semester hours of traditional day in-seat courses may also take an additional three hours of credit in another Columbia College venue during that semester.
   o Must have an overall minimum GPA of 2.5.
   o Academic departments may impose additional restrictions.
   o First year students in first semester not eligible.
3. **Requirements**. Students applying for enrollment in Evening, Online or CC Global Location courses may be required to submit written evidence documenting why the course is not and was not available in the daytime. Students requesting permission to take a course other than those offered through the Day Program must complete a Day Student Enrollment for Evening, Online or CC Global Location Classes Form and obtain written approval from their advisor, the Department Chair

of their major, and the Department Chair of the course.Students paying at the per-hour tuition rate, may not exceed a combined total of 11.9 semester hours during any one term (a 16-week semester, or 8-week session, or a combination of both). If a student wishes to enroll and his or her total number of semester hours exceeds 11.9, then that student must pay the full-time tuition rate. Students enrolled part-time (less than 12 semester hours when all hours, regardless of the class location, are combined) will be charged the appropriate part-time Day tuition rate.

4. Highest priority for enrollment in Evening, Online or CC Global Location courses is accorded students who have completed at least 84 hours toward a degree at Columbia College and who, through no fault of their own, cannot satisfy all graduation requirements during the Day and for whom no other options are available and therefore request to enroll in an Evening, Online or CC Global Location course to graduate.

Changes in Registration

Final dates for courses to be added or dropped are listed for each semester on the Academic Calendar.

Adding a Course

Day students may add courses through Wednesday of the first week of the semester. Students can add or drop classes via CougarTrack or obtain an add/drop form in the Enrollment Services Center. The forms must be returned to the Enrollment Services Center before the end of the add period to be registered for the courses. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students' schedules if class space is available.

Dropping a Course

Day students may drop courses through the first business day of the second week of the semester without financial liability and academic penalty (not applicable to total withdrawal). After the drop period, students are financially and academically liable for all courses. If a student withdraws from school (drops all classes) then s/he may be eligible for pro-rated tuition credit depending on the completion date of the total withdrawal process (see Total Withdrawal, below). Students can drop classes via CougarTrack or obtain a drop form in Enrollment Services Center. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students'schedules if class space is available.

Total Withdrawal from Columbia College

The Dean for Student Affairs establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Student Affairs Office.

All withdrawals by Day students for extraordinary circumstances must be approved by Academic Affairs. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances with substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

A WE grade cannot be granted unless all courses in which the student is enrolled are dropped.

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule on the Main Campus Day Tuition and Fee Structure page. No credit will be given for nonrefundable deposits, laboratory or course fees, etc.

Cooperative Cross-Enrollment

Columbia College participates with the University of Missouri-Columbia and Stephens College in a cooperative cross-enrollment program. The intent of the program is to facilitate students' educational needs when a desired course or its equivalent is not available at the home institution during the semester of enrollment. Students must meet the course prerequisites prescribed and all coursework must be for academic credit.

Enrollment is on a space-available basis on the first day of classes during the Fall and Spring/Winter semesters on the Columbia, Missouri campuses of the respective institutions. Each institution reserves the right to close courses in certain programs to cross enrollment and to prohibit its students from enrolling in courses in designated programs at the other institutions. Tuition will be paid at the student's home institution at the home institution rate. Each institution will waive the admission application fee.

To be eligible to enroll in the Cooperative Cross-Enrollment Program, Columbia College students must:

1. Be enrolled as full-time, degree-seeking undergraduate Day Program students (includes hours taken at both the home and host institution) during the semester of cross-enrollment.
2. Be in good academic standing. Students who are dismissed for low academic achievement from one Cooperative institution and subsequently accepted at another Cooperative institution may not cross-register at the institution of dismissal until they are eligible for readmission.
3. Receive the approval of the appropriate faculty advisor.
4. Receive the approval of the Registrar.

Students shall be subject to the rules, regulations, and standards of conduct of the institution offering the course during the time of actual attendance.

Students must be in good financial standing at the cooperating institution in order for a transcript showing course grades and credits earned to be sent to the parent institution.

No earlier than two weeks prior to classes starting:

- Columbia College students should send an email to studentrecords@ccis.edu with their name, ID number and the class(es) they wish to take at MU or Stephens.
- The Office of the Registrar will determine eligibility and return to the student the completed and signed Cooperative Cross Enrollment Form along with detailed instructions for registering at MU or Stephens.
- Eligible students will take the required forms to MU or Stephens and register for classes on **the host institution's** first day of classes (MU allows registration beginning the Friday before classes start. The earliest visiting students can register at Stephens is on the first day of class.)
- Once the student has registered at the host institution, they will return the signed Cooperative Cross Enrollment Form and verification of registration at the host institution, to Columbia College's Office of the Registrar via email at studentrecords@ccis.edu. Registrar's staff will then register the student in the placeholder course(s) at Columbia College.

Students may also request library privileges at Ellis Library on the University of Missouri-Columbia campus, participate in University of Missouri-Columbia study abroad programs and may use Education Career Services at University of Missouri-Columbia.

Main Campus Evening Registration Policies

Official registration is completed only after submission of a registration form. Students may register using eRegistration through CougarTrack or by visiting the Enrollment Services Center located in Missouri Hall. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be unable to register for the course. **Registration constitutes an**

agreement that a student will be held academically and financially liable for the course. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared. Prerequisites and other eligibility criteria, as listed in the catalog, are required. Contact personnel at the Evening Campus for details and deadlines of registration.

Adding a Course

Evening students may add courses through Wednesday of the first week of the session. Forms are available on CougarTrack or in the Enrollment Services Center. The forms must be submitted through CougarTrack or returned to the Enrollment Services Center before the end of the add period for the courses. At that time, courses are added to the students' schedules if space is available in the class.

Dropping a Course

A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued PROVIDED the student drops through CougarTrack OR an Add/Drop/Withdrawal form is received at the campus prior to close-of-business on the first business day of the second week of the session.

If you drop or withdraw from all classes within an award period or term, your award(s) may be recalculated and we may be required to reduce or cancel your award(s).

If you have been awarded a loan for a specific award period or term and do not enroll for that term, subsequent loan disbursements for the remaining academic year may be delayed or canceled. If you have questions about the status of current or future loan disbursements contact the Financial Aid Office.

Once enrolled in a class, a student is considered a member of that class until s/he officially drops or withdraws in accordance with institutional policy. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to drop from class does not constitute official drop. Requests to drop from a course will not be accepted by telephone. Students are required to personally complete all drop information. Confirmation of receipt is the responsibility of the student. Should circumstances prevent a student from physically completing the drop form, the student should contact their campus immediately.

Online and CC Global Registration Policies

Official registration is completed only after submission of a registration form. eRegistration and assisted registration are available to students. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they may be unable to register for the course. **Registration constitutes an agreement that a student will be held academically and financially liable for the course.** Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared. Contact personnel at your CC Global location for details and deadlines of registration.

Adding a Course

CC Global and Online students may add courses through Wednesday of the first week of the session. Forms are available on CougarTrack or at individual locations, and must be submitted before the end of the add period for the courses. Registration forms must be submitted through CougarTrack or returned to the student's location before the end of the add period for the courses.

Dropping a Course

A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued PROVIDED the student drops through CougarTrack **or** an Add/Drop form is received at the location prior to close-of-business on the first business day of the second week of the session.

If you drop or withdraw from all classes within an award period or term, your award(s) may be recalculated and we may be required to reduce or cancel your award(s).

If you have been awarded a loan for a specific award period or term and do not enroll for that term, subsequent loan disbursements for the remaining academic year may be delayed or canceled. If you have questions about the status of current or future loan disbursements contact the Financial Aid Office.

Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to drop from class does not constitute official drop. Requests to drop from a course will not be accepted by telephone. Students are required to personally complete, sign and date all drop information. Confirmation of receipt is the responsibility of the student. Should circumstances prevent a student from physically completing the drop form, the student should contact their location immediately.

Academic Program Information

Academic Departments by Schools

Academic instruction is offered by faculty in ten academic departments in three schools:

- Robert W. Plaster School of Business

    o   Business Administration
- School of Humanities, Art and Social Sciences

    o   Criminal Justice Administration and Human Services
    o   Education
    o   History, Philosophy, Political Science
    o   Language and Communication Studies
    o   Psychology and Sociology
    o   Visual Arts and Music
- School of Natural Science and Mathematics

    o   Computer and Mathematical Sciences
    o   Nursing
    o   Physical and Biological Sciences

Not all departmental programs are available through all campus locations. **To identify programs that are offered at your specific campus location, click here.**

Declaration of Major

Students are strongly encouraged to officially declare a major during the semester in which 48 to 60 semester hours are scheduled for completion.

Students interested in less specialization within a major, a broad baccalaureate education, or more than one major should select the Bachelor of Arts degree. Students who prefer to engage in extensive specialization in one subject area are advised to select the Bachelor of Science degree.

The Bachelor of Fine Arts (BFA) degree is a specialized degree designed specifically for students in art.

The Bachelor of General Studies is a degree designed for the student who desires a liberal arts and sciences bachelor's degree without a major.

The Bachelor of General Studies for Elementary Education Certification is a degree option for students pursuing Elementary Education.

All majors require students to successfully complete a culminating educational experience in the form of a final capstone course prior to graduation.

Double Major

A double major is defined as a **single** degree with two majors (both majors must be offered within a Bachelor of Arts or a Bachelor of Science degree). You cannot mix degrees in a double major. A double major may be earned if requirements for both declared majors are completed. No additional residency criterion is required. Majors and minors may not be added to an already earned degree.

Dual Degrees

A student who wishes to earn a second baccalaureate degree at Columbia College must complete all of the requirements for both degrees, including at least **30 additional** semester hours in residence beyond the requirements for the first degree, for a total of 150 completed hours.

A second associate degree requires **15 additional** semester hours in residence, beyond the requirements for the first degree, for a total of 75 completed hours. ("In residence" in this context indicates hours earned through Columbia College courses.) Majors and minors may not be added to an already earned degree. Students earning dual degrees are required to pay two graduate fees.

The baccalaureate degree GPA is frozen once the degree has been awarded. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated, but the subsequent grade will not replace the initial grade. Both instances of the course and grades for each will be reflected on the record, and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit that was applied toward an initial degree is not included in the additional 30 hours in residence required for a subsequent degree.

Changing Location (Location Transfer)

Students can change their Columbia College campus location as an applicant or a current student at any time. You are encouraged to meet with an advisor at your current location prior to changing locations. Admissions requirements, tuition, scholarships, financial aid, advising and housing requirements vary between campus locations. By meeting with an advisor, you will be able to make an informed decision prior to changing locations.

If you are a current student and wish to officially change your campus location, please log in to your CougarTrack account. Click on the "Forms" link and select the "Change of Campus" form. Indicate your new desired campus location as well as the semester or session that you would like to start taking courses at the new campus location. Before a student is allowed to register for classes at the new campus location, he or she must meet with their academic advisor at the new campus location.

If you are an applicant and are not currently enrolled, please contact your desired campus location and request that they update your campus location on your application. Note that this process cannot be completed by logging into your application and changing the campus location.

Associate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with an associate degree, students must have been officially admitted to the College and must:

1. Complete a minimum of 60 semester hours;
2. Complete the appropriate number of General Education courses determined by individual degree requirements;
3. Complete ENGL 111 English Composition I;
4. Complete all major requirements;
5. Attain a minimum cumulative grade-point average of 2.0;
6. Fulfill the residency requirement of at least 15 semester hours taken with Columbia College;
7. Satisfy all financial obligations; and
8. Apply for graduation via CougarTrack the semester before they expect to graduate.

Baccalaureate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with a baccalaureate degree, students must have been officially admitted to the College and must have:

1. Completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level courses;
2. Completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. Completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level coursework;
4. Earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
5. Completed successfully at least 3 semester hours of Multicultural coursework;
6. Attained a minimum cumulative grade-point average of 2.0;
7. Fulfilled the residency requirement - at least 30 semester hours taken with Columbia College. (In the case of special programs and/or agreements such as the one with Service-member's Opportunity College, this requirement may be modified to meet the constraints of such programs. However, special arrangements and/or programs must be approved by the Provost and school Dean. Waivers for individual students may be granted by following institutional procedures for petition and waiver);
8. Fulfilled all requirements for a culminating experience specified for the major;
9. Satisfied all financial obligations; and
10. Applied for graduation via CougarTrack the semester before expected date of graduation;
11. If seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. CCG (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of Culture and Society sequence. See the Foreign Language Requirement page for additional information regarding this requirement. All core courses in each major resulting in a Bachelor of Arts (B.A.), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of C or higher.

Foreign Language Requirement

Foreign Language Requirement

Day students seeking a Bachelor of Arts degree must complete successfully six semester hours of a single foreign language. CCG (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four semesters with a grade of C or higher will fulfill the first course in the language sequence.); **or**
- SAT II: Subject Test Foreign Language:
    - Test date before May 1995: score of at least 550;
    - Test date May 1995 or later: score of at least 590; **or**
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of four or higher; **or**
- A CLEP score equal to or greater than the creditgranting language level 1 score as recommended by the American Council on Education; **or**
- Graduation from a high school where the native language is not English and one of the following: a minimum TOEFL score of 72 (internet-based); a minimum TOEFL score of 530 (paper-based), a minimum IELTS score of 6, or successful completion of the EAP program; **or**
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; **or**
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

General Education

General Education Requirements

The General Education curriculum educates students in the knowledge and skills appropriate to a student in the 21st century. It is designed around outcomes and organized so that students can incorporate foundational seminars and upper-level courses into their general education. Arrangement by outcome vs. discipline allows for flexibility and cross-disciplinary learning.

General Education requirements consist of:

Foundational Courses (6 sem. hrs):

COLL 133 - General Education Foundations Seminar 3 hours

ENGL 133W - First-Year Writing Seminar 3 hours

Core Courses (27 sem. hrs):

Select one core course from each of the nine goals. A list of general education courses for each goal can be found here.

Elective Courses (9 sem. hrs):

Select three courses with differing subject areas from three unique goals. A list of general education courses for each goal can be found here.

Writing Intensive:

In addition to ENGL 133W, students must complete two other writing-intensive courses, of which one must be from within the General Education goals. Choose courses designated with an alpha character of "W" after each course number.

Goals Descriptions

Ethical Reasoning

Students will critically explore and define ethical values as they relate to the individual and the contemporary world.

1. Describe multiple, relevant ethical perspectives/concepts, and identify one's own beliefs and values in relation to those frameworks.
2. Apply multiple, relevant ethical perspectives/concepts to a social or political problem, and evaluate the consequences of those applications.

Civic Engagement

Students will acquire foundational knowledge about political institutions and processes in the U.S. as well as their historical development. Students will understand the expectations of responsible citizenship for local and national contexts. Students will also understand the importance of personal and social well-being and engaged citizenship in a complex and changing world.

1. Identify key U.S. civic institutions and their historical development.
2. Describe structural and institutional factors which affect civic life.
3. Acquire knowledge from one's own academic studies and explain its connection to civic life, politics, and government in contemporary and historical contexts.
4. Participate in activities of personal and public concern that are beneficial to the individual, as well as the individual's local, national, or global communities.

Creative Thinking and Experience

Students will use the creative process to form thoughts and actions that enable discussion of existing knowledge and interpretation of experiences from perspectives other than their own.

1. Demonstrate creative practices and techniques.
2. Describe knowledge of the processes used in completion of creative works.
3. Express meaning and intent of creative works.

Global Awareness

Students will acquire foundational knowledge about societies outside of the U.S. Students will learn to critically analyze complex global systems in their historical and contemporary contexts. They will critically understand cross-cultural practices and world-views and address global challenges through individual and collective action.

1. Demonstrate competency in describing the diversity of cultural practices, perspectives, and viewpoints of other peoples of the world.
2. Identify one's own cultural identity, norms, and biases in order to address social issues both historically and within contemporary contexts.

Environmental Stewardship

Students will comprehend environmental challenges facing the U.S. and other societies. Students will develop a greater understanding of the implications of their own actions for environmental sustainability.

1. Identify environmental challenges facing the U.S. and other societies.
2. Explain key relationships between human and natural processes and the implications of those relationships for the earth's sustainability through the study of empirical evidence.
3. Explain, develop, or engage in sustainability solutions at the campus or community-level.

Human Experience

Students will demonstrate an understanding of the fundamental questions regarding reality, inquiry and knowledge, and the nature of human existence as well as the most plausible and compelling attempts to answer those questions by drawing upon diverse traditional and contemporary sources. They will appreciate and engage with the unifying attempts across epochs and cultures to locate and create meaning.

1. Demonstrate an understanding of the fundamental questions of reality, inquiry, knowledge, and the nature of human existence.
2. Utilize diverse traditional and contemporary sources to answer questions of reality, inquiry, knowledge, and the nature of human existence
3. Demonstrate an appreciation for the unifying attempts across epochs and cultures to make human life meaningful.

Communication Competence

Students will communicate effectively through understanding multiple contexts, purposes, and audiences. They will communicate competently within the conventions of different academic fields. They will research for quality evidence and use it effectively in their work. They will communicate with integrity, clarity, and fluency.

1. Demonstrate foundational skills in written and oral communication.
2. Recognize and employ effective communication techniques to account for diverse contexts, purposes, audiences, and academic fields.
3. Identify and employ different forms of writing and speaking, including but not limited to argumentative, informative, professional, or creative modes.
4. Demonstrate effective techniques for locating, evaluating, selecting, and citing appropriate sources, information, and evidence.
5. Practice active listening and respectful responding.

6. Demonstrate skill in revising written and oral communication.

Reasoning in Natural Science

Students will understand concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts.

1. Explain the basic facts, principles, theories, and history of modern science.
2. Describe the basic methods of experimental design and the scientific method.
3. Draw appropriate conclusions based on the analysis of different types of data and information, while recognizing the limits of this analysis.

Mathematical Reasoning

Students will be able to apply mathematical skills when solving real world problems. They will be able to create mathematical models for a variety of contexts based on data or other information and use them to make conclusions. They will summarize and analyze different types of data in order to answer questions and make predictions.

1. Explain information presented in mathematical forms such as equations, graphs, diagrams, tables, formulas, and words.
2. Convert data and relevant information into various mathematical forms such as equations, graphs, diagrams, tables, formulas, and words.
3. Make predications and draw appropriate conclusions based on the analysis of data or mathematical models and be able to explain the limitations of this analysis.

General Writing-Intensive

General education at Columbia College includes a writing-intensive component that students must fulfill in order to satisfy the overall general education curriculum. Courses designated writing-intensive require a significant amount of formal, graded writing integrated throughout the course material. All students, with the exception of those receiving a General Education Waiver, will complete the following sequence of writing-intensive courses:

1. ENGL 133W First-Year Writing Seminar
2. Two additional writing-intensive courses (designated with the alpha character "W" directly after the course number) One course must be a designated general education course.

More information regarding a course's writing-intensive expectations can be found in the course syllabi.

General Education (Courses by Area)

General Education (Goals and Outcomes)

The following courses meet associate in arts and baccalaureate degree general education requirements. Some courses have prerequisites.

Foundational Courses

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours

Core Courses (27 sem. hrs)

Select one core course from each of the nine goals. A list of general education requirements for each goal can be found here.

Elective Courses (9 sem. hrs)

Select three courses with differing subject areas from three unique goals. A list of general education requirments for each goal can be found here.

Ethical Reasoning

Core Options:

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- COMM 340 - Communication Ethics
- EDUC 200 - Law, Ethics, and Education 3 hours
- ENVS 332 - Environmental Ethics 3 hours
- PHIL 332 - Environmental Ethics 3 hours
- MGMT 368W - Business Ethics 3 hours
- PHIL 330 - Ethics 3 hours
- PHIL 460 - Biomedical Ethics 3 hours
- SOCI 101 - Social Justice 3 hours

Elective Options:

- COMM 227 - News Literacy 3 hours
- COMM 323W - Argumentation and Debate 3 hours
- ENGL 237W - Writing Right and Wrong: Ethical Issues in Literature 3 hours
- HUMS 365 - American Social Policy 3 hours
- SOCI 365 - American Social Policy 3 hours
- PHIL 358 - Existentialism 3 hours
- SOCI 218 - Social Deviance 3 hours
- SOCI 210 - The Sociology of Gender 3 hours
- WMST 210 - The Sociology of Gender 3 hours

Civic Engagement

Core Options:

- HIST 121 - American History to 1877 3 hours

- HIST 122 - American History Since 1877 3 hours
- POSC 111 - American National Government 3 hours

Elective Options:

- ANTH 270 - Minority Cultures and Relations 3 hours
- SOCI 270 - Minority Cultures and Relations 3 hours
- ECON 293 - Macroeconomics 3 hours
- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 334W - The European Enlightenment 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 370W - American Military History 3 hours
- HIST 372W - Native American History 3 hours
- HIST 374W - African American History 3 hours
- HIST 373W - Women and Gender in American History 3 hours
- WMST 373W - Women and Gender in American History 3 hours
- PHIL 323 - Marx and Marxism 3 hours
- POSC 215 - State and Local Government 3 hours
- POSC 340 - Judicial Process 3 hours
- POSC 350 - Legislative Process 3 hours
- POSC 361 - American Political Parties 3 hours
- SOCI 216 - American Social Problems 3 hours
- SOCI 375 - Social Movements 3 hours
- AMST 375 - Social Movements 3 hours

Creative Thinking and Experience

Core Options:

- ARTS 105 - Art Appreciation 3 hours
- ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours
- MUSI 120 - Music and the Human Experience 3 hours

Elective Options:

- ARTS 255 - Digital Photography 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 317 - Web Design I 3 hours
- COMM 220W - Introduction to Theatre 3 hours
- COMM 327 - Page to Stage & Screen
- COMM 360W - Oral Interpretation of Literature 3 hours
- COMM 380W - Performance Studies 3 hours
- COMM 304W - Introduction to Screenwriting 3 hours
- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours
- EDUC 335 - Teaching Creative Arts and Movement to Children 3 hours
- ENGL 210W - Introduction to Fiction 3 hours

- ENGL 211W - Introduction to Poetry 3 hours
- ENGL 212W - Introduction to Drama 3 hours
- ENGL 213 - Introduction to Literary Nonfiction
- ENGL 235 - *Social Dynamics of Literature
- SOCI 235 - *Social Dynamics of Literature

Global Awareness

Core Options:

- ANTH 112 - General Anthropology 3 hours
- SOCI 112 - General Anthropology 3 hours
- ARTS 111 - Art and Ideas I 3 hours
- EAPP 110 - Exploring U.S. Culture 3 hours (International Students Only)
- ENGL 264W - World Literature II 3 hours
- HIST 112 - Making the Modern World 3 hours

Elective Options:

- ANTH 319W - History and Democracy in the Modern Middle East 3 hours
- HIST 319W - History and Democracy in the Modern Middle East 3 hours
- ANTH 339W - History of Modern Africa 3 hours
- HIST 339W - History of Modern Africa 3 hours
- ANTH 212 - Cultures in the World 3 hours
- SOCI 212 - Cultures in the World 3 hours
- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours
- ANTH 336 - Gender and Globalization 3 hours
- SOCI 336 - Gender and Globalization 3 hours
- WMST 336 - Gender and Globalization 3 hours
- COMM 303W - Intercultural Communication 3 hours
- COMM 337W - World Cinema
- ENGL 263W - World Literature I 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 348W - World War II 3 hours
- HIST 322W - Women and Gender in World History 3 hours
- WMST 322W - Women and Gender in World History 3 hours
- NURS 415 - Cultural Awareness in Nursing Practice 3 hours
- MGMT 338 - International Business 3 hours
- MUSI 220 - Exploring the Music of World Cultures 3 hours
- POSC 292 - International Relations 3 hours
- POSC 321 - Politics of Developing Nations 3 hours
- POSC 353 - Asian Politics 3 hours
- POSC 331 - European Politics 3 hours

Environmental Stewardship

Core Options:

- ANTH 101 - Introduction to Geography 3 hours
- GEOG 101 - Introduction to Geography 3 hours
- BIOL 115 - Introduction to Environmental Science 3 hours
- ENVS 115 - Introduction to Environmental Science 3 hours
- ENGL 267W - Literature & Ecological Balance

Elective Options:

- ANTH 345 - Environment and Society 3 hours
- SOCI 345 - Environment and Society 3 hours
- BIOL 222 - Conservation Biology 3 hours
- ENVS 222 - Conservation Biology 3 hours
- ENVS 251 - Resource Management 3 hours
- GEOG 251 - Resource Management 3 hours
- ENVS 352W - American Environmental History 3 hours
- HIST 352W - American Environmental History 3 hours
- SOCI 401 - The City 3 hours

Human Experience

Core Options:

- PHIL 201 - Introduction to Philosophy 3 hours
- PSYC 101 - General Psychology 3 hours
- RELI 101 - Religion and Human Experience 3 hours
- SOCI 111 - General Sociology 3 hours

Elective Options:

- ANTH 341 - Religion and Society 3 hours
- SOCI 341 - Religion and Society 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 255W - Women and Literature 3 hours
- PHIL 321 - Ancient Philosophy 3 hours
- PHIL 322 - Modern Philosophy 3 hours
- PHIL 202 - Asian Philosophy and Religion 3 hours
- RELI 202 - Asian Philosophy & Religion 3 hours
- PSYC 270 - Psychology of Emotion 3 hours
- PSYC 235 - *Social Psychology 3 hours
- SOCI 235 - *Social Psychology 3 hours

- PSYC 385 - Human Sexuality 3 hours
- SOCI 385 - Human Sexuality 3 hours
- RELI 201 - Religious Classic Texts 3 hours

Communication Competence

Core Options:

- COMM 110 - Introduction to Speech 3 hours

Elective Options:

- ANTH 381 - Music and Society 3 hours
- SOCI 381 - Music and Society 3 hours
- COMM 203 - Understanding Human Communication 3 hours
- COMM 217 - Food Communication 3 hours
- COMM 224 - Film History and Analysis 3 hours
- COMM 298W - Nonverbal Communication 3 hours
- COMM 344 - Visual Communication and Culture 3 hours
- COMM 354 - Social Media and Virtual Communities 3 hours
- COMM 343W - Gender Communication 3 hours
- WMST 343W - Gender Communication 3 hours
- EDUC 300 - Techniques of Teaching 3 hours
- ENGL 204 - Technical Writing 3 hours
- MGMT 254 - Business Communication 3 hours
- SOCI 388W - Fashion and Society 3 hours
- WMST 388W - Fashion and Society 3 hours

Reasoning in Natural Science

Core Options:

- BIOL 108 - Human Biology 3 hours **and**
- BIOL 108L - Human Biology Laboratory 2 hours
  or
- BIOL 110 - Principles of Biology I 3 hours **and**
- BIOL 110L - Principles of Biology I Laboratory 2 hours
  or
- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours
  or
- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours
  or
- CHEM 110 - Chemistry I 3 hours **and**
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours

or

- CHEM 108 - Physical Science Survey 3 hours **and**
- CHEM 108L - Physical Science Survey 2 hours
  or
- PHYS 108 - Physical Science Survey 3 hours **and**
- PHYS 108L - Physical Science Survey Laboratory 2 hours
  or
- FRSC 100 - Reasoning in Forensic Science 3 hours
  or
- GEOL 110 - Introduction to Physical Geology 3 hours **and**
- GEOL 110L - Introduction to Physical Geology Laboratory 2 hours
  or
- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours

Elective Options:

- BIOL 227 - *Science of Suds
- CHEM 227 - *Science of Suds
- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 311 - Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours

Mathematical Reasoning

Core Options:

- MATH 110 - Mathematical Reasoning
- MATH 150 - College Algebra 3 hours
- MATH 170 - Finite Mathematics 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 250 - Statistics I 3 hours

Elective Options:

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- MATH 215 - Differential Calculus 3 hours
- PHIL 210 - Logic and Critical Thinking 3 hours

Multicultural Requirement

Multicultural Requirement

Cultural Studies Courses

Every student who graduates from Columbia College must meet the multicultural requirement. Students who participate in a study abroad experience or who have lived for at least six continuous months in a single country other than the United States do not require coursework to meet this requirement. Official school transcripts from a foreign country or military orders may be used to document residence outside of the United States.

Students who seek the multicultural course waiver for any reason and who do not have official international transcripts must submit a course/waiver substitution form and supporting documents to the Office of the Registrar. All other students must complete a course which explores other cultures or cultivates an appreciation of cultural diversity. Cultural studies courses and courses listed below satisfy the requirement.

- ANTH 101 - Introduction to Geography 3 hours
- ANTH 112 - General Anthropology 3 hours
- ANTH 212 - Cultures in the World 3 hours
- ANTH 270 - Minority Cultures and Relations 3 hours
- ANTH 319W - History and Democracy in the Modern Middle East 3 hours
- ANTH 336 - Gender and Globalization 3 hours
- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours
- ARTS 111 - Art and Ideas I 3 hours
- BIOL 115 - Introduction to Environmental Science 3 hours
- CISS 390 - Global Information Systems Management 3 hours
- COMM 224 - Film History and Analysis 3 hours
- COMM 303W - Intercultural Communication 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours
- ECON 293 - Macroeconomics 3 hours
- ECON 495 - International Finance 3 hours
- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours
- ENGL 371 - Ethnic Traditions in American Literature 3 hours
- ENVS 115 - Introduction to Environmental Science 3 hours
- ENVS 251 - Resource Management 3 hours
- FINC 495 - International Finance 3 hours
- GEOG 101 - Introduction to Geography 3 hours
- GEOG 251 - Resource Management 3 hours
- HIST 111 - World History to 1500 3 hours
- HIST 112 - Making the Modern World 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 314 - Modern China 3 hours
- HIST 316 - Modern Japan 3 hours
- HIST 319W - History and Democracy in the Modern Middle East 3 hours
- HIST 372W - Native American History 3 hours

- MATH 330 - History of Mathematics 3 hours
- MGMT 338 - International Business 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MKTG 410 - Global Marketing 3 hours
- MUSI 123 - Music in World Cultures 3 hours
- NURS 415 - Cultural Awareness in Nursing Practice 3 hours
- PHIL 202 - Asian Philosophy and Religion 3 hours
- POSC 292 - International Relations 3 hours
- POSC 317 - Politics of Russia and Eurasia 3 hours
- POSC 321 - Politics of Developing Nations 3 hours
- POSC 331 - European Politics 3 hours
- POSC 353 - Asian Politics 3 hours
- RELI 101 - Religion and Human Experience 3 hours
- RELI 201 - Religious Classic Texts 3 hours
- RELI 202 - Asian Philosophy & Religion 3 hours
- SOCI 111 - General Sociology 3 hours
- SOCI 112 - General Anthropology 3 hours
- SOCI 270 - Minority Cultures and Relations 3 hours
- SOCI 336 - Gender and Globalization 3 hours
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours
- WMST 336 - Gender and Globalization 3 hours

Day Course Rotation Schedule

Accounting (ACCT)

ACCT 278 - Introductory Business Analytics	Fall and Spring
ACCT 280 - Accounting I (Financial)	Fall and Spring
ACCT 281 - Accounting II (Managerial)	Fall and Spring
ACCT 381 - Federal Income Tax-Individuals	Fall
ACCT 382 - Intermediate Accounting I	Fall
ACCT 383 - Intermediate Accounting II	Spring
ACCT 384 - Intermediate Accounting III	Occasional
ACCT 385 - Accounting Information Systems	Spring
ACCT 386 - Managerial and Cost Accounting	Spring
ACCT 481 - Federal Income Tax-Corporations	Occasional
ACCT 485 - Fund and Government Accounting	Occasional
ACCT 488 - Advanced Financial Accounting	Occasional
ACCT 489 - Auditing I	Occasional
ACCT 490 - Auditing II	Occasional
ACCT 499 - Accounting Internship	Fall and Spring

American Sign Language (AMSL)

AMSL 101 - American Sign Language I	Fall
AMSL 102 - American Sign Language II	Spring
AMSL 201 - American Sign Language III	Occasional
AMSL 202 - Deaf Culture	Occasional
AMSL 301 - American Sign Language IV	Occasional
AMSL 302 - American Sign Language V	Occasional
AMSL 303 - American Sign Language Grammar	Occasional

American Studies (AMST)

AMST 280 - *American Political and Social Thought	Even Spring
AMST 375 - *Social Movements	Occasional
AMST 490 - American Studies Senior Seminar	Occasional

Anthropology (ANTH)

ANTH 101 - *Introduction to Geography	Fall and Spring
ANTH 112 - *General Anthropology	Fall and Spring
ANTH 212 - Cultural Anthropology	Even Spring
ANTH 270 - *Minority Cultures and Relations	Fall and Spring
ANTH 319 - *History and Democracy of the Modern Middle East	Occasional
ANTH 327 - *Qualitative Research Methods	Odd Spring
ANTH 336 - *Gender and Globalization	Even Fall
ANTH 339 - *History of Modern Africa	Occasional
ANTH 341 - *Religion and Society	Odd Fall
ANTH 345 - *Environment and Society	Even Spring
ANTH 381 - *Music and Society	Even Fall
ANTH 388 - *Fashion and Society	Odd Spring
ANTH 412 - *Slavery and Human Trafficking: Past and Present	Odd Spring

Arts and Graphic Design (ARTS)

ARTS 105 - Art Appreciation	Fall and Spring
ARTS 111 - Art and Ideas I	Fall
ARTS 112 - Art and Ideas II	Spring
ARTS 120 - Drawing I	Fall and Spring
ARTS 130 - Painting I	Fall and Spring
ARTS 140 - 2-Dimensional Design	Fall and Spring
ARTS 141 - 3-D Design	Fall and Spring
ARTS 216 - Graphic Design I	Fall
ARTS 217 - Typography	Spring
ARTS 222 - Drawing II	Fall and Spring
ARTS 232 - Painting II	Fall and Spring
ARTS 234 - Digital Media I: Adobe Illustrator	Fall
ARTS 250 - Creative Photography I	Fall
ARTS 255 - Digital Photography	Spring
ARTS 262 - Printmaking I	Fall and Spring
ARTS 271 - Ceramics I	Fall and Spring
ARTS 292 - Jewelry I	Fall and Spring
ARTS 300 - Special Problems	Spring
ARTS 301 - 3-D Modeling and Animation I	Spring
ARTS 302 - Illustration	Odd Fall
ARTS 306 - Ancient Art History	Fall '15, '19, '23
ARTS 307 - Flash Animation	Fall
ARTS 308 - Medieval Art History	Occasional
ARTS 310 - Renaissance Art History	Fall '16, '20, '24
ARTS 312 - 17th and 18th Century Art History	Fall '17, '21, '25
ARTS 314 - Nineteenth-Century Art History	Odd Spring
ARTS 316 - Graphic Design II	Fall
ARTS 317 - Web Design I	Spring
ARTS 318 - Corporate Identity	Spring
ARTS 319 - Digital Media	Spring
ARTS 320 - Photography II	Fall
ARTS 323 - Drawing III	Fall and Spring
ARTS 334 - Painting III	Fall and Spring

ARTS 350 - Alternative Photographic Process	Spring
ARTS 353 - Creative Photography III	Fall and Spring
ARTS 354 - Digital Imaging	Spring
ARTS 364 - Printmaking II	Fall and Spring
ARTS 366 - Printmaking III	Fall and Spring
ARTS 370 - History of Photography	Even Fall and Even Spring
ARTS 373 - Ceramics II	Fall and Spring
ARTS 374 - Video Art	Fall
ARTS 375 - Ceramics III	Fall and Spring
ARTS 394 - Jewelry II	Fall and Spring
ARTS 396 - Jewelry III	Fall and Spring
ARTS 399 - Art/Design Internship	Fall and Spring
ARTS 400 - Special Problems	Spring
ARTS 403 - Twentieth-Century Art History	Odd Spring
ARTS 406 - American Art History	Fall '14, '18, '22
ARTS 416 - Graphic Design III	Fall
ARTS 417 - Web Design II	Spring
ARTS 425 - Drawing IV	Fall and Spring
ARTS 435 - Printmaking IV	Fall and Spring
ARTS 436 - Painting IV	Fall and Spring
ARTS 454 - Creative Photography IV	Fall and Spring
ARTS 465 - Drawing V	Fall and Spring
ARTS 466 - Painting V	Fall and Spring
ARTS 476 - Ceramics IV	Fall and Spring
ARTS 480 - Ceramics V	Fall and Spring
ARTS 490 - Ceramics VI	Fall and Spring
ARTS 496 - Senior Portfolio	Fall and Spring
ARTS 498 - Jewelry IV	Fall and Spring
ARTS 499 - Advanced Art/Design Internship	Fall and Spring

Astronomy (ASTR)

ASTR 108 - Introduction to Astronomy	Evan Spring

Biology (BIOL)

BIOL 102 - Introduction to Anatomy and Physiology	No Day Course Rotation
BIOL 105 - Essentials of Science	Fall and Spring
BIOL 108 - Human Biology	Fall and Spring
BIOL 110 - Principles of Biology I	Fall and Spring
BIOL 112 - Principles of Biology II	Fall and Spring
BIOL 115 - *Introduction to Environmental Science	Fall and Spring
BIOL 221 - Clinical Microbiology	Spring
BIOL 222 - *Conservation Biology	Odd Fall
BIOL 223 - Anatomy	Spring
BIOL 224 - *Statistics for the Behaviroal and Natural Sciences	Fall and Spring
BIOL 230 - Medical Terminology	Even Spring
BIOL 254 - Genetics	Fall
BIOL 300 - *Evolution	Even Spring
BIOL 309 - *Animal Behavior	Occasional
BIOL 312 - Microbiology	Odd Fall
BIOL 319 - *Soils	Odd Spring
BIOL 320 - *Ecology	Even Spring
BIOL 326 - Physiology	Fall
BIOL 330 - Exercise Physiology	Occasional
BIOL 343 - Botany	Even Fall
BIOL 345 - Principles of Cell Biology	Spring

BIOL 353 - *Zoology	Odd Fall
BIOL 360 - Kinesiology	Occasional
BIOL 371 - *Neuroscience	Occasional
BIOL 372 - *Sensation and Perception	Occasional
BIOL 380 - Developmental Biology	Occasional
BIOL 391 - Molecular Biology	Fall
BIOL 395 - *Research Design in the Sciences	Fall and Spring
BIOL 399 - *Science Internship	Fall and Spring
BIOL 410 - Molecular Biotechnology	Spring
BIOL 415 - Immunology	Odd Spring
BIOL 420 - *Biochemistry I	Fall
BIOL 422 - *Biochemistry II	Spring
BIOL 472 - *Psychopharmacology	Even Fall
BIOL 490 - *Senior Seminar	Fall and Spring
BIOL 499 - *Advanced Science Internship	Fall and Spring
BIOL 108L - Human Biology Laboratory	Fall and Spring
BIOL 110L - Principles of Biology I Laboratory	Fall and Spring
BIOL 112L - Principles of Biology II Laboratory	Fall and Spring
BIOL 115L - *Introduction to Environmental Science Lab	Fall and Spring
BIOL 221L - Clinical Microbiology Laboratory	Spring
BIOL 223L - Anatomy Laboratory	Spring
BIOL 254L - Genetics Laboratory	Fall
BIOL 312L - Microbiology Laboratory	Spring
BIOL 320L - *Ecology Laboratory	Even Spring
BIOL 326L - Physiology Laboratory	Fall
BIOL 345L - Principles of Cell Biology Laboratory	Spring
BIOL 410L - Methods in Molecular Biotechnology	Spring
BIOL 420L - *Biochemistry Laboratory	Fall

Child Development (CDEV)

CDEV 106 - Child Health, Nutrition, and Safety	Spring

Chemistry (CHEM)

CHEM 104 - Fundamentals of Chemistry	Occasional
CHEM 105 - *Essentials of Science	Fall and Spring
CHEM 108 - *Physical Science Survey	Odd Spring
CHEM 109 - Chemistry for Biological and Health-Related Sciences	Fall and Spring
CHEM 110 - Chemistry I	Fall and Spring
CHEM 112 - Chemistry II	Fall and Spring
CHEM 203 - Chemistry of Hazardous Materials	Occasional
CHEM 230 - *Environmental Toxicology and Chemistry	Even Spring
CHEM 310 - Organic Chemistry I	Fall
CHEM 312 - Organic Chemistry II	Spring
CHEM 322 - Inorganic Chemistry	Odd Fall
CHEM 330 - Environmental Chemistry	Occasional
CHEM 335 - Quantitative Analysis	Fall
CHEM 337 - Instrumental Analysis	Odd Spring
CHEM 395 - *Research Design in the Sciences	Fall and Spring
CHEM 399 - *Science Internship	Fall and Spring
CHEM 401 - *Introduction to Physical Chemistry/Chemical Physics	Spring
CHEM 412 - Advanced Experimental Chemistry	Even Spring
CHEM 420 - *Biochemistry I	Fall
CHEM 422 - *Biochemistry II	Even Spring
CHEM 425 - *Forensic Chemistry I	Odd Fall
CHEM 490 - Senior Seminar	Spring

CHEM 499 - *Advanced Science Internship	Fall and Spring
CHEM 108L - *Physical Science Survey Laboratory	Fall
CHEM 110L - Chemistry I Laboratory	Fall and Spring
CHEM 111L - Introductory Chemistry Laboratory Experience	Fall and Spring
CHEM 112L - Chemistry II Laboratory	Fall and Spring
CHEM 230L - *Environmental Toxicology and Chemistry Lab	Even Spring
CHEM 310L - Organic Chemistry I Laboratory	Fall
CHEM 312L - Organic Chemistry II Laboratory	Spring
CHEM 420L - *Biochemistry Laboratory	Fall
CHEM 425L - *Forensic Chemistry I Laboratory	Odd Fall

Computer Information Systems (CISS)

CISS 145 - Introduction to Python Programming	Fall
CISS 170 - Introduction to Computer Information Systems	Fall and Spring
CISS 171 - Introduction to Computer Information Systems for Mac Users	None
CISS 176 - Introduction to Computer Science	Fall and Spring
CISS 201 - Agile Software Development	Fall
CISS 202 - Introduction to Databases	Fall
CISS 234 - Visual Basic	Occasional
CISS 238 - Java Programming	Spring
CISS 240 - Introduction to Programming	Fall and Spring
CISS 241 - Programming I	No Day Course Rotation
CISS 245 - Advanced Programming	Fall and Spring
CISS 298 - Web Programming	Odd Spring
CISS 301 - Operating Systems for Business Computing	Odd Fall
CISS 302 - Business Data Communications and Networking	Even Spring
CISS 311 - Advanced Agile Software Development	Spring
CISS 312 - ACM Programming Contest	Fall and Spring
CISS 320 - Systems Analysis and Design II	No Day Course Rotation
CISS 338 - Advanced Java Programming	Occasional
CISS 350 - Advanced Algorithms and Data Structures	Fall and Spring
CISS 355 - Directed Study	Occasional
CISS 358 - Algorithm Analysis	Odd Fall
CISS 360 - Computer Systems and Assembly Language	Odd Fall
CISS 362 - *Introduction to Automata Theory, Languages and Computation	Even Fall
CISS 365 - Project Management	Even Fall
CISS 370 - Operating Systems	Odd Spring
CISS 375 - Compiler Construction	Even Fall
CISS 380 - Computer Graphics	Odd Fall
CISS 390 - Global Information Systems Management	Occasional
CISS 391 - Information Systems Security	Occasional
CISS 397 - Business Data Analytics	Occasional
CISS 399 - Information Systems Internship	Occasional
CISS 402 - Advanced Databases	Spring
CISS 410 - Computer Networks and Communications	Odd Fall
CISS 411 - Software Architecture and Testing	Odd Fall
CISS 420 - Computer Architecture	Even Spring
CISS 430 - Database Systems	Spring
CISS 433 - Topics	Occasional
CISS 438 - Object-Oriented Design and Analysis	Odd Spring
CISS 445 - Programming Languages	Even Spring
CISS 450 - Artificial Intelligence	Even Fall
CISS 451 - *Introduction to Cryptography and Computer Security	Even Spring

CISS 455 - Directed Study	Occasional
CISS 465 - Software Engineering	Fall
CISS 472 - Data Warehousing and Decision Support Systems	Occasional
CISS 491 - Business Software Development	Fall and Spring
CISS 494 - Senior Seminar in Computer Science	Fall and Spring
CISS 499 - Internship	Fall and Spring

Criminal Justice Administration (CJAD)

CJAD 101 - Introduction to Criminal Justice Administration	Fall and Spring
CJAD 201 - Criminal Investigation	Fall
CJAD 203 - Crime Scene Investigation	No Day Course Rotation
CJAD 205 - Crime Scene Photography	No Day Course Rotation
CJAD 233 - *Topics: Mock Trial	Fall and Spring
CJAD 301 - Criminal Law	Fall
CJAD 306 - Military Justice System	Occasional
CJAD 308 - Drug Abuse and Crime Control	Odd Spring
CJAD 310 - Crisis Intervention	Fall
CJAD 311 - Police in a Democratic Society	Fall
CJAD 315 - Private Security and Loss Prevention	Even Fall
CJAD 317 - Bloodstain Evidence	Fall
CJAD 320 - Cultural Diversity in Criminal Justice	Fall
CJAD 325 - Juvenile Justice System and Procedures	Even Spring
CJAD 328 - Shooting Incidents	Occasional
CJAD 330 - Management of Criminal Justice Agencies	Fall
CJAD 333 - *Topics: Mock Trial	Fall and Spring
CJAD 345 - Ethics and Morality in Criminal Justice	No Day Course Rotation
CJAD 350 - Corrections and Penology	Spring
CJAD 351 - Community Based Corrections	Occasional
CJAD 352 - Victims in the Justice System	Occasional
CJAD 370 - *Dynamics of Terrorism	Occasional
CJAD 390 - Criminal Justice Practicum	Fall and Spring
CJAD 399 - Criminal Justice Internship	Fall and Spring
CJAD 403 - Cold Case Investigation	Occasional
CJAD 405 - Laws of Criminal Evidence	Spring
CJAD 406 - Expert and Scientific Evidence	Fall
CJAD 410 - Drug Abuse and Crime Control	Odd Spring
CJAD 415 - Criminal Procedures	Spring
CJAD 420 - Legal Issues in Criminal Justice	Occasional
CJAD 421 - Organized Crime	Occasional
CJAD 425 - Legal Research and Writing	Fall
CJAD 495 - Integrative Seminar	Spring
CJAD 499 - Advanced Criminal Justice Internship	Fall and Spring

College Introductory Series (COLL)

COLL 100 - General Education Foundations Seminar	Fall and Spring
COLL 107 - Career Development and Decision Making	Occasional
COLL 109 - Communicating to Our World: An Introduction to Leadership	Spring
COLL 180 - Introduction to Study Abroad: Orientation and Cultural Preparation	Fall
COLL 300 - General Education Cornerstone Seminar	Fall and Spring

Communications (COMM)

COMM 110 - Introduction to Speech	Fall and Spring
COMM 201 - Cross-Cultural Communication Practicum for Native English Speakers	Occasional
COMM 203 - Understanding Human Communication	Fall

COMM 214 - Mass Communication in Society	Odd Fall
COMM 217 - Food Communication	Occasional
COMM 220 - Introduction to Theatre	Odd Fall
COMM 224 - Film History and Analysis	Spring
COMM 227 - New Literacy	Even Spring
COMM 230 - Introduction to Communication Theory and Research	Fall
COMM 231 - Communication Writing and Research	Fall
COMM 298W - Nonverbal Communication	Occasional
COMM 303 - Intercultural Communication	Odd Fall
COMM 304 - Introduction to Screenwriting	Odd Fall
COMM 313 - Interpersonal Communication	Even Fall
COMM 314 - Film History and Analysis	Odd Spring
COMM 320 - Advanced Theatre	Occasional
COMM 323 - Argumentation and Debate	Odd Spring
COMM 324 - Film Styles and Genres: (specific topic)	Even Spring
COMM 334 - Political Economy of Film and Media	Occasional
COMM 343 - *Gender Communication	Even Spring
COMM 344 - Visual Communication and Culture	Even Fall
COMM 354 - Social Media and Virtual Communities	Even Fall
COMM 360 - Oral Interpretation of Literature	Even Spring
COMM 380 - Performance Studies	Occasional
COMM 385 - Performance Styles and Genres: (Specific Topic)	Occasional
COMM 393 - Organizational Communication	Odd Spring
COMM 399 - Communication Internship	Fall and Spring
COMM 404 - Media Criticism	Occasional
COMM 420 - Advanced Acting and Production Techniques	Occasional
COMM 495 - Speech Communication Integrative Seminar	Spring
COMM 499 - Advanced Communication Internship	Fall and Spring

English for Academic Purposes Program (EAPP)

EAPP 100 - Foundations for Success	Fall and Spring
EAPP 103 - Oral Communication Skills I	Occasional
EAPP 104 - Oral Communication Skills II	Occasional
EAPP 105 - Written Communication Skills I	Occasional
EAPP 106 - Written Communication Skills II	Occasional
EAPP 107 - Preparatory English Composition for ELLs	Fall and Spring
EAPP 110 - Exploring U.S. Culture	Fall and Spring
EAPP 111 - Applied Grammar and Editing	Spring
EAPP 112 - Accent Modification	Fall and Spring
EAPP 201 - Cross-Cultural Communication Practicum for English Language Learners	Occasional

Economics (ECON)

ECON 293 - Macroeconomics	Fall and Spring
ECON 294 - Microeconomics	Fall and Spring
ECON 310 - *Environmental and Resource Economics	Occasional
ECON 320 - Healthcare Economics	Spring
ECON 393 - Intermediate Macroeconomics	Occasional
ECON 394 - Intermediate Microeconomics	Occasional
ECON 395 - *Financial Markets and Institutions	Fall
ECON 495 - *International Finance	Even Spring

Education (EDUC)

EDUC 100 - Introduction to Education	Fall and Spring
EDUC 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective	Spring

EDUC 105 - Human Health	Spring
EDUC 155 - *Algebraic Reasoning for Elementary and Middle School Teachers	Odd Fall
EDUC 165 - *Geometric Reasoning for Elementary and Middles School Teachers	Even Fall
EDUC 198 - Field Experience I	Fall
EDUC 200 - Law, Ethics, and Education	Fall
EDUC 230 - *Educational Psychology	Fall
EDUC 260 - Theories of Coaching	Fall
EDUC 270 - Literature for Children and Adolescents	Spring
EDUC 280 - Language Acquisition and Emergent Literacy	Spring
EDUC 298 - Field Experience II	Spring
EDUC 300 - Techniques of Teaching	Fall and Spring
EDUC 302 - Teaching Skills	Fall
EDUC 311 - Classroom and Behavior Management Techniques	Fall
EDUC 322 - Educational Measurement and Assessment	Fall
EDUC 326 - Middle School Methods	Fall
EDUC 331 - Teaching Reading	Fall
EDUC 335 - Teaching Creative Arts and Movement to Children	Spring
EDUC 337 - Teaching Language Arts in Middle and Elementary Schools	Spring
EDUC 338 - Teaching Reading in the Content Areas	Fall
EDUC 340 - Language Development for Special Needs Students	Odd Spring
EDUC 345 - Teaching Art K - 12	Spring
EDUC 346 - Teaching Music K - 12	Spring
EDUC 347 - Teaching Middle School and Secondary Music	Spring
EDUC 352 - Teaching Science to Elementary Children	Spring
EDUC 354 - Teaching Social Studies to Elementary Children	Fall
EDUC 358 - Teaching Mathematics in the Elementary School	Fall
EDUC 360 - Teaching Mathematics in Middle and Secondary School	Spring
EDUC 362 - Teaching Middle and Secondary Social Studies	Spring
EDUC 365 - Teaching Middle and Secondary Science	Spring
EDUC 367 - Teaching Middle School and Secondary English	Spring
EDUC 368 - Teaching Speech and Theater in Middle and Secondary Schools	Spring
EDUC 369 - Teaching Business Education	Spring
EDUC 370 - Implementing Vocational Business Education Programs	Fall
EDUC 371 - Coordination of Cooperative Education	Fall
EDUC 372 - *Environmental Education	Occasional
EDUC 373 - Teaching Writing to Secondary Students	Spring
EDUC 375 - Advanced Content Methods	Spring
EDUC 376 - Adolescent Literacy	Fall
EDUC 380 - Diagnostic and Corrective Reading	Spring
EDUC 382 - Counseling for the Special Educator	Fall
EDUC 384 - Assessment, Diagnosis, and Evaluation for Students with	Fall
EDUC 386 - Methods of Mild/Moderate Cross Categorical	Fall
EDUC 390 - Education and Psychology of the Exceptional Child	Spring
EDUC 391 - *Child Psychology	Occasional
EDUC 392 - *Adolescent Psychology	Occasional
EDUC 393 - Mathematics for Special Needs Populations	Even Fall
EDUC 394 - Transition/Career Counseling	Fall
EDUC 395 - Extended Field Experience	Fall and Spring
EDUC 396 - *Child and Adolescent Development	Fall and Spring
EDUC 398 - Daystar Field Experience III	Fall
EDUC 400 - Senior Seminar	Fall and Spring

EDUC 420 - Student Teaching in the Elementary School	Fall and Spring
EDUC 422 - Student Teaching in the Secondary School	Fall and Spring
EDUC 424 - Student Teaching in the Middle School	Fall and Spring
EDUC 426 - Student Teaching in The Mils Moderate Categorical Special Education	Fall and Spring
EDUC 428 - Student Teaching in Early Childhood Education	Fall and Spring
EDUC 498 - Student Teaching for Paraprofessionals	Fall and Spring

English (ENGL)

ENGL 107 - Preparatory English Composition	Fall and Spring
ENGL 133W - First-Year Writing Seminar	Fall and Spring
ENGL 204 - Technical Writing	Occasional
ENGL 207 - Introduction to Creative Writing - Multigenre	Fall and Spring
ENGL 210 - Introduction to Fiction	Occasional
ENGL 211 - Introduction to Poetry	Occasional
ENGL 212 - Introduction to Drama	Occasional
ENGL 213W - Introducation to Literary Nonfiction	Occasional
ENGL 220 - Writing about Literature	Spring
ENGL 231 - British Literature I	Even Fall
ENGL 232 - British Literature II	Odd Spring
ENGL 237W - Writing Right and Wrong: Ethical Issues in Literature	Occasional
ENGL 241 - American Literature I	Odd Fall
ENGL 242 - American Literature II	Even Spring
ENGL 255W - Women and Literature	Occasional
ENGL 263 - World Literature I	Occasional
ENGL 264 - World Literature II	Occasional
ENGL 267W - *Literature and Ecological Balance	Occasional
ENGL 311 - Descriptive Grammar of the English Language	Occasional
ENGL 312 - History of the English Language	Occasional
ENGL 313 - Intermediate Creative Writing I - Fiction	Occasional
ENGL 314 - Intermediate Creative Writing II - Creative Nonfiction	Spring 2019
ENGL 315 - Intermediate Creative Writing III - Poetry	Spring 2018
ENGL 350 - Major Literary Figures	Occasional
ENGL 351 - Readings in Shakespeare	Spring
ENGL 360 - Readings in Fiction	Occasional
ENGL 361 - Readings in Poetry	Occasional
ENGL 362 - Readings in Drama	Occasional
ENGL 370 - Major Literary Periods	Occasional
ENGL 371 - Ethnic Traditions in American Literature	Occasional
ENGL 399 - English Internship	Fall and Spring
ENGL 408 - Advanced Creative Writing	Spring
ENGL 425 - Literary Theory and Criticism	Fall
ENGL 431 - Senior Seminar	Spring
ENGL 499 - Advanced English Internship	Fall and Spring

Environmental Studies (ENVS)

ENVS 105 - *Essentials of Science	Fall and Spring
ENVS 115 - *Introduction to Environmental Science	Fall and Spring
ENVS 220 - *Introduction to Atmospheric Sciences	Occasional
ENVS 222 - *Conservation Biology	Odd Fall
ENVS 223 - *Environmental Disasters	Occasional
ENVS 230 - *Environmental Toxicology and Chemistry	Even Spring
ENVS 251 - *Resource Management	Even Fall
ENVS 254 - *Genetics	Fall
ENVS 267W - *Literature and Ecological Balance	Occasional

ENVS 300 - *Evolution   Even Spring
ENVS 310 - *Environmental and Resource Economics   Occasional
ENVS 312 - *Environmental Politics   Occasional
ENVS 319 - *Soils   Odd Spring
ENVS 320 - *Ecology   Even Spring
ENVS 332 - *Environmental Ethics   Occasional
ENVS 352 - *American Environmental History   Occasional
ENVS 353 - *Zoology   Odd Fall
ENVS 372 - *Environmental Education   Occasional
ENVS 390 - Environmental Studies Project   Fall and Spring
ENVS 395 - *Research Design in the Sciences   Fall and Spring
ENVS 399 - *Science Internship   Fall and Spring
ENVS 490 - *Senior Seminar   Fall and Spring
ENVS 499 - *Advanced Science Internship   Fall and Spring
ENVS 115L - *Introduction to Environmental Science Lab   Fall and Spring
ENVS 254L - *Genetics Laboratory   Fall
ENVS 230L - *Environmental Toxicology and Chemistry Lab   Even Spring
ENVS 320L - *Ecology Laboratory   Even Spring

Finance (FINC)

FINC 295 - Risk and Insurance   No Day Course Rotation
FINC 298 - Personal Financial Planning   Fall and Spring
FINC 350 - Business Finance   Fall and Spring
FINC 354 - Investments   Fall
FINC 361 - Small Business Finance   Spring
FINC 395 - *Financial Markets and Institutions   Fall
FINC 396 - Corporate Finance   Spring
FINC 397 - Principles of Real Estate   Spring
FINC 400 - *Financial Management in Healthcare   Spring
FINC 410 - Sports Finance   Odd Spring
FINC 495 - *International Finance   Even Spring
FINC 496 - Financial Management   Spring
FINC 498 - Comprehensive Financial Planning   Spring

French (FREN)

FREN 101 - Elementary French I   Fall
FREN 102 - Elementary French II   Spring
FREN 103 - Intermediate French I   Occasional
FREN 104 - Intermediate French II   Occasional

Forensic Science (FRSC)

FRSC 100 - Reasoing in Forensic Science   Fall
FRSC 210 - Introduction to Forensic Science   Fall and Spring
FRSC 305 - Forensic Anthropology   Occasional
FRSC 310 - Professional Issues in Forensic Science   Spring
FRSC 315 - Forensic Microscopy   Occasional
FRSC 327 - Fingerprint Evidence   Fall
FRSC 406 - Expert and Scientific Evidence   Fall
FRSC 415 - Forensic Biology   Occasional
FRSC 425 - *Forensic Chemistry I   Odd Fall
FRSC 430 - Forensic Chemistry II   Even Fall
FRSC 445 - Forensic Pathology   Occasional
FRSC 475 - Senior Seminar in Forensic Science   Spring
FRSC 335L - Criminalistics Laboratory   Fall and Spring
FRSC 425L - *Forensic Chemistry I Laboratory   Odd Fall
FRSC 430L - Forensic Chemistry II Lab   Even Fall

Geography (GEOG)

GEOG 101 - *Introduction to Geography   Fall and Spring
GEOG 220 - *Introduction to Atmospheric Sciences   Occasional
GEOG 223 - *Environmental Disasters   Occasional
GEOG 251 - *Resource Management   Even Fall

Geology (GEOL)

GEOL 110 - Introduction to Physical Geology   Even Fall
GEOL 110L - Introduction to Physical Geology Laboratory Even Fall

History (HIST)

HIST 101 - Western Civilization I   Fall and Spring
HIST 102 - Western Civilization II   Fall and Spring
HIST 111 - World History to 1500   Fall
HIST 112 - World History Since 1500   Fall and Spring
HIST 121 - American History to 1877   Fall and Spring
HIST 122 - American History Since 1877   Fall and Spring
HIST 294 - Introduction to the Historian's Craft   Fall
HIST 303 - *History and Philosophy of Modern Science Occasional
HIST 304 - History of Latin America   Occasional

HIST 318 - The U.S. and the Vietnam War   Occasional
HIST 319 - *History and Democracy of the Modern Middle East Occasional
HIST 321 - History of the Modern U.S.
HIST 322 - *Women and Gender in World History   Occasional

HIST 334 - The European Enlightenment   Occasional
HIST 335 - Nineteenth - Century Europe   Odd Fall
HIST 336 - Twentieth - Century Europe   Even Spring
HIST 337 - Fascism in Europe, 1900 - 1945   Occasional

HIST 342 - American Civil War   Odd Spring
HIST 347 - World War I   Even Spring
HIST 348 - World War II   Odd Spring
HIST 350 - American Revolution   Even Spring
HIST 352 - *American Environmental History   Occasional
HIST 353 - Missouri History   Occasional
HIST 358 - The Making of Modern Britain   Even Fall

HIST 370 - American Military History   Even Fall
HIST 371 - *History of American Business   Occasional
HIST 372 - American Indian History   Even Fall
HIST 373 - *Women and Gender in American History   Odd Spring
HIST 374 - African American History   Odd Fall
                      Occasional
HIST 394 - Modern Historiography: The West and the World Occasional
HIST 399 - History Internship   Fall and Spring

HIST 494 - Senior Seminar in History	Spring
HIST 499 - Advanced History Internship	Fall and Spring

Honors (HNRS)

HNRS 310 - Honors Service	Fall and Spring
HNRS 340 - Schiffman Ethics in Society Lecture	Spring
HNRS 350 - Topics	Fall

Human Services (HUMS)

HUMS 105 - Introduction to Human Services	Fall and Spring
HUMS 300 - Exploring Research	Spring
HUMS 305 - Foundations of Counseling	Fall
HUMS 310 - Military Case Work	Odd Fall
HUMS 325 - Case Management	Fall
HUMS 330 - Ethics in the Human Services Profession	Spring
HUMS 335 - Working with Groups	Fall
HUMS 340 - Working with Families	Spring
HUMS 345 - Working with Communities and Organizations	Spring
HUMS 350 - *Social Gerontology	Even Fall
HUMS 365 - *American Social Policy	Spring
HUMS 375 - Disabilities	Spring
HUMS 380 - Substance Abuse	Fall
HUMS 385 - Mental Health	Fall
HUMS 390 - Child Welfare	Spring
HUMS 495 - Senior Seminar	Spring
HUMS 499 - Internship	Fall and Spring

Introduction to Columbia College (INCC)

INCC 111 - Introduction to Columbia College	Fall and Spring
INCC 123 - Strategies for Success in College	Fall

Japanese (JAPA)

JAPA 101 - Beginning Japanese I	Fall
JAPA 102 - Beginning Japanese II	Spring
JAPA 103 - Intermediate Japanese I	Occasional
JAPA 104 - Intermediate Japanese II	Occasional

Leadership (LEAD)

LEAD 200 - Introduction to Leadership Concepts	Fall
LEAD 499 - Applied Leadership Internship	Fall and Spring

Legal Studies (LGST)

LGST 301 - Alternative Dispute Resolution	Occasional

Mathematics (MATH)

MATH 102 - Mathematics for the Elementary School Teacher	Spring
MATH 104 - Beginning Algebra	Fall and Spring
MATH 106 - Intermediate Algebra	Fall and Spring
MATH 150 - College Algebra	Fall and Spring
MATH 155 - *Algebraic Reasoning for Elementary and Middle School Teachers	Odd Fall
MATH 165 - *Geometric Reasoning for Elementary and Middle School Teachers	Even Fall
MATH 170 - Finite Mathematics	Fall and Spring
MATH 180 - Precalculus	Fall and Spring
MATH 201 - Calculus and Analytic Geometry I	Fall and Spring
MATH 215 - Differential Calculus	No Day Course Rotation
MATH 222 - Calculus and Analytic Geometry II	Fall and Spring

MATH 225 - Discrete Mathematics I   Fall and Spring
MATH 235 - Integral Calculus II   No Day Course Rotation
MATH 250 - Statistics I   Fall and Spring
MATH 251 - Statistics II   Occasional
MATH 300 - Multivariate Calculus   Even Fall
MATH 303 - Linear Algebra   Odd Fall
MATH 304 - Introduction to Abstract Algebra   Even Spring
MATH 305 - Number Theory   Even Fall
MATH 325 - Discrete Mathematics II   Spring
MATH 330 - History of Mathematics   Odd Fall
MATH 331 - Foundations of Geometry   Odd Spring
MATH 338 - Mathematical Statistics and Probability   Odd Fall
MATH 340 - Introduction to Probability Theory   Occasional
MATH 362 - *Introduction to Automata Theory, Languages and   Even Fall
Computation
MATH 370 - Differential Equations   Odd Spring
MATH 371 - Introduction to Complex Variables   Even Spring
MATH 380 - Advanced Calculus   Odd Spring
MATH 399 - Math Teaching Internship   Fall and Spring
MATH 451 - *Introduction to Cryptography and Computer Security   Odd Spring
MATH 493 - Senior Seminar in Mathematics for Teachers   Fall and Spring
MATH 494 - Senior Seminar in Mathematics   Fall and Spring

Management (MGMT)

MGMT 150 - Introduction to Business   Fall and Spring
MGMT 152 - Business Mathematics   No Day Course Rotation
MGMT 230 - Principles of Management   Fall
MGMT 254 - Business Communication   Fall and Spring
MGMT 261 - Introduction to Human Resource Management   Occasional
MGMT 265 - Business Law I   Fall and Spring
MGMT 278 - *Introductory Business Analytics   Fall and Spring
MGMT 300 - The American Healthcare System   Spring
MGMT 311 - *Public Administration and Policy   Occasional
MGMT 315 - Comparative Healthcare Systems   Spring
MGMT 325 - Operation Management and Quality in Healthcare   Spring
MGMT 330 - Principles of Management   Fall and Spring
MGMT 338 - International Business   Fall and Spring
MGMT 339 - Cross - Cultural Management   Fall and Spring
MGMT 340 - Introduction to Healthcare Management   Fall
MGMT 341 - Introduction to Entrepreneurship   Fall
MGMT 345 - Intrapreneurship: Corporate Entrepreneurship   Spring
MGMT 348 - International Business Law   Fall
MGMT 353 - Legal and Ethical Aspects of Healthcare   Spring
MGMT 360 - Organizational Theory   Occasional
MGMT 364 - Recruitment, Staffing, and Performance Mangement   Spring
MGMT 362 - Organizational Behavior   Spring
MGMT 363 - Productions and Operations Management   Spring
MGMT 365 - Compensation and Benefits   Occasional
MGMT 367 - Business Law II   Occasional
MGMT 368 - Business Ethics   Fall and Spring
MGMT 371 - *History of American Business   Occasional
MGMT 372 - Crisis Management   Fall
MGMT 375 - Labor Relations   Occasional
MGMT 393 - Business Information Systems   Fall and Spring
MGMT 385 - Business Project Management   Fall and Spring

MGMT 400 - *Financial Management in Healthcare	Spring
MGMT 422 - New Venture Creation	Spring
MGMT 430 - Management Science	Fall and Spring
MGMT 461 - Training and Development	Occasional
MGMT 479 - Strategic Management	Fall and Spring
MGMT 480 - Case Studies in Healthcare Management	Spring
MGMT 490 - Strategic Human Resource Management	Fall and Spring

Marketing (MKTG)

MKTG 210 - Principles of Marketing	Fall and Spring
MKTG 327 - Retail Management and Strategies	Odd Fall
MKTG 331 - Consumer Behavior	Fall
MKTG 332 - Public Relations	Fall
MKTG 335 - Advertising and Promotion	Spring
MKTG 352 - Personal Selling and Sales Management	Odd Spring
MKTG 354 - Public Relations Writing	Spring
MKTG 360 - E-Marketing	Fall
MKTG 370 - Social Media	Spring
MKTG 378 - Marketing Communication Practicum	Fall
MKTG 410 - Global Marketing	Odd Fall
MKTG 441 - Marketing Research	Spring
MKTG 460 - Public Relations Campaigns	Even Spring
MKTG 478 - Marketing Management	Spring
MKTG 480 - Sports and Event Marketing	Fall

Music (MUSI)

MUSI 101 - Recital Attendance	Fall and Spring
MUSI 120 - Music and the Human Experience	Fall
MUSI 123 - Music in World Cultures	Odd Spring
MUSI 134 - Music Theory I	Fall
MUSI 135 - Aural Skills I	Fall
MUSI 160 - Jane Froman Singers	Fall and Spring
MUSI 170 - Show Choir	Fall
MUSI 171 - Applied Lessons Piano	Fall and Spring
MUSI 172 - Applied Lessons Piano	Fall and Spring
MUSI 174 - Class Piano I	Fall and Spring
MUSI 180 - Chamber Choir	Spring
MUSI 181 - Applied Lessons Voice	Fall and Spring
MUSI 182 - Applied Lessons Voice	Fall and Spring
MUSI 183 - Opera/Musical Theatre Workshop	Even Spring
MUSI 184 - Class Voice I	Occasional
MUSI 220 - Exploring the Music of World Cultures	Occasional
MUSI 223 - Music History I	Occasional
MUSI 236 - Music Theory II	Spring
MUSI 237 - Aural Skills II	Spring
MUSI 273 - Applied Lessons Piano	Fall and Spring
MUSI 274 - Applied Lessons Piano	Fall and Spring
MUSI 275 - Class Piano II	Spring
MUSI 283 - Applied Lessons Voice	Fall and Spring
MUSI 284 - Applied Lessons Voice	Fall and Spring
MUSI 285 - Class Voice II	Occasional
MUSI 300 - Diction for Singers	Occasional
MUSI 322 - Masterpieces of Music	Fall
MUSI 323 - Music of the United States	Odd Spring
MUSI 326 - Music History II	occasional

MUSI 338 - Music Theory III	Fall
MUSI 339 - Aural Skills III	Fall
MUSI 351 - Choral Arranging	Odd Fall and Spring
MUSI 352 - Introduction to Vocal and Choral Literature	Even Fall
MUSI 353 - Basic Conducting	Even Fall
MUSI 354 - Choral Rehearsal Techniques	Even Spring
MUSI 355 - Advanced Conducting	Odd Spring
MUSI 360 - Jane Froman Singers	Fall and Spring
MUSI 370 - Show Choir	Fall
MUSI 380 - Chamber Choir	Spring
MUSI 383 - Opera/Musical Theatre Workshop	Even Spring
MUSI 400 - Recital	Occasional
MUSI 440 - Music Theory IV	Spring
MUSI 441 - Aural Skills IV	Spring
MUSI 490 - Recital	Occasional

Nursing (NURS)

NURS 208 - Nursing Fundamentals	BSN - Fall
NURS 209 - Introduction to Nursing	ASN - Early Fall, Early Spring, Early Summer
NURS 210 - Fundamentals of Nursing	ASN- Late Fall and Late Spring
NURS 211 - Mental Health Nursing	ASN - Early Fall and Early Spring. BSN - Fall
NURS 212 - Pharmacology for Nursing	ASN - Early Spring, Early Summer. BSN - Spring
NURS 300 - Foundations of Professional Nursing	ASN - Late Spring, Late Summer. BSN - Fall
NURS 301 - Medical Surgical Nursing I	ASN - Early Fall, Early Summer. BSN - Spring
NURS 302 - Medical Surgical Nursing II	ASN - Late Fall, Late Spring. BSN - Fall
NURS 303 - Women's and Infant's Health	ASN - Late Fall, Late Spring. BSN - Fall
NURS 310 - Professional Nursing Practice	BSN - Fall
NURS 311 - Pathophysiology	BSN - Spring
NURS 312 - Principles and Applications of Human Nutrition	BSN - Fall
NURS 313 - Health Assessment	No Day Course Rotation
NURS 314 - Health Assessment in Nursing Practice	BSN - Spring
NURS 409 - Nursing Research and Evidence-Based Practice	BSN - Spring
NURS 410 - Community Health Nursing	No Day Course Rotation
NURS 413 - Leadership and Management in Nursing Practice	BSN - Spring
NURS 414 - Human Sexuality: Clinical and Comprehensive Applications	No Day Course Rotation
NURS 415 - Cultural Awareness in Nursing Practice	No Day Course Rotation
NURS 450 - Nursing in the Community	BSN - Spring
NURS 490 - Senior Nursing Practicum	BSN - Spring
NURS 491 - NCLEX-RN Review	ASN - Late Fall, Late Spring. BSN - Spring

Public Administration (PADM)

PADM 311 - *Public Administration and Policy	No Day Course Rotation
PADM 315 - *American Public Policy	Even Spring
PADM 320 - Non-Profit Organization and Management	No Day Course Rotation
PADM 325 - Public Financial Resources Management	No Day Course Rotation
PADM 330 - Public Human Resources Administration	Occasional
PADM 335 - Methods of Public Decision Making	Occasional

PADM 340 - Values and Ethics in Public Administration — Occasional

PADM 395 - *Political Science and Public Administration Research Methods — Even Fall

PADM 399 - Public Administration Internship — Fall and Spring

PADM 495 - *Senior Seminar in Political Science and Public Administration — Spring

Philosophy (PHIL)

PHIL 201 - Introduction to Philosophy — Fall and Spring
PHIL 202 - *Asian Philosophy and Religion — Fall and Spring
PHIL 210 - Logic and Critical Thinking — Fall and Spring
PHIL 303 - *History and Philosophy of Modern Science — Occasional
PHIL 310 - Symbolic Logic — Occasional
PHIL 321 - Ancient Philosophy — Odd Fall
PHIL 322 - Modern Philosophy — Even Fall
PHIL 323 - Marx and Marxism — Occasional
PHIL 330 - Ethics — Fall and Spring
PHIL 332 - *Environmental Ethics — Occasional
PHIL 340 - *Philosophy of Revolution — Occasional
PHIL 350 - *Philosophy of Religion — Occasional
PHIL 358 - Existentialism — Occasional
PHIL 390 - *The Buddha and Buddhism — Occasional
PHIL 401 - Significant Philosophers — Occasional
PHIL 402 - *Classical Political Philosophy — Even Fall
PHIL 403 - *Modern Political Philosophy — Odd Spring
PHIL 430 - *Philosophy of Law — Occasional
PHIL 460 - Biomedical Ethics — Spring
PHIL 490 - Thematic Seminar in Philosophy — Spring

Physics (PHYS)

PHYS 108 - *Physical Science Survey — Odd Spring
PHYS 111 - College Physics I — Fall
PHYS 112 - College Physics II — Spring
PHYS 211 - Calculus-Based Physics I — Fall
PHYS 212 - Calculus-Based Physics II — Spring
PHYS 401 - *Introduction to Physical Chemistry/Chemical Physics — Spring
PHYS 108L - *Physical Science Survey Laboratory — Fall
PHYS 111L - Physics I Laboratory — Fall
PHYS 112L - Physics II Laboratory — Spring

Political Science (POSC)

POSC 111 - American National Government — Fall and Spring
POSC 215 - State and Local Government — Odd Fall
POSC 233 - *Topics: Mock Trial — Fall and Spring
POSC 280 - *American Political and Social Thought — Even Spring
POSC 292 - International Relations — Odd Spring
POSC 311 - *Public Administration and Policy — Occasional
POSC 312 - *Environmental Politics — Occasional
POSC 315 - *American Public Policy — Even Spring
POSC 317 - Politics of Russia and Eurasia — Occasional
POSC 321 - Politics of Developing Nations — Odd Fall
POSC 326 - International Law and Organizations — Odd Spring
POSC 330 - Media and Politics — Occasional
POSC 331 - European Politics — Even Spring
POSC 332 - The American Presidency — Even Spring
POSC 333 - *Topics: Mock Trial — Fall and Spring

POSC 333 - *Topics: Model United Nations	Spring
POSC 340 - Judicial Process	Odd Spring
POSC 350 - Legislative Process	Odd Spring
POSC 353 - Asian Politics	Even Fall
POSC 360 - U.S. Foreign Policy	Even Spring
POSC 361 - American Political Parties	Even Fall
POSC 370 - *Dynamics of Terrorism	Occasional
POSC 395 - *Political Science and Public Administration Research Methods	Even Fall
POSC 399 - Political Science Internship	Fall and Spring
POSC 402 - *Classical Political Philosophy	Even Fall
POSC 403 - *Modern Political Philosophy	Odd Spring
POSC 430 - *Philosophy of Law	Occasional
POSC 440 - Constitutional Law	Odd Fall
POSC 495 - *Senior Seminar in Political Science and Public Administration	Spring
POSC 499 - Advanced Political Science Internship	Fall and Spring

Psychology (PSYC)

PSYC 101 - General Psychology	Fall and Spring
PSYC 175 - *Introduction to Theory Based Research and Writing	Fall and Spring
PSYC 220 - Cognitive Psychology	Fall
PSYC 224 - *Statistics for the Behavioral and Natural Sciences	Fall and Spring
PSYC 225 - *Quantitative Research Methods	Fall
PSYC 230 - *Educational Psychology	Fall
PSYC 235 - *Social Psychology	Spring
PSYC 240 - Experimental Psychology	Occasional
PSYC 260 - Introduction to Applied Psychology	Odd Spring
PSYC 270 - Psychology of Emotion	Occasional
PSYC 280 - Psychology of Sport	Even Fall
PSYC 304 - Personality Theory	Odd Fall
PSYC 309 - *Animal Behavior	Occasional
PSYC 320 - Psychological Testing and Measurement	Odd Spring
PSYC 327 - *Qualitative Research Methods	Odd Spring
PSYC 330 - Lifespan Developmental Psychology	Fall
PSYC 336 - Industrial/Organizational Psychology	Occasional
PSYC 340 - *Ethics and Social Responsibility	Fall
PSYC 362 - Political Psychology	Occasional
PSYC 371 - *Neuroscience	Occasional
PSYC 372 - *Sensation and Perception	Occasional
PSYC 381 - History and Systems of Psychology	Fall
PSYC 385 - *Human Sexuality	Fall
PSYC 391 - *Child Psychology	Occasional
PSYC 392 - *Adolescent Psychology	Occasional
PSYC 395 - Adult Psychology	Occasional
PSYC 396 - *Child and Adolescent Development	Fall and Spring
PSYC 399 - Psychology Internship	Fall and Spring
PSYC 410 - Learning Theories	Even Spring
PSYC 450 - Abnormal Psychology	Fall
PSYC 460 - Introduction to Clinical and Counseling Psychology	Spring
PSYC 472 - *Psychopharmacology	Even Fall
PSYC 480 - Group Process	Occasional
PSYC 495 - Integrative Psychology	Spring
PSYC 499 - Advanced Psychology Internship	Fall and Spring

Religious Studies (RELI)

RELI 101 - Religion and Human Experience	Fall and Spring
RELI 124 - The Bible as Literature	Occasional
RELI 201 - Religious Classic Texts	Occasional
RELI 202 - *Asian Philosophy and Religion	Fall and Spring
RELI 350 - *Philosophy of Religion	Occasional
RELI 381 - *History of Christianity: The Early Church	Even Fall
RELI 382 - *Christianity in the Modern World	Odd Spring
RELI 390 - *The Buddha and Buddhism	Occasional
RELI 400 - Religion and Science	Odd Spring
RELI 490 - Thematic Seminar in Philosophy and Religious Studies	Occasional

Sociology (SOCI)

SOCI 101 - Social Justice	Fall and Spring
SOCI 111 - General Sociology	Fall and Spring
SOCI 112 - *General Anthropology	Fall and Spring
SOCI 175 - *Introduction to Theory Based Research and Writing	Fall and Spring
SOCI 210 - *The Sociology of Gender	Even Spring
SOCI 212 - *Cultures in the World	Even Spring
SOCI 214 - Family	Occasional
SOCI 216 - American Social Problems	Even Spring
SOCI 218 - Social Deviance	Fall
SOCI 224 - *Statistics for the Behavioral and Natural Sciences	Fall and Spring
SOCI 225 - *Quantitative Research Methods	Fall
SOCI 230 - Sports and Society	Odd Spring
SOCI 235 - *Social Psychology	Spring
SOCI 270 - *Minority Cultures and Relations	Fall and Spring
SOCI 310 - *Women and Society	Even Fall
SOCI 321 - Criminology	Fall
SOCI 327 - *Qualitative Research Methods	Odd Spring
SOCI 331 - Juvenile Delinquency	Spring
SOCI 336 - *Gender and Globalization	Even Fall
SOCI 340 - *Ethics and Social Responsibility	Fall
SOCI 341 - *Religion and Society	Odd Fall
SOCI 345 - *Environment and Society	Even Spring
SOCI 350 - *Social Gerontology	Even Fall
SOCI 365 - *American Social Policy	Spring
SOCI 375 - *Social Movements	Occasional
SOCI 380 - Culture and Mass Media	Odd Spring
SOCI 381 - *Music and Society	Even Fall
SOCI 385 - *Human Sexuality	Fall
SOCI 388 - *Fashion and Society	Odd Spring
SOCI 401 - The City	Odd Spring
SOCI 412 - *Slavery and Human Trafficking: Past and Present	Odd Spring
SOCI 421 - Class, Status and Power	Fall
SOCI 460 - Classical Social Theory	Odd Fall
SOCI 470 - Contemporary Social Theory	Even Spring
SOCI 485 - *Feminist Theory and Methodology	Odd Fall
SOCI 495 - Integrative Seminar	Fall and Spring
SOCI 499 - Internship	Fall and Spring

Spanish (SPAN)

SPAN 101 - Elementary Spanish I	Fall
SPAN 102 - Elementary Spanish II	Spring
SPAN 103 - Elementary Spanish III	Occasional

SPAN 104 - Elementary Spanish IV	Occasional
SPAN 110 - Spanish for Medical Personnel	Occasional
SPAN 111 - Spanish for Law Enforcement Personnel	Occasional
SPAN 112 - Spanish for Social Service Workers	Occasional
SPAN 203 - Spanish Coversation I	Even Spring
SPAN 204 - Spanish Composition/Conversation and Culture	Even Fall
SPAN 306 - Commercial Spanish	Even Spring

Women's Studies (WMST)

WMST 210 - *The Sociology of Gender	Spring
WMST 310 - *Women and Society	Even Fall
WMST 322 - *Women and Gender in World History	Occasional
WMST 336 - *Gender and Globalization	Even Fall
WMST 343 - *Gender Communication	Even Spring
WMST 373 - *Women and Gender in American History	Odd Spring
WMST 388 - *Fashion and Society	Odd Spring
WMST 485 - *Feminist Theory and Methodology	Odd Fall

Academic Honors

Recognition of Academic Achievement

Dean's Academic Achievement Award

Students who graduate with at least 39 but fewer than 60 Columbia College hours and earn at least a 3.5 cumulative G.P.A. may be eligible for the Dean's Academic Achievement Award upon graduation. Students must meet the following criteria:

1. Hold an Associate in Arts or Associate in Science from a community college with an articulation agreement with Columbia College.
2. Complete a bachelor's degree at the Columbia College Global location of articulation. CC Global locations eligible include Crystal Lake, Elgin, Freeport, Moberly, San Luis Obispo and Mesquite.
3. Earn a cumulative G.P.A. of 3.5 or higher.
4. Complete 39 hours in residency with Columbia College.

Students seeking a second baccalaureate degree and to whom a Dean's Academic Achievement Award was granted with a prior degree must complete an additional 39 hours in residency with at least a 3.5 cumulative G.P.A. to be granted a second Dean's Academic Achievement Award.

Students eligible for Latin Honors are ineligible for the Dean's Academic Achievement Award.

Dean's List

The Dean's List is an honor awarded to students who achieve academic distinction. Students may be named to the Dean's List if:

1. They complete at least 12 semester hours of Columbia College credit in a given semester with a GPA of 3.5 or higher.

A grade of Incomplete eliminates a student from Dean's List consideration. A grade given to replace an Incomplete cannot be applied to Dean's List requirements. All EAPP courses, ENGL 107, MATH 104 and MATH 106 do not apply when determining Dean's List eligibility.

Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum requirement of at least 12 semester hours.

Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation
3.9 and above	*summa cum laude*
3.75 to 3.89	*magna cum laude*
3.5 to 3.74	*cum laude*

To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.

Students seeking a second baccalaureate degree who received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

The Presidential Award

Each Commencement, special recognition is given to students earning a 4.0 grade point average who have completed the entire course of study for the bachelor's degree at Columbia College.

Main Campus Day Only

Honors Program

Mission

The Honors Program is designed for high-achieving students who approach the liberal arts and sciences with excitement and an appetite for engagement. Honors students will conduct genuine inquiry and collaborative learning, often across disciplines, and will engage their world meaningfully.

Description

Through multidisciplinary and collaborative coursework, honors students respond to the significant challenges confronting the next generation of scholars. The honors courses both within the General Education curriculum and beyond it are consistent with the students' academic abilities, preparation and goals. The courses resonate with any academic major or minor and provide opportunities for students to discover their intellectual curiosities, to engage in community service, to develop critical thinking skills, and to excel in oral and written expression.

Although faculty may propose to teach a special topics course or to designate a General Education course, favorable consideration is given to courses that cohere to one or more of the following descriptions: multidisciplinary, collaborative teaching, travel/co-curricular activities, and reading and writing intensive. Classes range in size from 5 to 20 students. Under the direction of a faculty mentor, honors students are encouraged to complete an Honors Distinction project during their final year.

Honors Students can:

- Register for classes first
- Live with other Honors students in a residence hall living-learning center (freshmen)
- Take an unlimited number of credit hours (with advisor approval) and not pay an overload fee
- Count Study Abroad credit toward honors graduation requirement

Participation

To graduate with honors, a student completes at least 18 academic hours in the Honors Program. A one semester hour community service project for Honors 310 must be completed prior to graduation. Students may enroll in three to six hours of honors credits designated for General Education and may be eligible to enroll in a maximum of 3 hours of honors credits for an Honors Distinction project. An honors student may apply no more than six hours of honors credits transferred from accredited institutions toward the completion of the Honors Program. Honors students are allowed to take up to two (2) Honors courses or sections pass/fail in completion of Honors Program requirements.

A minimum 3.25 GPA overall and a 3.0 GPA in honors courses is required to remain qualified for graduation from the Honors Program. Graduation from the Honors Program is recognized during the graduation ceremony and indicated on the final transcript.

Admission

Eligible students must demonstrate academic achievement with at least two of the following minimum standards:

1. 3.6 high school GPA;
2. 26 ACT or 1200 SAT or 2800 GED;
3. 3.6 Columbia College GPA;
4. Thirty transferrable semester hours with a 3.6 GPA.

Eligible students gain entry into the Honors Program after review of the honors program application and review by the Academic Honors and Awards Committee and Honors Program Director. Home-schooled or other nontraditional schooled students are eligible for admission to the Honors Program upon presentation of appropriate ACT, SAT or GED score and demonstration of scholarship in high school level academic coursework. Any student may petition for admission to the Honors Program if he or she has completed a minimum of 30 hours of academic credit at Columbia College with a cumulative grade point average of 3.6.

Transfer students with prior college experience must have 30 semester hours of credit with a minimum GPA of 3.6 or higher on a 4.0 scale to apply for admission to the Honors Program. International students who qualify are eligible for the Honors Program.

Required Coursework:

COLL 133H - General Education Foundations Seminar	3 hrs
HNRS 310 - Honors Service	1 hr
PHIL 330 - Ethics	3 hrs
Total:	**7 hrs**

Elective Coursework:

Honors general education	0-6 hrs
Honors courses that meet major requirement	0-6 hrs
Honors Topics	0-6 hrs
HNRS 340 - Schiffman Honors in Society Lecture	3 hrs
Study Abroad	1-3 hrs
Guided research, including Distinction	<u>3 hrs</u>
Total:	**12 hrs**

Total: **19 hrs**

Baccalaureate Degrees with Distinction

The Bachelor's Degree with Distinction is available for any degree program offered by Columbia College and requires a demonstration of excellence in a special two-semester project (excluding summer session) in addition to satisfying degree requirements.

Distinction work is done under the direct supervision of a faculty member qualified in the field of the project. At all major stages of the project (formal prospectus, complete draft or evidence of significant and substantive progress, and final project), work must be submitted by designated deadlines to the Chair of the Academic Honors and Awards Committee for approval or direction. All students completing a Distinction Project must take 3 credit hours of HNRS 484 with their faculty mentor for the project as the instructor of record. Credit hours must be taken during the student's final semester before graduation-fall for December graduates and spring for May or Summer graduates.

To be eligible, a student must be currently enrolled, a member of the honors program, must have second-semester junior standing (75 semester hours, with at least 15 semester hours at Columbia College), and a 3.5 cumulative GPA. Eligibility is based on the assumption that a student may be eligible after five semesters. Entry into the program must be at a date that permits two semesters of work on the project. Students do not need to complete Honors Program requirements in order to complete the Distinction Project, but they must be admitted to the program.

Honors and Awards Convocation

Columbia College recognizes the academic achievements of its students through the annual Honors and Awards Convocation. These annual honors or awards consist of gifts, certificates and/or monetary awards given to current students that return the following academic year of their undergraduate program. Many of the awards are made possible by the generous philanthropy of alumni and friends of Columbia College. The monetary awards are applied to the student's institutional expenses for the upcoming academic year and are non-renewable.

The President's Honorarium for Academic Excellence (Overload Fee Waiver)

Columbia College Day students who have earned 30 institutional semester hours may take an overload to a total of 21 semester hours without additional cost if their cumulative grade-point average is at least 3.75.

Evaluation of Credit and Testing

Transcripts/Credit Documents

Columbia College students who have attended other institutions prior to enrollment are considered transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

1. The applicant must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.
2. An official transcript from each college and university attended must be sent to the Office of the Registrar before transfer credit can be awarded. An official transcript is marked as such and sent directly from the institution attended to the Office of the Registrar. Transcripts marked "unofficial" or "student copy" will not be considered official even if delivered in a sealed envelope from the institution. Faxed transcripts are not considered official.
3. The Admissions Office, advisors and the nationwide campuses may review or advise applicants from unofficial transcripts/credit documents as they deem appropriate and necessary. However, any credit added to the student's official academic record will be upon receipt and evaluation of an official transcript received by the Office of the Registrar. Credit will not be evaluated for one institution from another institution's transcript.
4. JST, CGI, and CCAF transcripts will be evaluated for military experience as well as CLEP, Excelsior and DANTES examinations.
5. Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state where the school is located, indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then there will be no delay in the evaluation process. If a previous institution is not currently and has never been accredited by one of the accrediting bodies recognized by Columbia College, an appeal may be made directly to the Office of the Registrar via the Admissions Office or the extended campus. The Office of the Registrar will confirm accreditation status and approve or deny request to evaluate without the transcript.
6. Applicants are required to submit all military documentation and civilian training certificates for evaluation. Exceptions to this requirement may be made in cases of rare extenuating circumstances, and at the written request of the student. By requesting an evaluation without these documents, applicants accept responsibility for any consequences incurred as a result.
7. Once a document has been submitted to Columbia College it becomes the property of the institution. Neither the original nor a copy will be given to the applicant.

Institutional Credit Requirement (Residency)

Institutional credit refers to credits earned through Columbia College. For Associate in Arts and Associate in Science degrees, 15 semester hours of coursework must be completed with Columbia College. For the baccalaureate degree, 30 semester hours of coursework must be completed with the college.

Award of Credit Restrictions

1. **Transfer Credit Hours:** A minimum of 30 semester hours in residency must be completed for a baccalaureate degree and a minimum of 15 semester hours in residency must be completed for an associate degree. No semester hours with grades below C will be accepted in transfer.
2. **Non-Traditional Credit:** All baccalaureate degrees awarded by Columbia College require a minimum of 60 semester hours of traditional credit (coursework taken with Columbia College and other approved, accredited institutions); remaining coursework may be earned from traditional or non-traditional (military experience, CLEP exams, etc.) sources.

Exams

Act Residual

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside Columbia College. The cost is $30.00.

Advanced Placement

Columbia College offers equivalency credit in semester hours to Day Campus students for Advanced Placement tests (AP). A score of 3 or above is acceptable. AP credit in English meets the College's requirement for ENGL 111 .

CLEP

Columbia College offers equivalency credit in semester hours for College Level Examination Program (CLEP) tests. Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education (ACE). This score is set at the mean score achieved by students who earned a C in the respective course.

Official test score reports are submitted to the Office of the Registrar for validation of academic credit. If tests were completed more than 20 years prior to submission for evaluation, score reports will not be available. Students may contact their advisor for more information about submitting CLEP test results from other institutions for evaluation by Columbia College if the results from CLEP are not available.

Students may choose to re-take the tests after a six month waiting period. Waiver of the waiting period cannot be submitted to the Test Administrator until 90 days have elapsed since the last exam completion.

Evening and CCG students who take the CLEP exam for English will transfer in as three semester hours for ENGL 111 - English Composition I and three semester hours of elective credit. CLEP credit may not be used to meet the ENGL 112 - English Composition II requirement.

All credit completed by examination and accepted in transfer is recorded in semester hours. Registration is available online for CLEP exams by visiting www.ccis.edu/testing and selecting the CLEP link.

Excelsior Exams

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official transcripts must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information can be obtained on the Office of the Registrar website.

Correspondence Credit

Correspondence credit is accepted if recorded on an official transcript from another regionally accredited college or university.

General Education Waiver Policy

An approved Associate in Arts, Associate in Science, Bachelor of Arts or Bachelor of Science degree from an approved accrediting body completed prior to enrollment with Columbia College will be accepted in transfer as fulfilling the Columbia College bachelor's degree general education requirements. Columbia College associate degrees are not eligible for general education waivers. The approved accrediting bodies regarding all degrees listed above include, but are not limited to, the following: MSA, NCA-HLC, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. BA and BS degrees granted by institutions accredited by ACICS are also acceptable for this policy.

The Office of the Registrar at Columbia College determines if the degree is "approved" and "transferable." Prior to an official evaluation, there is no guarantee of a general education waiver.

General Education Alternate Associate Transfer Policy

Any associate degree completed at an institution that holds accreditation approved by Columbia College follows the alternate associate transfer policy. The alternate policy acknowledges associate degrees from regionally accredited institutions that meet these criteria:

- The degree was completed prior to enrollment with Columbia College
- The equivalents of ENGL 133W were completed with a grade of "C" or better
- 33 hours of general education coursework (as defined by Columbia College) were completed, and include:
    - Humanities general education course(s)
    - Social and behavioral sciences general education course(s)
    - Mathematics/science general education course(s)

If students have not earned an associate or bachelor's degree prior to enrollment with Columbia College, general education requirements must be completed even if the previous school's general education requirements were met. Requirements are evaluated on a course-by-course basis.

A three semester credit hour course consists of 40 contact hours of instruction (five hours per week for 8 weeks). Every credit hour earned consists of a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

To obtain credit, students submit official transcripts from each college or university attended at the time of application for admission. An official transcript is one sent directly from the institution attended to Columbia College, and which bears an official seal of the institution and signature of the Registrar. Students are required to identify all post-secondary institutions attended. Failure to do so may result in denial of admission.

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year institutions are not accepted for upper-level credit, even if a direct equivalency to an upper level course is made. Upper level coursework from a transferring institution does not lose its upper level value even if a direct equivalency is made to a Columbia College lower level course.

Graduate-level coursework may not be transferred to Columbia College for undergraduate credit. However, up to nine hours of graduate-level course work may be granted to Columbia College graduate students. Please see the Graduate Catalog for more information.

Courses at other institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the course may be accepted in transfer as undergraduate credit. If the student completed a baccalaureate degree prior to the course, it will not be accepted as undergraduate credit, and the above stated process for graduate credit will apply. For additional information, see the Office of the Registrar website.

Military Credit

DEFENSE ACTIVITY FOR NON-TRADITIONAL EDUCATIONAL SUPPORT (DSST)

Semester hour credit is awarded for passing DSST exam scores as recommended by the American Council on Education (ACE). Official exam records must be sent to the Office of the Registrar for evaluation.

Military Service

Columbia College awards credit for military training and experience based on ACE credit recommendations in conjunction with SOC DNS guidelines. Columbia College requires submission of official military transcripts for awarding transfer credit. Acceptable military transcripts include CCAF and JST. Other documents may be accepted on a case-by-case basis. Please contact the Office of the Registrar with specific questions about this policy.

Credit for Prior Learning

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 133W or their equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

CPL credit that is equivalent to Columbia College coursework is generally applicable to degree requirements. A maximum of 15 semester hours of CPL credit can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

Click here for courses for which CPL is available.

CPL is evaluated using the following criteria:

- It has general applicability outside the specific situation in which it was acquired

- It articulates theories, principles and general techniques
- It has both a theoretical and practical understanding of the subject area
- It may be assessed by a faculty expert
- It is of college-level quality as determined by the faculty expert
- It meets specific course objectives or competencies and has a relationship to degree aspirations or educational goals
- The knowledge or skill represented as learning is current with that expected in the classroom/ employment situation
- The level of confidence equals or exceeds what would normally be considered a C level of performance in the classroom

Students seeking CPL must submit a portfolio of relevant information that describes the learning acquired in a specific course area. Portfolio contents are described below. Students must have adequate writing skills (ENGL 133W are prerequisites). An evaluation assessment fee of $75 per semester hour is required for each course submitted for review. This fee is payable upon submission of the portfolio.

No additional fees are assessed if credit is awarded. Each portfolio is assessed by a full-time faculty member in the corresponding subject. If the faculty member determines that the knowledge of the subject is college-level and equal to a grade of C or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit. If the faculty member decides more information is needed to make a recommendation, the student will be asked to submit additional evidence.

Send the portfolio to the Director of Student Support for Columbia College Global, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Attach to the portfolio a check or money order for the assessment fee. Anticipate 60 to 90 days for the evaluation process to be completed. Students will be notified of the evaluation outcome and credit, if awarded, will be posted to the transcript at no additional charge.

International Baccalaureate

Columbia College accepts credit from successfully completed International Baccalaureate (IB) coursework. Course equivalencies and transfer credit awards vary by subject and International Baccalaureate course level (standard/higher).

Students who have completed the International Baccalaureate diploma, completed higher-level (HL) courses with a score of four or better, and standard level (SL) courses with a score of five or better are eligible to receive a minimum of 10 hours of transfer credit.

Students who have not completed the International Baccalaureate diploma, but who have completed higher-level courses with a score of five or better, will be granted equivalency credit on a course-by-course basis. Specific course equivalencies are available on the Office of the Registrar website.

Professional Designations

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for professional license. Students who have earned the following professional designations will be awarded credit as follows:

Professional Designation	Columbia College Equivalent
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354

Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295
Licensed Practical Nurse (LPN)	SOCI 111, ELEC 444, BIOL 444*
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

Credit awarded for students not pursuing an AS in Nursing

Individuals who currently hold a professional designation/license can receive credit for the above courses as indicated upon submission of a statement of designation/license renewal from the appropriate professional regulatory organization. Designations/licenses must be active at the time credit is sought.

LPNs must present a copy of their license in order to receive credit, pass the HESI Fundamentals of Nursing Proficiency Exam with a score of 75% or higher, and successfully complete a clinical skills assessment conducted by Nursing Department faculty.

Courses Available for Credit for Prior Learning

Courses for which CPL is available:

Art

- ARTS 120 - Drawing I 3 hours
- ARTS 130 - Painting I 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours

Business Administration

- MGMT 152 - Business Mathematics 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MKTG 352 - Strategic Sales and Customer Experience Management 3 hours

Computer and Mathematical Sciences

- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 240 - Introduction to Programming 4 hours
- CISS 241 - Programming I 3 hours
- CISS 242 - Programming II 3 hours
- CISS 243 - Programming III 3 hours
- CISS 245 - Advanced Programming 4 hours
- CISS 280 - Systems Analysis and Design I 3 hours

- CISS 320 - Systems Analysis and Design II 3 hours
- CISS 365 - Project Management 3 hours

Criminal Justice Administration and Human Services

- CJAD 201 - Criminal Investigation 3 hours
- CJAD 203 - Crime Scene Investigation 3 hours
- CJAD 306 - Military Justice System 3 hours
- CJAD 351 - Community Based Corrections 3 hours
- MSCJ 561 - Crisis Intervention 3 hours

Education

- EDUC 100 - Introduction to Education 3 hours
- EDUC 420 - Student Teaching in the Elementary School 12 hours
- EDUC 422 - Student Teaching in the Secondary School 12 hours
- EDUC 424 - Student Teaching in the Middle School 12 hours
- EDUC 426 - Student Teaching in Special Education 12 hours
- EDUC 498 - Student Teaching for Paraprofessionals 12 hours
- EDUC 698 - Graduate Student Teaching 9 hours

Nursing

- NURS 209 - Introduction to Nursing 6 hours
- NURS 210 - Fundamentals of Nursing 6 hours

Physical and Biological Sciences

- BIOL 230 - Medical Terminology 3 hours

Articulation Agreements

Columbia College has an articulation agreement with the following colleges:

Allan Hancock College (CA)
Associate in Arts
Associate in Science

Barton Community College (KS)
Associate in Arts
Associate in Science

Blackhawk Technical College (WI)
Associate Degrees

Butte-Glenn Community College District (CA)
Associate in Arts for Transfer
Associate in Science for Transfer

Imperial Valley College (CA)
Associate in Arts
Associate in Arts for Transfer
Associate in Science
Associate in Science for Transfer

Ivy Bridge College of Tiffin University (OH)
Associate in Arts in General Studies

Jefferson College (MO)
Associate in Arts
Associate in Arts in Teaching

Jefferson Community College (NY)

Carl Albert State College (OK)
Associate in Arts
Associate in Science

Central Christian College of the Bible (MO)
Associate in Arts
Associate in General Studies
Associate in Science

Central Texas College (TX)
Associate in Arts
Associate in Arts in General Studies
Associate in Science
Associate in General Studies
Associate in Applied Science

Coastline Community College (CA)
Associate in Arts

College of Alameda (CA)
Associate in Arts (with IGETC or CSU)
Associate in Science (with IGETC or CSU)

College of Lake County (IL)
Associate in Arts
Associate in Science

Colorado Community College District (CO)
- Arapahoe Community College
- Colorado Community Colleges Online
- Colorado Northwestern Community College
- Community College of Aurora
- Community College of Denver
- Front Range Community College
- Lamar Community College
- Morgan Community College
- Northeastern Junior College
- Otero Junior College
- Pikes Peak Community College
- Pueblo Community College
- Red Rocks Community College
- Trinidad State Junior College

Associate in Arts
Associate in Science

Cottey College (MO)
Associate in Arts
Associate in Science

Cuesta College, San Luis Obispo Campus (CA)

Associate in Arts
Associate in Applied Science
Associate in Science

Johnson County Community College (KS)
Associate in Arts

McHenry Community College (IL)
Associate in Arts
Associate in Science
Associate in Fine Arts

The Metropolitan Community College (MO)
Associate in Arts
Associate in Science

Moberly Area Community College (MO)
Associate in Arts
Associate in Arts in Teaching
Associate in Science

North Central Missouri College (MO)
Associate in Arts
Associate in Arts in Teaching

Oakton Community College
Associate in Arts
Associate in Science
Associate of Science in Engineering

Onondaga Community College (NY)
Associate in Arts
Associate in Science

Ozarks Technical College (MO)
Associate in Arts

Rock Valley College (IL)
Associate in Arts
Associate in Science
Associate in Engineering Science

Rockford Career College (IL)
Associate in Applied Science

Santa Rosa Junior College (CA)
Associate in Arts (with IGETC or CSU)
Associate in Science (with IGETC or CSU

Salt Lake Community College (UT)
Associate in Arts
Associate in Science

San Diego City College (CA)

Associate in Arts
Associate in Science

Cayuga Community College (NY)
Associate in Arts
Associate in Science

Cisco College (TX)
Associate in Arts
Associate in Arts in Teaching

Cuyamaca Community College (CA)
Associate in Arts
Associate in Science

Dallas County Community College District (TX)
- Brookhaven College
- Cedar Valley College
- Eastfield College
- El Centro College
- Mountain View College
- North Lake College
- Richland College

Associate in Arts
Associate in Science
Associate in Arts in Teaching

East Central College (MO)
Associate in Arts
Associate in Science
Associate in Applied Science

Eastern Florida State College (FL)
Associate in Arts

Elgin Community College (IL)
Associate in Arts
Associate in Science
Associate in Applied Science in Criminal Justice
Associate in Science in Paralegal

Florida State College of Jacksonville (FL)
Associate in Arts

Gateway Technical College (WI)
Associate in Applied Science (specific requirements necessary)

Grossmont College (CA)
Associate in Arts
Associate in Science

Harper College (IL)

Associate in Arts
Associate in Science

San Diego Miramar College (CA)
Associate in Arts
Associate in Science

Savannah Technical College (GA)
Associate in Science

Seminole State College of Florida (FL)
Associate in Arts
Associate in Science

Shasta College (CA)
Associate in Arts (with IGETC or CSU)Associate in Science (with IGETC or CSU)

South Piedmont Community College (NC)
Associate in Arts
Associate in Fine Arts
Associate in Science

Southern Arkansas University Tech (AR)
Associate in Arts
Associate in Science; Business Administration
Associate in Science; Teacher Education

State Fair Community College (MO)
Associate in Arts
Associate in Science
Associate in Arts in Teaching

St. Charles Community College (MO)
Associate in Arts
Associate in Science

St. Louis Community College (MO)
Associate in Arts
Associate of Arts in Teaching
Associate in Science

Tarrant County College (TX)
Associate in Arts
Associate in Science
Associate in Arts in Teaching

Valencia Community College (FL)
Associate in Arts
Associate in Science

Waubonsee Community College (IL)
Associate in Arts
Associate in Science
Associate in Engineering Science

Associate in Arts
Associate in Science
Associate in Applied Teaching
Associate in Engineering Science

Highland Community College (IL)
Associate in Arts
Associate in Science

Wentworth Military Academy and College (MO)
Associate in Arts

West Hills Community College (CA)
Associate in Arts
Associate in Science

Western Wyoming (WY)
Associate of Arts
Associate of Science

Grading and Academic Standing

Assessment

Columbia College assesses student learning outcomes at all key points of the undergraduate experience.

Entering student ACT Math subscores are used for math course placement and ACT English subscores are used for English Composition placement. A score of 21 or above on the ACT math subscore or equivalent SAT score is required to place into MATH 150: College Algebra. Entering student ACT/SAT subscores are used to place into English Composition courses. An ACT score of 18 or above on the English subscore is required to place into ENGL 133W - First-Year Writing Seminar 3 hours.

A sample of students is surveyed during odd numbered years using the ACT Enrolled Student Survey. Alumni are surveyed regularly online.

Faculty, coordinated by the Academic Assessment Committee, and administrators use data from assessment to improve curricula and pedagogy and to improve the physical learning environment of the College.

Final Examination Policy (Main Campus Day Only)

Main Campus Day students are expected to complete all final exams according to the final exam schedule, but are not expected to take more than two exams in one day. Students who are scheduled for three or more exams in one day and who wish to change their schedule should coordinate their final examination schedule with their instructors.

Attendance and Lack-of-Effort Policies

Students are expected to attend all classes and laboratory periods for which they are enrolled. The instructor defines conditions under which an absence is excused. The instructor is responsible for the maintenance of standards and quality of work in his or her classes. An absence is an individual matter between student and instructor.

Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize progress in a course, the student's instructor will submit a course Warning Report promptly to the Office of the Registrar. An instructor may drop such a student from the course; and any drop initiated past the drop date by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record with a grade of F or W at the discretion of the instructor.

Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies.

Day Campus students who will be absent from class due to participation in athletics or a college-sponsored extracurricular activity are responsible for completing all required coursework as stipulated in their course syllabus for each class provided by the instructor. The instructor is the only individual who determines performance standards, evaluates student achievement and determines if and how student absences are calculated and accommodated. Student athletes must meet the conditions of their 'Letter of Intent,' but may participate in conflicting college-sponsored events with their coach's acquiescence. Student participants who are unable to enroll in a day course because of intractable conflicts caused by attendance requirements may be allowed to take the course during the evening or online.

Day students are notified if their instructor cannot meet with them during any regularly scheduled class period. In the event that the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after representatives of the class have made inquiries to the Dean of the course's school, students are excused from the class. Evening and CCG students should contact their campus staff if the instructor does not arrive at an appointed class. Additionally, if the campus is made aware of an instructor absence ahead of time, then a sign will be posted on the classroom door.

Please refer to the Financial Aid section regarding attendance requirements for financial aid purposes.

Grades and Notations

A   Excellent

B   Superior

C   Satisfactory

D   Inferior

F   Failing

I   Incomplete: Unfinished work to be completed without further class attendance.

N   Audit: Did not complete course.

S/USatisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen

U   Unsatisfactory. An option that can be used as a grade for MATH 104, MATH 106, and EAPP 100, EAPP 103, EAPP 104, EAPP 105, and ENGL 107.

W   Withdraw

WEExcused from the course for extraordinary circumstances.*

Y   Audit: Completed course. No official credit recorded on transcript.

* Extraordinary Circumstances

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, certain changes in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family). **All classes currently enrolled in must be included in the WE request.**

Grade Point Average (GPA)

Grade-point average is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

For example, if a student completes the following 16 credit hours in a semester, his or her GPA would be calculated as follows:

Course	Credit hours	Grade	Total Quality Points
English Composition	3	B	9
Biology	5	C	10
American History	3	B	9
Introduction to Business	3	A	12
Art and Ideas	2	A	8
	16		**48**

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that semester is 3.0 (B).

If a student fails a course, s/he receives no quality points for the course credit hours attempted. This failure adversely affects total quality points since the hours failed remain part of the formula for computing the GPA.

The cumulative GPA is determined by dividing the total quality points earned by the total credit hours attempted at Columbia College. Courses that are repeated or taken on a pass/fail (S/U grade) basis are not considered when determining a semester or cumulative GPA. See section Repeating a Course.

Grading System

Day students' academic progress is reported twice each semester, at mid-semester and at the semester's end. Mid-term grade reports are available for all 100- and 200-level courses to Day students only. All other venues report grades only at the end of the session.

Changes of Grade

A change in grade may be made when either a computational error by the instructor or processing error have occurred. A request for a grade change must be made within 60 calendar days of the grade being issued. Requests are honored only when approved by the Dean of the student's school (Day Campus), or Associate Vice President of Columbia College Global (Nationwide) *or designee;* or Assistant Provost, Online and Columbia College Global Education *or desingee.*

Grade Appeal

Main Campus Day

Grade appeals should be filed only when it is possible to demonstrate with substantial objective evidence that an incorrect or an unfair grade has been assigned. If a student believes that the final grade received in any course is incorrect or unfair, he or she follows the grade appeal procedure outlined below:

1. Discuss the problem with the faculty member involved.
2. If not satisfied with that faculty member's explanation, seek mediation from the Academic Department Chair.
3. Failing resolution of the problem at the Academic Department Chair level, the student makes an appeal to appropriate School Dean. This request must be filed in writing within 60 calendar days after grades have been posted by the Registrar. The decision of the School Dean is final and will be communicated to the student within 10 business days of receipt of the appeal by the Dean.
4. If a change in grade or academic standing results, the Dean notifies the Registrar of the new grade or change in standing.
5. In the event that new evidence becomes available, a request may be made in writing to the School Dean, who determines if the appeal is to be reconsidered.
6. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the School Dean, who has the final authority in passing judgment on these matters.

Main Campus Evening, Online and CC Global

A student may appeal any grade given, if it is believed to be in error or in conflict with Columbia College policy and procedures. Initially, location Directors will try to resolve a grade appeal at the location in accordance with policies. If the issue cannot be resolved at the location, the appeal will be transmitted through the Director to the Associate Vice President for Columbia College Global.

The student must state all reasons why the grade awarded is believed to be in error and request a desired remedy to correct the situation. The adjunct faculty member who awarded the grade in question is given the opportunity to comment on all student allegations before the appeal is forwarded to main-campus authority. A grade appeal must be received for review by the Associate Vice President for Columbia College Global prior to the end of 60 days from the date the grade was awarded.

Withdrawal Excused Appeal

Students disagreeing with the decision regarding their excused withdrawal (WE) request should first discuss those concerns with the original reviewer (the School Dean for Main Campus Day students and the Associate Vice President for Columbia College Global or their designee for Main Campus Evening, Online and CC Global). Students who remain unsatisfied with that decision may appeal the outcome of an excused withdrawal request by submitting a formal appeal to their School Dean. That appeal should directly address why the initial decision was in error and the student's desired outcome.

Academic Suspension Appeal

Students may appeal the academic suspension decision. Main Campus Day students must file a formal appeal with their School Dean. Main Campus Evening, Online and CC Global students must file a formal appeal by email with the Associate Vice President for Columbia College Global or their designee.

Academic Dismissal Appeal

Students may appeal the academic dismissal decision. Main Campus Day students must file a formal appeal with their Achool Dean. Main Campus Evening, Online and CC Global students must file a formal appeal by email with the Associate Vice President for Columbia College Global or their designee.

Incomplete Coursework

The grade of I (Incomplete) is reserved for "extraordinary circumstances" that prevent a student from completing the requirements of a course by the end of the term. Extraordinary circumstances is narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or a member of his/her immediate family). Only the instructor may grant an incomplete.

If a student receives an Incomplete, s/he must complete all work by the **end of the following semester (or by the end of the following two eight-week sessions**) unless the instructor requires a shorter completion date. Subsequent extensions must be approved by the academic dean of the school in which the course is housed (Day Campus), the Associate Vice President for Columbia College Global (Evening and CCG), or the Assistant Provost, Online and Columbia College Global Education. The student is responsible for this deadline. Incompletes that are not finished are to be automatically recorded as an F unless the instructor submits a grade change form. The student is responsible for understanding the impact of that grade on his or her status at the college should s/he be unable to complete the remaining work.

When incomplete work in a course is completed, the instructor is responsible for processing the grade change form to the earned grade. The instructor who assigns the I is responsible for grading any work that is completed in the agreed upon timeframe. However, should the instructor be physically unable to complete the work, the grade will be assigned by a qualified instructor who will be selected either by the department chair or the dean of the school in which the course is housed. In both CC Global locations and the Online program directors will ensure that the responsible instructor is completing the work that is outstanding, or will find a qualified instructor to complete the grading.

Course Audit

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion, requirements for load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures and a $250 per-semester-hour fee. Students are also liable for all course lab fees. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available in the Enrollment Service Center.

Applicants requesting to only audit a course are subject to the standard admission requirements.

Some programs of the College (e.g. Piano, Voice, Nursing and Online Education courses) are not available for audit.

Pass/Fail

Students may take one course per semester or session on a pass/fail basis. These may not be courses in the declared major or on the Education certification checklists. Certain courses, by program definition, are always taken on a satisfactory/unsatisfactory basis. Students may take one additional course per semester on a pass/fail basis if the course is only offered on a satisfactory/unsatisfactory basis. To receive a grade of S, work must equal the work of other students who earn a grade of A, B, or C.

Students should designate at the time of registration that they wish to take a course pass/fail. Each term, students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first quarter (usually 4 weeks for a semester, 2 weeks for an eight-week session) of that term.

Students who take courses that are only offered on a pass/fail basis are not precluded from Dean's List eligibility. However, students who elect to take a course pass/fail are not considered eligible for Dean's List.

Please note there is a special exceptions to this policy:

- Honors students are allowed to take up to two (2) Honors courses or sections pass/fail in completion of Honors Program requirements
- Students who study abroad with one of our approved exchange partners (For more information, go to the International Programs page)
- Certain Education certification situations (For more information, go to the Education Certification Exceptions page)

Repeating a Course

Most Columbia College courses may be repeated at Columbia College in an attempt to improve the grade. The grade earned for the second attempt is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given.

Some designated courses may be taken multiple times for credit. Each enrollment adds hours and impacts the grade-point average. Students who use federal financial aid assistance must check with the Enrollment Service Center to determine financial liability when repeating a course. A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason the result will be an increase in overall hours needed for degree completion and in residency hours needed.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit applied toward an initial degree does not count towards the required 30 additional hours in residence for a subsequent degree.

Classification

Students are designated Freshmen, Sophomores, Juniors, and Seniors according to the following standard of completed credit hours:

0-29.9 Freshman

30-59.9 Sophomore

60-89.9 Junior

>90   Senior

Probation, Suspension, Dismissal, and Readmission

Probation

Students are placed on academic probation and may be suspended or dismissed if they fail to maintain the following cumulative GPA standards by the time they have attempted or completed the indicated number of hours, including hours accepted in transfer:

0 - 30.9 sem. hrs: 1.75 GPA

31 - 45.9 sem. hrs:1.90 GPA

46 + sem. hrs: 2.00 GPA

"Completed credit hours" refers to semester hours attempted by a student for all courses for which letter grades (A, B, C, D, F, S, or U) have been received. Semester hours accepted in transfer from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization, they may not participate in intercollegiate athletic competition and they may not carry an overload.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s).

Suspension

A suspension occurs at the end of one probationary term for the following regular academic term(s) (the next fall or spring semester). Suspensions may be imposed on students for the following situations:

- Students who fail to attain an appropriate standard of satisfactory progress or fail to comply with any condition and/or requirement imposed as part of their probation.
- Students who chronically withdraw from courses and do not make any academic progress may be suspended.
- Students admitted by the Admissions Review Committee (see Admission Policies) and who do not earn a 2.0 GPA may be suspended (see below).

- Main Campus Day regular-admit students completing their first semester at Columbia College with a GPA of 0 may be suspended for one semester. Main Campus Day summer-admit students completing courses with a GPA of 0 may be suspended for two sessions.

Students may appeal the academic suspension action. Academically suspended students may be reviewed for readmission to Columbia College after an absence of one semester.

Dismissal

Students may be dismissed from Columbia College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next term (semester).

Academically-dismissed students may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

Returning from Suspension or Dismissal

Day students must write a letter of appeal to their School Dean and apply for readmission after a suspension or dismissal period is completed. The student's record is reviewed and a decision is made regarding eligibility and conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

Main Campus Evening, Online and CC Global students receiving an academic suspension may return to coursework after sitting out one semester (two eight-week sessions) and are required to meet with their academic advisor prior to enrolling for coursework. To return from an academic dismissal students must write a letter of appeal to the Associate Vice President of Columbia College Global or their designee and apply for readmission after the dismissal period is completed. The student's record is reviewed and a decision is made regarding eligibility and conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

Non-Degree Seeking Students

Non-degree seeking students must be in good academic standing in order to be eligible to re-enroll as a non-degree seeking student. Students who do not maintain this standard may be subject to probation or suspension.

Students who are suspended may be ineligible to apply for non-degree seeking status again. In order to be reconsidered for admission to Columbia College, the student will be required to complete the process for degree-seeking students, including a review by the Admissions Review Committee.

Veteran's Guidelines

Satisfactory academic progress is required of students receiving VA educational benefits. Students who fail to make academic progress are reported to the VA for unsatisfactory academic progress.

Good Academic Standing

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension or dismissal.

Withdrawal

Total Withdrawal from Columbia College (Day Campus Only)

The Dean for Student Affairs establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Student Affairs Office.

All withdrawals by Day students for extraordinary circumstances must be approved by Academic Affairs. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances with substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

A WE grade cannot be granted unless all courses in which the student is enrolled are dropped.

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action.Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule on the Main Campus Day Tuition and Fee Structure page. No credit will be given for nonrefundable deposits, laboratory or course fees, etc.

Withdrawal from a Course

Students may withdraw from a course(s) with a grade of "W" between the end of the drop period and prior to the end of the 12th week of the semester (Day Campus) or sixth week of the session (Evening and CC Global). Provided a Withdrawal form is received no later than Friday of the 12th week of the semester or sixth week of a session, no punitive grade will be issued. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript. Financial liability is **not reduced** when a student withdraws from a course.

Once enrolled in a class, a student is considered a member of that class until he or she officially drops or withdraws in accordance with institutional policy. A failure to attend class, or advising a fellow student, staff, or adjunct faculty member of an intent to withdraw from class does not constitute official drop or withdrawal. Withdrawals become effective the date the appropriate form is received by the College.

Students must complete the withdrawal process by submitting the completed Withdrawal form to the Enrollment Service Center (Day Campus and Evening Campus) or submitting a Course Withdrawal Form through CougarTrack (all campuses). Requests to Withdraw from a course will not be accepted by telephone. Students are required to personally complete, sign and date all withdrawal information. Signed fax withdrawal forms are acceptable. Confirmation of receipt is the responsibility of the student.

Should circumstances prevent a student from physically completing the withdrawal information, the student should contact their location Director immediately (CC Global), or Academic Advisor (Online) or course instructor (Day Campus). Directors or other college personnel reserve the right to request substantiating documentation to support the student's inability to complete the withdrawal process in person.

The withdrawal period begins the same date the session starts, which is not necessarily the first day a particular class begins. When a student stops attending class and does not submit the Withdrawal form or paperwork as required, a grade of F will be awarded.

Students who receive any form of Federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid and Scholarships section of the College catalog for additional information.

Withdrawal After the Published Last Date to Withdraw

After the last date to withdraw (according to the academic calendar) students will not be allowed to withdraw without extraordinary circumstances. In such cases a withdrawal excused (WE) request must be submitted prior to the end of the term (see below for criteria). In the rare situation when a student can substantiate the inability to contact the campus, in any manner, prior to the end of the term, a WE will be considered but only within 60 days of the end of the term. Students should be aware that requesting a WE after the published date to withdraw does not guarantee that the student will be withdrawn nor does it eliminate the possibility of a punitive grade and/or financial obligation. A student may also request a grade of W (withdrawn) from their instructor; however, the instructor is under no obligation to grant the request and the student is not guaranteed a grade of W. The request must be made prior to the end of the term and the student remains financially liable for all tuition and fees.

Withdrawal Excused

Students may request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary, mitigating or extenuating circumstance.

A student may request a WE at any time during a semester or session. Day students should follow the Total Withdrawal guidelines in order to pursue a WE. Request for a WE must be submitted in writing or through CougarTrack at the time withdrawal procedures are initiated. A letter from the student with substantiating documentation of the extraordinary circumstances must be provided (to appropriate personnel depending upon program) by the last day of class (excluding finals week for Day Program students). Students should be aware that a refund is not automatic; requests for financial consideration are subject to review and approval by the appropriate Dean (depending upon program). WE requests submitted during the regular published withdrawal period will be processed with a grade of W immediately; the grade will be changed to WE if/when approval is received. Withdrawal requests submitted after the end of the withdrawal period will not be processed unless WE approval is received from the Academic Affairs Department (Day Campus) or the Associate Vice President of Columbia College Global (Evening and CCG).

A student receiving any form of Federal Title IV assistance who withdraws from a course(s) with extraordinary circumstances, even with the College's concurrence, may be required by federal regulation to return some or all of the federal aid received. The College follows federal guidelines concerning Return of Title IV Funds and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances. This includes the Federal Pell and SEOG grants and the Stafford and PLUS loans. Contact the Enrollment Service Center for additional information.

Administrative Withdrawal for Non-Attendance

Students may be administratively withdrawn from all courses for non-attendance. Non-attendance is considered 14 consecutive calendar days of non-attendance in all courses. An early alert notification will be sent to the student after the first week of non-attendance. If, in fact, the student did attend during the week referenced in the alert, it is the student's responsibility to contact the instructor immediately to change the attendance record. Once a student has been absent two weeks, they will be administratively withdrawn with no further warning.

Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule, if applicable. No credit will be given for nonrefundable deposits, laboratory or course fees, etc. Tuition refunds will be assessed according to each venue's standard refund policy.

An administrative withdrawal will result in a non-punitive grade of "W", if classes are withdrawn in the time between the end of the drop period and prior to the end of the 12th week of the semester or sixth week of the session. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript.

If an Administrative Withdrawal for Non-Attendance is not the result of an error in attendance records, students may appeal the withdrawal if extraordinary circumstances prevented them from attending all courses in which they were enrolled. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary circumstances.

An appeal of an Administrative Withdrawal for Non-Attendance should be submitted by the student to the Dean of the appropriate school. The Dean will review submitted appeals, and has the final authority to approve an appeal. The likelihood of passing the course(s) if re-enrolled in the course(s) will be considered in the review of the appeal. See the Dean's Office for additional information.

Education Certification Pass/Fail Exceptions

No subject-matter content or education courses (i.e., courses on the certification checklist) are to be taken as pass/fail at Columbia College. However, the following exceptions apply:

- Transfer students who have taken education or content coursework at a previous institution (excluding stand-alone field courses) and received a grade of "passing" may use the course to meet certification requirements.
- Students who change from one content area to another and have previously taken a course in the *new* content area as pass/fail, and received a grade of "passing," may use the course to meet certification requirements.

If either exception applies to a student, any "passing" grade will be substituted with a grade of 'C' when calculating his/her education, content, and overall GPAs for DESE.

Degree Completion and Commencement

Catalog Changes and Time Limit for Completing Degree

There is no time limit for a student to complete a degree. However, a student has only eight years to complete their degree program under the requirements outlined in the catalog under which they began with Columbia College. After eight years they must move to the degree requirements of a newer catalog. Students have the option of changing to the degree program requirements of any newer catalog, regardless of the number of years they have attended Columbia College.

Students who are enrolled in the Servicemembers Opportunity College (SOC) Program are exempt from the eight-year limitation.

The responsibility for understanding and meeting graduation requirements rests entirely with the student. Students must also understand that some departmental changes to specific requirements, prerequisites, etc. may affect their degree program.

Candidacy for Degree

In order to graduate, you must submit a Declaration of Candidacy for Degree Form, which can be found on CougarTrack under "Forms." Declaration of candidacy for degree must occur no later than one semester or session prior to the last semester or session of enrollment, but is advised to happen a year before you plan to graduate.

File the form by the early spring if you anticipate an October or December degree completion date; or by early fall if you anticipate a March, May or July degree completion date. You may not declare candidacy for degree earlier than one year prior to your anticipated degree completion term. The graduation processing fee* will be automatically charged to your account ($75 undergraduate Day Campus candidates). *Graduation fees only apply to Day Programs only.

Submission of the Declaration of Candidacy for Degree Form indicates your request for approval to graduate; submission alone does not guarantee approval. Your advisor will notify you of the results of your request approximately four weeks from the day you submit your declaration of candidacy.

Main Campus Commencement Ceremony Participation

In order to participate in a commencement ceremony, you must be approved to graduate (see above), and submit an Application for Commencement Ceremony Form prior to the application deadline for your chosen ceremony. The form is located on CougarTrack in the "Academics" drop-down of the top links bar. The Application for Commencement Ceremony is also available within the Declaration of Candidacy for Degree Form, which you can access by answering "yes" to the question posed to you by the Form: "Would you like to order your cap and gown now?" There are no fees associated with application for commencement ceremony.

Students must be approved to graduate in order to participate in a commencement ceremony. Candidates may participate in commencement prior to their anticipated graduation dates if they are within one semester of degree completion. These candidates will not be eligible for the President's Award as it is based on a final cumulative GPA of 4.0, which cannot be determined prior to degree completion.

In order to participate in a commencement ceremony after its application deadline has passed or if eligibility requirements are not met, submit a letter of appeal to the Office of the Registrar. The appeal will be coordinated with the Provost and the Office of the Registrar will notify you of the results.

CC Global Commencement Ceremonies

Columbia College holds commencement ceremonies annually at more than 20 of our CC Global locations throughout all regions of the country. Graduating students have the option of attending the commencement ceremony for their specific location or any of the other ceremonies held throughout the year, with the exception of the ceremony in Guantanamo Bay, Cuba. Click here to access commencement information for CC Global locations.

Virtual Commencement

While not all students are able to participate in a physical commencement ceremony, everyone is able to participate in Columbia College's Virtual Commencement Ceremony. The website for virtual commencement

allows graduates and their family and friends who are unable to attend a ceremony the opportunity to share in this momentous event.

The virtual commencement ceremony contains a message from the Provost, the President of the Alumni Association, a commencement address, reading of graduate names and a view of a diploma for each graduate. In addition, guests can view graduate profiles and sign the guestbook to offer congratulations.

Online Courses and Scheduling Options

Online education assists students in completing their educational goals in an environment that is conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that don't allow them to attend traditional courses, students who do not have access to a location, or students who need specific courses not currently being offered at their location.

Online courses have the same course description and course learning outcomes as traditional classroom courses. Online courses are often taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. The students who receive advising and registration services from staff assigned to online services are referred to as remote students.

If a student receives advising and other student service from any location, the student is referred to as a location student.

Students should ultilize the academic calendar for important date information that varies by venue.

The section of the undergraduate catalog listing course descriptions is accurate for online courses. For more information about specific online offerings, visit the website at http://www.ccis.edu/online/schedule.

The policies outlined in the Academic Program Information section of the undergraduate catalog apply to online degree offerings.

Course Schedule

Course schedules are available at www.ccis.edu/online/schedule approximately two weeks before registration begins for a given session.

Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course.

Academics

Web-based online courses count for residency credit and financial aid applies for those who qualify.

Online courses are scheduled in eight-week sessions and follows Columbia College's Academic Calendars. See the Academic and Administrative Policies, Regulations and Procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

Students will receive academic advising at their campus and are required to consult with an academic advisor before they register for courses for the first time. After the first consultation CC graduate students are not required to contact their academic advisor prior to registering for more classes but it is strongly encouraged. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

Course Format

The online course format allows students to participate in the course anytime, anywhere there is computer access to the internet. The course software used to facilitate online learning is Desire2Learn. The course that is offered online has been reviewed and approved by the appropriate full time faculty and department chairs.

Using discussion questions, exams and other assignments, students and instructors create a collaborative learning environment. This facilitates a forum for active learning. All exams and quizzes are taken online, with certain courses requiring proctored midterm and/or final exams.

This active collaborative learning environment requires students to do more on their own than they may in a traditional classroom setting. Online students must be prepared to commit the same, or sometimes more, time and effort as they would in a conventional class. The result is a challenging and meaningful learning experience.

Course Schedules are prepared by the Online Education and are made available on our website at http://www.ccis.edu/online/schedule. Notification of canceled courses will be sent to the CougarMail accounts of students enrolled in the canceled course. Students who register for courses online will be emailed course and access instructions along with the registration confirmation.

Day Students must obtain advisor and department chair approval to take an online course. Cost for day students is included in their day program tuition. Day students who take online courses as an overload pay the regular day program overload fee.

Overload Policy:

Long experience in administering accelerated (8 week academic term) college programs has taught us that it is generally not in the student's best interest to enroll in more than 9 credit hours per session. Due to the fast pace of the course and the reduced time for reading, research, writing and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Students are required to obtain permission to enroll in ten hours or more during an eight-week session. This includes courses taken through Main Campus Evening, Online, and CC Global Locations. Only those students close to graduating from Columbia College, with a minimum 3.0 cumulative grade point average and a compelling reason to take a course overload in an eight-week session may apply to their home location director. Students must first visit with their advisor to discuss all available alternative options. If an overload is approved, there will be no overload fee charged.

An overload is approved on a semester basis, allowing students to enroll in either or both 8-week modules during that semester as an overload. However, the overload in the second module is contingent on outcomes (grades) in the first module (poor outcomes may result in a student's overload approval being revoked). Systematically, this will require an overload be entered for both modules (it cannot be done on a semester basis).

Overrides: Online courses have a maximum class size, ranging from 15 to 25 depending on the nature of the course. After a course is closed the campus staff may request an override. The student's situation will be evaluated and coordinated with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances such as fulfilling a graduation requirement which is the last course needed for the degree.

Proctoring: Remote students taking courses that require proctored exams must submit the proctor information by the second week of the session to the instructor. Proctors located at CC Global locations are automatically approved, as is the use of Proctor U; however, students must still provide the required proctoring information to their instructor. Students may use a private proctor, but each instructor will consider

any other choice of proctor for approval or denial. Additional proctor choices the instructor will consider include: public librarians, high school or college instructors, high school or college counseling services, commanding officers, education service officers, and other proctoring services. Personal friends, family members, athletic coaches and direct supervisors are not acceptable.

Reduced tuition programs such as audit and warranted degree program are not available for online courses.

Student issues with an online course should first be addressed with the instructor of that course, then with Online Education.

FERPA

Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or the Provost written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student's record without prior consent, under the allowable exceptions (outlined below).**
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Disclosure of Education Records

Columbia College may disclose non-directory information from a student's education record only with the written consent of the student, or under one of the following exceptions allowed under FERPA:

- To school officials with legitimate educational interest (as defined by institutions within FERPA guidelines)

A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To schools in which the student seeks or intends to enroll

- To federal, state and local authorities involving an audit or evaluation of compliance with education programs
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid
- To organizations conducting studies of or on behalf of educational institutions in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction
- To accrediting agencies to carry out their accrediting functions
- To parents of dependent students
- To comply with a judicial order or lawfully-issued subpoena
- To appropriate officials in connection with a health or safety emergency
- To the student
- Results of disciplinary hearing to an alleged victim of a crime of violence
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your social security number, grades, or other private information - may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The name and address of the Office that administers FERPA is:Family Compliance OfficeU.S. Department of Education400 Maryland Avenue, SWWashington, DC 20202-4605

Release of Directory Information

Under the provisions of the Act, Columbia College is allowed to disclose "directory information" without consent. "Directory information" is described as name, address, telephone number, e-mail address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors

(including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), picture, and date and place of birth. "Directory Information" is released at the discretion of the institution.

However, students who do not wish directory information to be released may prevent such release by completing and signing a Request to Prevent Disclosure of Directory Information form. If at any time you would like to remove this restriction, you may complete the Remove Request to Prevent Disclosure of Directory Information Form.

IMPORTANT: Please consider very carefully the consequences of restricting the disclosure of your directory information. The college will not be able to confirm your existence to any person or organization outside of Columbia College who may be requesting information or attempting to verify your enrollment or degree. Our response to the requestor will be "I have no information on this individual." Regardless of the effect upon you, Columbia College assumes no liability for honoring your request that such information be withheld.

You may also complete and return the Third Party Release Form or the Parental Release Form, granting access of non-directory information (such as student's account or grades) to parents or other individuals.

To submit one of these forms, sign the completed form and send to:

The Office of the RegistrarColumbia College1001 Rogers StreetColumbia, MO 65216Fax: (573) 875-7436 orstudentrecords@ccis.edu

Student Affairs

Student Affairs Mission Statement

Student Affairs provides quality, student-focused programs and services that encourage the development of an inclusive, involved and educated community.

Career Services Center

The Grossnickle Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services are designed to promote professional and personal success including a carefully guided assessment of student's skills, abilities, values, achievements and interests which can aid in effective career planning. Additionally, the Career Center meets with students and alumni in person, over the telephone or electronically to advise on a broad range of topics from job materials preparation, job search techniques, interview practice, and much more. The Career Center also organizes programs which provide students with opportunities to network with professionals, learn about career paths, and prepare for the job search.

In addition to the Career Center on the main campus, Columbia College offers an online career opportunities database, Handshake. This system is free to all students and alumni. Columbia College offers career assistance to all graduates and works to help students conduct successful job searches; however, employment upon program completion is not guaranteed. For more information contact the Grossnickle Career Services Center or visit our website at www.ccis.edu/careercenter.

Student Accessibility Resources

Student Accessibility Resources (SAR) leads the campus in the creation of inclusive learning environments and facilitates access through innovative services, programs, and partnerships. Disability is an aspect of

diversity that is integral to our society and to the Columbia College community. The SAR office collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the college community.

After admission to the college, students who want to explore reasonable academic accommodations are encouraged to contact SAR to explore the possibilities and options without feeling a need to commit to utilizing any resources.

Student Accessibility Resources can be reached at (573) 875-7626 or by emailing SAR@ccis.edu. The office is located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons. For more information please visit Student Accessibility Resources.

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Student Accessibility Resources (SAR) leads the campus in the creation of inclusive learning environments and facilitates access through innovative services, programs, and partnerships. Disability is an aspect of diversity that is integral to our society and to the Columbia College community. The SAR office collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the college community.

After admission to the college, students who want to explore reasonable academic accommodations are encouraged to contact SAR to explore the possibilities and options without feeling a need to commit to utilizing any resources. The student and SAR staff meet, via phone or in person, to discuss the student's condition, experience, current or anticipated barriers, educational history, and effective accommodations strategies to provide access. The student determines how to proceed based on the information presented and personal preferences. All information is confidential and will be used only to coordinate accommodations with appropriate college personnel. The SAR student file shall be maintained separately from other student records maintained by the college.

Student Accessibility Resources can be reached at (573) 875-7626 or by emailing SAR@ccis.edu. The office is located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons. For more information please visit Student Accessibility Resources.

Application Process

The application is available online to all students who have been admitted to Columbia College. Once logged into CougarTrack, the application is available by clicking the **"Disability Accommodations"** link on the student home page under CC Links. Students are prompted to upload the supporting documentation following the electronic submission of the application. Documentation can also be provided by mail, fax or delivery. It is recommended that students do so two weeks in advance of the date accommodations are needed. While students are encouraged to self-identify at the earliest possible time, students may still receive services at any time once they self-disclose and complete the application process. Students must allow enough time for the application process to be completed. Accommodations are provided on a case by case basis through an Intake Interview process conducted by the Student Accessibility Resource office.

Although students are encouraged to discuss their needs with their instructors, students must complete the application process with Student Accessibility Resources in order to receive accommodations. Once a student is approved for accommodations, they must request their accommodations each session by logging into their student profile within the online management system used by SAR to select their accommodations for each class. Students must allow enough time for their accommodation requests to be processed.

Student Responsibility
- **Communication -** Act as your own advocate.

- Students with needs related to a disability/condition are responsible to contact the Student Accessibility Resources office.
- Work with Student Accessibility Resources on developing advocacy skills and communicating your specific needs and accommodations to instructors.
- Students need to initiate timely communication consistently with their instructor to facilitate a shared understanding of the fundamental requirements of the class and boundaries of accommodations.

- **Documentation**
    - Provide requested documentation of the disability/condition to receive accommodations.
- **Accommodations**
    - To utilize accommodations students need to submit online requests in a timely manner, preferably prior to the beginning of the session.
    - To follow procedures with instructors and Student Accessibility Resources in order to get the appropriate accommodations.
    - To inform Student Accessibility Resources of the materials you need in alternate format in a timely manner, preferably two weeks prior to the beginning of the session.
    - To notify instructors immediately when an accommodation is not being provided completely or correctly. If a resolution is not established contact Student Accessibility Resources in a timely manner.
    - To notify instructors immediately when a decision has been made to *not* use an accommodation, or contact Student Accessibility Resources if the accommodation is no longer needed.
    - To provide for your own personal living needs or other personal disability-related needs. For example, coordinating services of personal care attendants or requiring homework assistance are a student's responsibilities and not the responsibilities of Student Accessibility Resources.
- **Accountability**
    - Students must complete all course and testing requirements as stipulated by the College.
    - Students must abide by Columbia College standards and guidelines for behavior and academic integrity.
    - Students are expected to treat all college staff and faculty with respect and courtesy.
    - If you have academic problems or other concerns, contact Student Accessibility Resources as soon as possible.

Math Disability Policy

Students with a specific learning disability in math are allowed to complete a modified set of general education requirements and should be careful to select a course of study that does not require coursework with a significant math component. Contact Student Accessibility Resources for more information.

Grievance Information

The College is committed to nondiscrimination, equal opportunity and equal access. Any College student who believes he or she has been subject to discrimination and/or harassment on the basis of disability, has been retaliated against, believes he or she has been wrongfully denied reasonable accommodation(s) by the College, believes the College failed to provide approved reasonable accommodation(s), or has other disability or accommodation related concerns should follow the steps set forth in this policy: COLUMBIA COLLEGE STUDENT ADA/SECTION 504 GRIEVANCE POLICY.

Technology Usage Policy

Columbia College Ethics Code for Computer Users

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.
2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community. [1]

[1] *Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.*

Ethical and Responsible use of Computers

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
2. When working in College computing labs users will be aware of and follow rules posted for fair use.
3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.
5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.
6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.
7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer

users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.

8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.

9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.

10. Computer users shall cooperate in any investigation of violation of responsible use.

11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College.

The following are examples of ethical or responsible use of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing files of programs or data with team members working together on a research project.
- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Vice President for Columbia College Global.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
- Copying a file from another computer user's account without permission.
- Copying copyrighted computer software for use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
- Installing software on College computers without permission of Technology Services.
- Downloading materials from the internet and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

Acceptable Use Policy

The computer resources at Columbia College support the academic and administrative activities of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Columbia College (CC) computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing CC computing resources.

All users of College computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, email and other applications.

- It is prohibited to share CC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Columbia College computing resource constitutes full acceptance of the terms and conditions of College policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the College. Columbia College reserves the right to change this policy without notice.

Student Email

(Use of Email for Official Correspondence with Students)

1. **College use of email**Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community.
2. **Assignment of student email**Official college email accounts are available for all enrolled students. The addresses are all of the form [Name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Colleague Student Information System and will be considered directory information unless students request otherwise.
3. **Redirecting of email**If students wish to have email redirected from their official@cougars.ccis.edu address to another email address (e.g. @gmail.com, @hotmail.com, etc.), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her *@cougars.ccis.edu* account.
4. **Expectations about student use of email**Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.
5. **Authentication for confidential information**It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.
6. **Privacy**Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.
7. **Educational uses of email**Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students' official *@cougars.ccis.edu* accounts are being accessed and faculty can use email for classes accordingly.

8. **E-mail account activation** When students receive an email account they will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni email account, or deactivated.
9. **Deactivation of account** Non-attendance for three consecutive terms will constitute reason for revoking the account and the deletion of data pertaining to it. Hardship cases will be handled by Columbia College Global on a case-by-case basis.

Social Media

The prevalence of social media on the Columbia College campus can both benefit and inhibit the development of a civil and respectful community of scholars. College staff and faculty may choose to have profiles on various social media mediums. If in the course of normal use of the social media sites a member of the Columbia College community finds information that the College deems concerning, the student may be contacted to meet with the campus director, student conduct officer, or a designee to discuss the scope and nature of the information located online.

Main Campus Day Student Affairs

Athletics

Columbia College sponsors 18 intercollegiate sports: volleyball, softball, men's and women's cross-country, men's and women's indoor and outdoor track and field, men's and women's golf, men's and women's soccer, baseball, eSports, men's lacrosse, women's bowling and men's and women's basketball.

The College is a member of the American Midwest Conference (eight Missouri colleges, one Illinois college, one Tennessee college and three Arkansas colleges) and the National Association of Intercollegiate Athletics (NAIA). The lacrosse program is a member of the Kansas Collegiate Athletic Conference and NAIA.

Opportunities to participate are available to day campus students who meet the eligibility requirements as established by the NAIA, AMC, and Columbia College. Full-time currently enrolled graduate students may be eligible to participate.

The College also has an active intramural program that attracts spirited participation in activities such as flag football, volleyball, basketball and softball.

In addition, the College sponsors various classes in physical recreation that vary with student interest and have included weight training and outdoor recreation.

Further information is available from the Student Affairs Office or Athletic Office.

Bookstore

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of textbooks, trade books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Textbooks are available new, used and for select titles they are available for rent and digitally.

Textbooks are available for purchase a few weeks before classes begin. When obtainable, used texts are sold for 25% less than the cost of a new text. Rental textbooks for select titles are available for 55% less than the cost of a new text. Students can reserve textbooks online at: http://ccis.bncollege.com or whywaitforbooks.com.

Students may receive textbook refunds based on the policies listed below. No refunds will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

Refund Policy:

For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.

- Textbooks must be in original condition, including all components in packages
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days
- Merchandise must be in original condition, unopened with tags
- Refunds will be issued in the original form of payment
- The textbook buyback period is during finals week. This is the best time to sell back textbooks
- TI-83 or above calculators will not be considered for buyback

The Bookstore hours are posted on the Bookstore door; on their website and available via phone greeting.

Contact Information:

Columbia College BookstoreAtkins-Holman Student Commons1009 Rogers StreetColumbia, MO 65216

Phone Number: (573) 875-7341FAX Number: (573) 442-0747E-mail: ccis@bkstore.comWebsite: http://ccis.bncollege.comFacebook: facebook.com/ColumbiaCollegeBookstore

Counseling Services

Counseling Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210).

Confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to personal growth and making academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling Services is a confidential resource for dating violence, domestic violence, sexual violence and harassment. Our office also provides referrals to community resources when appropriate. For additional information and online resources, see the counseling services webpage: www.ccis.edu/counselingservices. Appointments are available Monday - Friday; to make an appointment please call 573-875-7423.

Dining Services

The College offers two dining locations on campus, Dulany Dining Hall and Cougar Cafe. All students living on-campus must purchase a meal plan. If students have a class conflict and cannot eat in the dining hall, they can request a to-go container through the Student Affairs Office. Students can only use the meal plan at Dulany Dining Hall and will be able to use Cougar Bucks, cash, or credit/debit cards at the Cougar Cafe.

Food service begins with dinner on the day the residence halls open and ends with dinner on the last day of scheduled final examinations each semester. Meals are also served to all students participating in orientation.

Students who live in a residence hall must have their student identification card scanned at the entrance of the dining hall. Students who live off campus may contract for a commuter or full meal plan, or pay for meals individually. Prices for students, faculty, and staff who chose to pay for meals individually are as follows: Breakfast: $4.25, Brunch: $5.25, Lunch: $5.25, Dinner: $6.00 (subject to change). Guests may also purchase meals at Dulany Dining Hall. Guest prices are as follows: Breakfast: $5.95, Brunch: $11.95, Lunch: $8.95, Dinner: $10.95 (subject to change).

A student Food Advisory Committee through the Residence Hall Association meets throughout the school year with dining hall personnel to promote the best possible food service operation.

Grossnickle Career Services

Making the successful transition from college to the workplace can be challenging and Grossnickle Career Services Center is here to provide support.

Career Services works with students and alumni in all areas of career development through in-person meetings, online resources and communications in areas such as:

- Assessing abilities, interests and priorities
- Developing interview skills
- Internships
- Learning about graduate school options and the admissions process
- Mastering job search techniques
- Resume development
- Understanding the relationship between choice of major and career plans

Setting up an appointment to talk to a career counselor can be done through Aviso or contacting the office directly by phone at 573-875-7425, email at careerservices@ccis.edu or by stopping by the office in Missouri Hall 223.

Additionally, Columbia College students have access to a powerful, innovate career management system called Handshake. Handshake allows students to search through thousands of jobs, internships and employers throughout the country, find in-person and virtual hiring and graduate school events, and access resources to help them build resumes and cover letters. Handshake is free and easily accessible on all devices. Get started with Handshake at www.ccis.edu/handshake

Career Services also hosts a number of free events every year to help students get ready for their professional life. From opportunities to meet alumni in different fields, safely practicing your networking skills, or meeting employers at our annual Career Fair - these events are fun ways to get ready for graduation. Events can be found through our website or Handshake.

To learn more about the Career Services Office or any of our services, check out our website at www.ccis.edu/careercenter.

Housing Requirement

Columbia College 2019-20 Housing Requirements

Full-time Students

- All full-time Day Campus students with fewer than **75** semester hours completed must live on campus.
- Full-time Day Campus students receiving institutional scholarships/aid totaling 75% or more of their Tuition including Presidential Scholars, Athletics Scholarships, or students receiving the Employee Education Grant (EEG) must live on campus regardless of their parents' or legal guardians' address until they complete 75 credit hours or meet another exemption.

Part-Time/Graduate Students

- Part-time Day students and Graduate Students are not required to live on campus, but may submit a request to live on-campus to the Director of Residential Life. Housing for Graduate and Part-time students is dependent upon availability.

Exemptions to the Campus Housing Requirements

Full-time Day Campus students are exempt from the Housing Requirement if they meet one of the following exemptions.

- Students living at home with parents or legal guardians' within a 25 mile radius of the main campus in Columbia, MO, where such address has been established as the sole, legal and permanent residence of the parents' or legal guardians' who receive **LESS** than 75% of their tuition from institutional scholarships/aid. *Students listed as living at home with parents/legal guardians and later found living in off-campus housing not with parents/legal guardians will be assigned a room and meal plan on campus and charged accordingly.*
- Married students (*requires marriage certificate for review*). Columbia College does not offer married/family housing.
- Students who are parents or legal guardians of dependent minor children (*requires dependent birth certificate for review*). Columbia College does not offer married/family housing.
- Students age 22 or older by the first day of classes of the Academic Semester for which they are enrolled.
- Military veterans as defined by federal guidelines*.*
- Transfer students who have achieved 60+ credit hours, but who do not meet any other exception, may request an exemption through the appeals process if they already have established their residence within a 25 mile radius of the main campus in Columbia, MO.

The Housing Contract is for the duration of the academic year for which the student is registered.

Students seeking exemption from the college's residency requirement who do not meet an exemption listed here must complete and submit an appeal to the Director for Residential Life. The appeals process is available on our website at https://www.ccis.edu/offices/campuslife/residentiallife/housingrequirement.aspx.

Immunization Policy

Columbia College policy requires that all newly admitted, readmitted or non-degree seeking students in the Day Program, and any person living in the residence halls, show proof of required vaccinations upon admission. A tuberculosis questionnaire is required of all main campus students. Certain students may require tuberculosis testing based on risk.

All Day students are required to provide proof of immunization for measles, mumps and rubella (MMR). This includes those living on and off campus, full, part-time, and non-degree seeking students. The MMR requirement is waived if born before December 31, 1956. A blood test with serum titers indicating medical immunity for measles, mumps and rubella may fulfill the MMR requirement.

Students living in residence halls must provide proof of meningococcal meningitis vaccination or sign a waiver indicating they choose not to be immunized against meningitis.

A student will not be able to register and enroll for classes in subsequent semesters beyond the initial semester of enrollment if the documentation of required immunizations and the tuberculosis questionnaire are not submitted. If personal, religious beliefs or specific medical conditions preclude immunization, students must complete the appropriate statement of exemption. In the event of an outbreak, exempted persons will be asked to leave school.

It is recommended that students be immunized against other vaccine-preventable diseases such as tetanus, diphtheria, polio, chicken pox, hepatitis A and B and influenza. For more information please call 573-875-7423.

Mail Services

Every full-time Day student living in a residence hall is assigned a campus mailbox. Students living off campus may request a mailbox by bringing your Columbia College student ID to Mail, Imaging and Print Services (Robnett-Spence Hall) and completing a mailbox request form. Students keep the same mailbox throughout their enrollment at Columbia College. Mailboxes are located in the AHS Commons and all official campus mail is routed through the student's box. Students are responsible for all mail, publications, and notices placed in their box, including official correspondence from the College. No fee is charged for the mailbox.

Students may mail letters and packages from Mail, Imaging and Print Services in Robnett-Spence Hall. The College's official address is Columbia College, 1001 Rogers Street, Columbia, Missouri 65216. **Mail Center Hours:** Monday - Friday 8:00 a.m. - 5:00 p.m.

Parking Permits

All Columbia College students and employees must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times. Parking permits may be purchased online by using the "Campus Safety" link found at the bottom of the Columbia College website (www.ccis.edu) or by going directly to the following online address: http://www.ccis.edu/Offices/CampusSafety/Permit.aspx. It is recommended you have your parking permit mailed to you, at no additional charge. Permits may also be picked up at the Enrollment Service Center in Missouri Hall 205. Proof of identification is required to pick up a parking permit. Call (573) 875-7252 for more information.

Residence Halls

Columbia College residence halls are an integral part of the campus learning environment. The Residential Life program enriches the total college experience by providing a variety of opportunities that supplement the students' classroom experience. The residence hall program is designed to foster personal growth and development and to provide a successful experience in community living.

Residence halls range from modern and modular to charming and traditional. All halls contain lounges, recreation or game rooms, kitchenettes with microwave ovens, laundry rooms and computer labs. Rooms are furnished with beds, dressers, desks and chairs.

Students may bring computers for their room and access the campus computer network system using the campuses high-speed wireless internet service.

For the most up-to-date information about living on campus, visit the Residential Life website.

Banks Hall

Banks Hall is coeducational and houses 110 students in double rooms. Among its features are special study rooms on each floor, air-conditioning, hall baths and a spacious kitchen area.

Hughes Hall

Hughes Hall houses 64 women in 32 double rooms. It is traditional in architecture with hardwood floors and a spacious parlor. The air-conditioned double-room suites are connected by full baths shared by four residents.

Additionally, Hughes Haven is a special living environment, housing 10 women, in the lower-level of Hughes Hall. Rooms are apartment style with a shared kitchen.

Miller Hall

Miller Hall, a coeducational hall, is Columbia College's largest residence hall, housing 156 students in double-room suites connected by full baths. The building is air-conditioned and subdivided into four sections of living quarters.

Cougar Village

Cougar Village is a fourteen-apartment complex housing 52 students. Among its features are full kitchens and three or four bedrooms. All apartments are fully furnished. To live in Cougar Village, students must be at least sophomores, have lived in our residence halls for at least a semester, and be in excellent standing with Residential Life. Selection occurs in the spring for the following year.

Residence Hall Association (RHA)

RHA is composed of the members from each of the residence halls and an advisor. It addresses concerns of resident students and coordinates planning and budgeting among the halls.

Student Health Services

Student Health Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210). Health services are available to day and evening students. Student Health Services strives to provide students of Columbia College with excellent high-quality medical care that promotes student health and academic success in a non-discriminatory and supportive atmosphere. It is staffed by a board certified advanced practice registered nurse (APRN). The nurse practitioner provides a wide range of health care services including diagnosis and treatment of most acute illnesses or minor injuries. Medical care and most services are free to students. Some fees may apply for testing and injections. Appointments are preferred and are available Monday - Friday; to make an appointment please call 573-875-7423. For more information refer to the Student Health Services Website: http://www.ccis.edu/studenthealthservices.

Student Medical Insurance Policy

Effective fall 2019, all full-time students at the Day campus in Columbia, Missouri are required to maintain health insurance coverage that meets or exceeds the minimum requirements of the Affordable Care Act (ACA) while they are a student with the College.

Students covered by this policy will be required to provide proof of health insurance coverage in an ACA compliant health insurance plan to the College when enrolling for the first time and each academic year thereafter. Students who do not provide proof of health insurance coverage in an ACA compliant health insurance plan by the deadline set by the College, will automatically be enrolled in an ACA compliant health insurance plan, for which plan premiums will be charged to the student account and for which the student is responsible for paying.

If a student withdraws or otherwise stops attending the College during a semester, the student will remain enrolled in the health plan for the duration of the plan period and the student will continue to be responsible for plan premiums for the duration of the plan period.

Additional information about the student health insurance requirement is available here: https://www. CCIS.edu/healthinsurance.

Student Organizations

Columbia College is proud to offer the opportunity to get involved in over 50 Registered Student Organizations (including Academic Honor Societies). For a comprehensive list of descriptions and regular updates, please click here.

Testing Services

The Testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, Online Proctored Exams, MOGEA, and testing for students with disabilities. To contact Testing Services, call (573) 875-7485. or by e-mail at testingservices@ccis.edu.

TRiO Student Support Services

The Student Support Services (TRiO SSS) program is a federally funded, U.S. Department of Education TRiO program designed to increase retention and graduation of students who are either low-income, first generation, and/or have a documented disability. TRiO SSS provides a supportive student learning community emphasizing academic literacy and cultural enhancement.

TRiO SSS accomplishes its mission by providing financial, personal, career and academic guidance, peer and professional tutoring, mentoring, and by serving as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room, textbook and equipment checkout (including laptops) and a student lounge.

Student Support Services is located in Columbia House, 311 North Tenth Street. Office hours are Monday-Friday, 7:00 a.m.-5:00 p.m. on Monday, Wednesday and Friday; and 7:00 am- 7:00 pm on Tuesday and Thursday. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7615, email studentsupport@ccis.edu or visit our website: www.ccis.edu/TRiOSSS.

Main Campus Evening Student Affairs

Bookstore Information

The main campus Bookstore, located on the first floor of the Student Commons, carries a wide range of books, art supplies, study materials, college memorabilia, personal grooming products and snacks. Evening students will receive their textbooks electronically through Truition and will not need to purchase textbooks through the bookstore.

Counseling Services

Counseling Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210).

Confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to personal growth and making academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling Services is a confidential resource for dating violence, domestic violence, sexual violence and harassment. Our office also provides referrals to community resources when appropriate. For additional information and online resources, see the counseling services webpage: www.ccis.edu/counselingservices. Appointments are available Monday - Friday; to make an appointment please call 573-875-7423.

Grossnickle Career Services

Making the successful transition from college to the workplace can be challenging and Grossnickle Career Services Center is here to provide support.

Career Services works with students and alumni in all areas of career development through in-person meetings, online resources and communications in areas such as:

- Assessing abilities, interests, and priorities
- Developing interview skills
- Internships
- Learning about graduate school options and the admissions process
- Mastering job search techniques
- Resume development
- Understanding the relationship between choice of major and career plans

Setting up an appointment to talk to a career counselor can be done through Aviso or contacting the office directly by phone at 573-875-7425, email at careerservices@ccis.edu or by stopping by the office in Missouri Hall 223.

Additionally, Columbia College students have access to a powerful, innovate career management system called Handshake. Handshake allows students to search through thousands of jobs, internships, and employers throughout the country, find in-person and virtual hiring and graduate school events, and access resources to help them build resumes and cover letters. Handshake is free and easily accessible on all devices. Get started with Handshake at www.ccis.edu/handshake.

Career Services also hosts a number of free events every year to help students get ready for their professional life. From opportunities to meet alumni in different fields, safely practicing your networking skills, or meeting employers at our annual Career Fair - these events are fun ways to get ready for graduation. Events can be found through our website or Handshake.

To learn more about the Career Services Office or any of our services, check out our website at www.ccis.edu/careercenter.

Honor Societies

Alpha Kappa Delta
Alpha Kappa Delta is an international sociology honor society. Membership is limited to sociology majors who have maintained high academic achievement in both their sociology coursework as well as their coursework overall, and must maintain 3.0 cumulative GPA.

Alpha Lambda Delta
Alpha Lambda Delta is a national scholastic society that recognizes superior scholastic achievements by freshmen students during their first year at Columbia College. It selects its members from students who rank in the top 20 percent of their class during their first term, have a 3.5 GPA and are enrolled full time pursuing a baccalaureate degree at an institution with an active Alpha Lambda Delta chapter at the time of eligibility.

Alpha Phi Sigma
A national honor society for students in criminal justice administration and forensic science. Members must rank in the top 35% of their class, have completed a minimum of four courses within the criminal justice curriculum, maintain a 3.2 GPA in their criminal justice courses, as well as maintain a 3.0 cumulative GPA.

Alpha Sigma Lambda
The Omega Zeta Chapter of Alpha Sigma Lambda is an adult honor society for degree seeking students who attend the Evening Campus. ASL provides a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Eligible students will be invited to join the Omega Zeta Chapter by the Evening Campus. The criteria for membership

is completion of 24 hours of course work with Columbia College (12 of which are Liberal Arts credits), be in the highest 20% of the undergraduate Columbia College student population, and have a minimum 3.2 GPA.

Kappa Delta Pi

A national education honor society with membership limited to undergraduate education majors with a minimum GPA of 3.25 and graduate education majors with a minimum GPA if 3.75. The organization encourages excellence in scholarship, personal standards and teacher preparation. Once elected to this society, membership is renewable for life.

Kappa Mu Epsilon

A national honor society in mathematics. Membership is open to students who rank in the upper 35 percent of their class, have completed at least three semesters of college work and completed at least three courses in mathematics, including at least one semester of calculus, and attained an average of B or better in all mathematics courses.

Lambda Pi Eta

A national honor society for students in speech communication. Eligibility for membership requires completion of 60 semester hours, a minimum cumulative GPA of 3.0, completed 12 semester hours in communication studies and have at least a 3.25 GPA for all communication studies courses.

Phi Alpha Theta

Phi Alpha Theta is a professional society, which promotes the study of history through encouragement of research, good teaching, publication and the exchange of learning among historians. Eligibility for membership is based upon a minimum GPA of at least 3.1 in 12 or more hours of history credits and a minimum of a 3.0 GPA overall.

Pi Sigma Alpha

A national honor society for students in political science. Its purpose is to stimulate scholarship and interest in political science by recognizing students who have excelled in the field. Eligibility for membership requires a minimum completion of 10 semester hours of political science courses with a minimum GPA of 3.0 and rank in the upper third of their class.

SALUTE Veterans Honor Society

SALUTE Veterans Honor Society recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services, or provide proof of current duty station. Members must also have completed 12 semester hours or its equivalent of one semester, have junior standing, and have a minimum 3.0 grade point average.

Sigma Beta Delta - Main Campus

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum GPA of 3.5 and at least 30 semester hours at Columbia College.

Sigma Tau Delta

- Sigma Tau Delta is an international English honor society. Active membership is limited to English majors and minors, with a B or higher average in English classes (beyond composition), who rank in the highest 35 percent of their class in general scholarship and who have completed at least three semesters of college work. Associate membership is open to students with the requisite academic background who are not majoring or minoring in English.

Sigma Zeta

A national honor society primarily for science students. Membership is open to students who have earned at least 15 hours of science and mathematics courses with at least a 3.0 GPA and whose other grades are satisfactory.

Tau Upsilon Alpha

Tau Upsilon Alpha is a national organization for human services. The purpose of this honor society is to honor academic excellence, to promote excellence in service to humanity, and to foster lifelong learning, leadership and development. Membership is based upon a minimum of 3.25 GPA, and members must be in the upper 35 percent of their class, have completed 12 hours of Human Services courses at Columbia College, and have a minimum of 52 total semester hours.

Upsilon Pi Epsilon

A national honor society in computer and information sciences. Membership is limited to students who have completed at least 64 semester hours including CISS 350 or equivalent, have a GPA of at least 3.5 in computer science or computer information systems and rank in the upper third of all students in the major.

Parking Permits

All Columbia College students and employees must obtain a parking permit for any vehicle parked on campus. Parking permits must be displayed at all times. Parking permits may be ordered online by using the "Campus Safety" link found at the bottom of the Columbia College website (www.ccis.edu) or by going directly to the following online address: http://www.ccis.edu/Offices/CampusSafety/Permit.aspx. It is recommended you have your parking permit mailed to you, at no additional charge. Permits may also be picked up at the Enrollment Services Center in Missouri Hall 205. Proof of identification is required to pick up a parking permit. Call (573) 875-7252 for more information.

Student Health Services

Student Health Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 206). Health services are available to day and evening students. Student Health Services strives to provide students of Columbia College with excellent high-quality medical care that promotes student health and academic success in a non-discriminatory and supportive atmosphere. It is staffed by a board certified advanced practice registered nurse (APRN). The nurse practitioner provides a wide range of health care services including diagnosis and treatment of most acute illnesses or minor injuries. Medical care and most services are free to students. Some fees may apply for testing and injections. Appointments are preferred and are available Monday - Friday; to make an appointment please call 573-875-7423. For more information refer to the Student Health Services Website: www.ccis.edu/healthservices.

Testing Services

The Testing Center conducts a variety of tests such as the CLEP, DANTES, ACT Residual, English and Math Placement, Online Proctored Exams, MOGEA, and testing for students with disabilities. To contact Testing Services, call (573) 875-7485 or by e-mail at testingservices@ccis.edu.

Online and CC Global Student Affairs

Grossnickle Career Services (CCG)

Making the successful transition from college to the workplace can be challenging and Grossnickle Career Services Center is here to provide support.

Career Services works with students and alumni in all areas of career development through in-person meetings, online resources and communications in areas such as:

- Assessing abilities, interests and priorities
- Developing interview skills
- Internships
- Learning about graduate school options and the admissions process
- Mastering job search techniques
- Resume development
- Understanding the relationship between choice of major and career plans

Setting up an appointment to talk to a career counselor can be done by contacting us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We have sessions with students over the phone, Skype, email or in-person if you are local to the Columbia, MO area.

Additionally, Columbia College students have access to a powerful, innovate career management system called Handshake. Handshake allows students to search through thousands of jobs, internships and employers throughout the country, find in-person and virtual hiring and graduate school events, and access resources to help them build resumes and cover letters. Handshake is free and easily accessible on all devices. Get started with Handshake at www.ccis.edu/handshake.

To learn more about the Career Services Office or any of our services, check out our website at www.ccis.edu/careercenter.

Textbooks

Columbia College ("College") students have different options to access textbooks each semester as described in this policy. In addition, students are informed of their options to access textbooks in the College Catalog and on the College's website.

The options for students to access textbooks vary depending on the venue of their courses (i.e., Traditional vs. Nontraditional). Many students who receive federal financial aid can apply available aid to purchase textbooks through the last day to add classes; however, students must be awarded financial aid before they can utilize the financial aid funds for textbook purchases.

In all cases, students are required to have the required textbooks for the start of each course and failure to do so may impact their ability to satisfactorily complete coursework.

I. Columbia College Nontraditional Venue Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through CC Global (i.e., nontraditional venues). Most textbooks for CC Global courses are digital textbooks that students have access to their textbooks through the College's learning management system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start date. In the event a digital textbook is not available, a printed copy of the textbook will be provided to the student. The printed textbook will be shipped to the student at least seven days before the course start date, or within 24 hours of registration being finalized for the course, should the student register within 13 days of the course start date.

Nontraditional venue students who also simultaneously enroll in a traditional venue course will follow the nontraditional venue textbook program for nontraditional venue courses.

A. Opting In

By default, all eligible students taking a course through CC Global venue will be enrolled in the nontraditional venue textbook program for that course. This program is not available to Traditional "Day" students. A

student who opts out of the nontraditional venue textbook program, but who would like to reenroll in the program will have the opportunity to opt in at the beginning of each academic year. Students who desire to opt back in to the nontraditional venue textbook program at a time other than the beginning of an academic year may appeal to the Enrollment Services Center. Students are allowed one appeal and whether to grant the appeal is entirely at the discretion of the College. Students who receive textbooks as part of their tuition do not have to submit a request for a textbook voucher to receive the required textbooks for courses.

B. Opting Out

CC Global students may elect to opt out of the nontraditional venue textbook program by communicating this intent to their academic advisor and by submitting a completed Textbook Program Opt-out form before enrolling in courses at the College for the semester. After communicating intent to opt out to their academic advisor, the student will receive an email from the academic advisor with a link to the opt out form. Opting out of receiving textbooks through the nontraditional venue textbook program applies to all courses for which the student registers after opting out. Once a student registers for at least one course for the semester, the next opportunity to opt out is before registering for the following semester. Students who opt out will receive a $20 per credit hour reduction on their student account and will be responsible for obtaining all required textbooks and required materials on their own. Students receiving Military Tuition Assistance who opt out of the Textbook Program will not receive a $20 per credit hour reduction on their student account because their textbook cost is in addition to tuition and covered by a $20 per credit hour institutional grant. Students who receive reduced tuition rates pursuant to the College's Employee Educational Grant or Graduate Education Grant and opt out will not be charged $20 per credit hour for the nontraditional venue textbook program regardless of their tuition reduction amount; these students who opt out of the nontraditional venue textbook program are responsible for purchasing required materials on their own.

Honor Societies

Alpha Sigma Lambda - Online Chapter

The Nu Lambda chapter of Alpha Sigma Lambda is an adult honor society for students who attend and receive service solely from Online Student Services. ASL provides a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. Students who attend a CC Global location are not eligible for membership in the Nu Lambda Chapter. Eligible students will be invited to join the Nu Lambda Chapter by the Online location. The criteria for membership is completion of 24 hours of course work with Columbia College (12 of which are Liberal Arts credits), be in the highest 20% of the undergraduate Columbia College student population, and have a minimum 3.2 GPA. The student must also be degree seeking with Columbia College.

SALUTE Veterans Honor Society - CC Global

SALUTE Veterans Honor Society recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services, or provide proof of current duty station. Members must also have completed 12 semester hours or its equivalent of one semester, have junior standing, and have a minimum 3.0 GPA.

Sigma Beta Delta

An international honor society in business, management and administration. Membership is open to undergraduate students who are a business major, have 52 or more total credit hours of which 30 or more with Columbia College, are in the top 15% of their class with a minimum GPA of 3.25 and graduate students with a minimum GPA of 3.5.

Military, Veteran, Dependent and Spouse Education Benefits

Since 1973, Columbia College has been helping military personnel, their family members, and Department of Defense civilians earn college degrees while serving their country. Columbia College awards significant transfer credits based on military transcripts; participates in the Troops to Teachers program; and accepts GI bill benefits for all veterans. For nine consecutive years, Columbia College has been recognized as one of the top 20 military friendly colleges in the nation. Columbia College understands the needs of today's service members, past and present, and supports:

- Adjusting catalog year requirements for active military members and their dependents
- "Withdrawal Excused" (WE) requests for extraordinary circumstances like military deployment, extended periods of temporary duty (TDY), or an unexpected call to active duty, etc.
- Unique scholarship and grant opportunities
- VA and tuition assistance payment deferments

Principles of Excellence

Columbia College, to include all 36 locations, fully complies with Executive Order 13607 establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. We are dedicated to continuing our long-standing partnership with military and veteran communities.

- Prior to enrolling students, Columbia College works diligently to ensure the accreditation of all new academic programs.
- Columbia College offers students a customized Financial Aid Shopping Sheet, providing an overview of the total cost of a degree program.
- All Columbia College military and veteran education beneficiaries are furnished with an educational plan.
- Columbia College is aware of the unique challenges faced by service members and will make accommodations, whenever it is feasible, taking into consideration the best interest of the student.
- Columbia College identifies a point of contact for students in regard to academic and financial advising.
- Columbia College follows a refund policy that is aligned with the Title IV of the Higher Education Act of 1965.
- To maintain compliance with federal programs, Columbia College does not permit dishonest or aggressive recruiting practices.

Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network Systems (SOC DNS)

Servicemembers Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to service members who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary post-secondary education opportunities for service members worldwide. SOC is funded by the Department of Defense (DOD) through a contract with the American Association of State Colleges and Universities (AASCU).

Columbia College is a current member of the Servicemembers Opportunity Colleges Degree Network System (DNS). The school participates in the DNS-2 (Associate level) and DNS-4 (Bachelor's level) system.

The DNS is a group of institutions selected to provide service members and their eligible family members the opportunity to complete college degrees without losing credit because of frequent changes in duty station. For example, many courses offered by member institutions have two way guaranteed transferability to provide more flexibility and options in order to satisfy degree requirements.

The SOC DNS Student Agreement provides a complete evaluation of the service member's learning, including courses from other colleges and universities, military training courses, military occupational experience, nationally-recognized exams, and other non-traditional credit, as well as clearly identifying requirements for completing the degree. Current SOC Degree Network System membership and participating degree information is available at http://www.soc.aascu.org.

Admissions and Readmission Policies

Admissions Policies

Columbia College has never and will never use fraudulent and unduly aggressive recruiting techniques. We are dedicated to the pursuit of higher education and we believe in the dignity, worth and potential of each and every student. To enable all potential students to make the dream of higher education a reality, Columbia College embraces the attributes of civility and respect in all that we do. Columbia College understands and values the importance of solid academic advising and views it as a fundamental aspect of our responsibility in providing a quality academic experience for our students. Military members who apply to Columbia College will be admitted in a timely manner. Once admitted or re-admitted, military students are given priority registration status.

Army Students

Students who are active duty, National Guard, or Army Reservists must apply for admission through the GoArmyEd portal. In addition to the application, all registration activity must be completed through GoArmyEd.

Readmission Policies

Students who wish to return to Columbia College after interrupting attendance for one semester (Day) or six consecutive sessions or longer (Evening and CCG), must apply for readmission. There is no fee for readmission. Official transcripts from each college attended after Columbia College will be required for readmission consideration, to include the Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript.

Registration Policy

Once admitted or re-admitted, military students are given priority registration status. Priority registration allows military students to register on the first day registration activities open.

Withdrawal and Refund Polices

Columbia College follows a refund policy that is aligned with the Title IV of the Higher Education Act of 1965.

Military students who withdraw due to service obligations, such as an unexpected call to active duty or extended periods of TDY, will be given a grade of withdrawal excused (WE). The college will provide a 100% tuition reimbursement to the payee (military entity or student).

Military students may also request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, and significant change in the location and/or conditions of employment.

If at the time of the request the student has reached the 60% completion mark of the course, the total tuition costs for the course will be charged.

Calls to Active Service

Columbia College recognizes that individuals serving in either the National Guard or Reserve may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

Educational Plans & Military Transfer Resources

Columbia College will provide an official educational plan for all students during their initial advising appointment which details the courses needed for degree completion and an anticipated graduation date. Official educational plans are created after the student has applied, been admitted to a specific program, and all prior transcripts have been evaluated.

An unofficial educational plan can be requested prior to application and admission by request at msc@ccis.edu. In the request, please include unofficial copies of all previous college and military coursework and the degree program you wish to pursue.

Credit for Military Service

Columbia College awards credit for military training and experience based on American Council on Education (ACE) credit recommendations in conjunction with SOC DNS guidelines.

Acceptable military transcripts include CCAF and JST (formerly AARTS, SMART, and CGI). Other documents may be accepted on a case-by-case basis. ACE credit recommendations are also awarded for the following:

- College-level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES-DSST)
- Proficiency Examination Program (PEP)
- Excelsior (formerly Regents) Exams/ACT PEP
- Advanced Placement (AP) Exams
- Defense Language Institute Exams
- Army Logistics University
- Defense Acquisition University
- Certification Exams
- Learning acquired in military life

In addition to ACE recommended credit, Columbia College awards credit for military experience, professional licensure, and credit for prior learning (CPL). As a charter member of Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network System (DNS), Columbia College guarantees

transfer credit from other institutions in the SOC DNS. For more information, please visit the Office of the Registrar website, or e-mail msc@ccis.edu.

Military Scholarships & Financial Aid

Military Tuition Assistance (MTA)

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

Colonel Charles McGee Scholarship Fund

This scholarship is awarded to Veterans and/or their dependents who wish to attend Columbia College. It is a competitive scholarship that is awarded annually. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the following website at www.ccis.edu/mcgeescholarship.

George H. Ousley, Jr. & Gayleen Ousley Veterans Service Center Endowment

This scholarship is awarded to veterans attending Columbia College with first preference given to veterans of the United States Navy. Recipients must be veteran students who have exhausted their federal funding, but have not yet attained their degree. For more information, visit the following website at www.ccis.edu/military/veteranscholarships/ousley.

Colonel Mike Randerson Scholarship

Established in 2014, the Colonel Mike Randerson Scholarship is an annual endowed scholarship created to help qualified veteran students, including active duty military, Guard, Reserve and/or their dependents who wish to attend the college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education. For more information, visit the following website at www.ccis.edu/randersonscholarship.

Military Spouse Tuition Grant

The spouse of an active duty, guard or reserve member of any U.S. military service is eligible for this 20 percent tuition discount for in-seat classes. The grant recognizes the service and sacrifice of military members and the spouses who support them. To be eligible, a student must be able to show a valid military spouse I.D. or other documentation that confirms marriage to a military member and not be eligible for tuition-assistance under another program. Application must occur prior to or at the time of registration. Eligibility must be renewed each academic year.

Military Family Member's Opportunity Grant

Award amount is tuition for one in-seat course. Awarded to family members (dependents) of military members currently serving on active duty or in the Guard and Reserves. Student must be seeking first

undergraduate degree and be enrolled in first course at Columbia College. Student must also complete the Military Grant Application and Military Status Form before registering.

Military Spouse Career Advancement Account program (MyCAA)

Columbia College is proud to be a participant in the MyCAA program. As of October 25, 2010, the MyCAA program is open to all eligible spouses under the new program guidelines. MyCAA funds may be used in conjunction with the college's 20 percent Military Spouse Tuition Grant (in-seat courses only), thus extending the MyCAA benefit at Columbia College up to another $800. For specific details on the MyCAA program, refer to the official MyCAA website.

The Columbia College Coast Guard Spouse Grant

To mirror the MyCAA program for Coast Guard spouses, Columbia College offers a 50% tuition grant for all courses, for a lifetime maximum of $4,000, for degree seeking students.

Veteran's Grant

Former U.S. military personnel are eligible for this need-based grant. The award provides $200 for every six months of active service and is worth a maximum of $800. This is a nonrenewable, one-time grant and it is only available to Main Campus Day students.

Iraq and Afghanistan Service Grant

This is a grant for post-baccalaureate students whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. This amount is the same as a Pell Grant amount and is adjusted for less than full-time enrollment.

ROTC Award

ROTC scholarship recipients are eligible for 100% of basic room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Enrollment Services Center Office. Recipients must reapply annually to receive this award.

Spouse Opportunity Grant

Awarded to spouses of active service members. It provides tuition for the first in-seat course taken at Columbia College.

VA Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veteran's education benefits programs. Students receiving VA educational benefits are required to make satisfactory progress toward their educational goal and the school will report to the VA any changes in enrollment status or lack of academic progress. For additional information and application materials contact your local location Veterans Certifying Official or the main campus Veterans Certifying Official at (573) 875-7504 or vacert@ccis.edu.

Veterans Educational Assistance

Any student utilizing GI Bill Benefits from the Veterans Administration must present evidence of GI Bill eligibility at the time of registration. It is required that VA eligible students produce a Certificate of Eligibility or proof of eligibility no later than the first day of class. Students are required to submit a Veterans request for certification to the institution for each session they plan to utilize GI Bill entitlements. Students utilizing the above benefits are required to be in a VA payment plan established by Columbia College which meets the requirements outlined in Title 38 US Code 3679. This plan delays payment for 90 days after the first day of class, allowing appropriate payment processing by the Department of Veterans Affairs. Students are personally responsible for any portion of their balance that is not covered by VA benefits.

Veterans Guidelines

Certification can be processed only for coursework in which the student is enrolled and which applies to the student's declared major (with the VA). It is the veteran's responsibility to notify the Columbia College Certifying Official each term that he/she is enrolled and wishes to be certified. The student must also notify the Certifying Official of any change in enrollment including add, drop, withdraw, or if he/she otherwise stops attending any class. If a student using GI Bill® benefits is withdrawn from a program, their certification with the VA will either be adjusted or terminated as appropriate and may result in a debt to the VA. Veterans are required to make satisfactory progress toward their educational goal and the school will report to the VA within 30 days any changes in enrollment status or lack of academic progress. For further information call (573) 875-7504 or (800) 231-2391 ext. 7504. E-mail inquiries should be sent to vacert@ccis.edu.

GI Bill® Chapters

Chapter 30 Montgomery GI Bill®-Active Duty (MGIB)

Persons who entered active duty after July 1, 1985, and had their military pay reduced by $100 per month for 12 months qualify for this program. This is a non-refundable contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to or during the qualifying enlistment and must have an honorable discharge.

Chapter 31 Vocational Rehabilitation Program

The DVA determines eligibility for this program. This program provides payment of required fees and a monthly allotment.

Chapter 32 Educational Assistance Program (VEAP)

This program provides benefits to persons who initially entered the service after Dec. 31, 1976, and before July 1, 1985. These persons volunteered to contribute money to the Post-Vietnam Era Veteran Educational Assistance Program. Participants receive monthly payments for the number of months they contributed or for 36 months, whichever is less.

Chapter 33 Post 9/11 GI Bill® (Post 9/11 Veterans Educational Assistance Act of 2008)

This program provides benefits for "individuals who have at least 90 days of aggregate service on or after September, 11, 2001, or individuals discharged with a service-connected disability after 30 days. For detailed information on the Post-9/11 GI Bill®, please go to www.gibill.va.gov.

Marine Gunnery Sergeant John David Fry Scholarship

Spouses and children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001, may be eligible for up to 36 months of Post 9/11 GI Bill® benefits.

Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA)

This program provides benefits for dependents and spouses of veterans who died or are 100 percent permanently disabled due to service-connected causes.

Chapter 1606 Montgomery GI Bill® - Selected Reserve (MGIB-SR)

This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted or extended their enlistment for a period of six years after July 1, 1985.

Chapter 1607 Reserve Education Assistance Program (REAP)

This program is for members of a reserve component who serve on active duty on or after Sept. 11, 2001, and who serve at least 90 consecutive days or more. National Guard members also may be eligible. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days also are eligible.

Yellow Ribbon Program

The Yellow Ribbon Program was established by the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition and fee expenses not covered by the Post- 9/11 GI Bill®.

Columbia College proudly supports the GI Bill® Yellow Ribbon Program. Students who are 100 percent qualified for the chapter 33 Post-9/11 GI Bill® and meet the VA's Yellow Ribbon guidelines will be allowed to participate in this program at Columbia College for the 2018-2019 school year.

Contact the Ousley Family Veterans Service Center for details at (800) 231-2391, ext. 7504.

Additional information about the Post-9/11 GI Bill® and the Yellow Ribbon Program may be found on the Department of Veterans Affairs website.

Transfer of Post-9/11 GI-Bill® Benefits to Dependents (TEB)

Service members enrolled in the Post-9/11 GI Bill® program may be eligible to transfer educational benefits to their spouses or children. An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill® benefits. For more information on this program visit http://www.benefits.va.gov/gibill/post911_transfer.asp.

Reserve Officer Training Corps (ROTC): Military Science, Naval Science, and Aerospace Studies

Students attending Columbia College in Columbia, Missouri participate in ROTC through a cooperative program with the University of Missouri by attending regular classes on the Columbia College campus while completing ROTC coursework at the MU campus, just 10 blocks away. This allows students to take advantage of the small class sizes and personal attention Columbia College offers, while pursuing a commission in our Armed Forces.

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. Freshman and non-scholarship sophomores may participate in ROTC without obligation.

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri - Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI. Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri - Columbia.

For more information, contact:

- Military Science (Army ROTC): 573-882-7721
- Naval Science (Navy ROTC): 573-882-6693
- Aerospace Studies (Air Force ROTC): 573-882-7621

Student Organizations and Honor Societies

Columbia College Student Veterans (CCSV)

Columbia College is proud to sponsor a chapter of the Student Veterans of America organization, called CCSV. The mission of the CCSV is to organize student veterans and other students so they can have a positive impact on their fellow members, the college and the community. Visit the website for more information.

SALUTE Veterans Honor Society (Service-Academics-Leadership-Unity-Tribute-Excellence)

SALUTE is the first honor society established for student veterans and military in two-year and four-year institutions of higher education. Membership criteria at Columbia College includes: students must be degree seeking in an undergraduate program; be an honorably discharged veteran, active duty military, National Guard or reservist; have a Columbia College cumulative GPA of at least 3.0; have a minimum of 12 semester hours completed at Columbia College; be a sphomore, junior or senior level in academic standing. For the purpose of Columbia College Chapter membership, differentiation of tier levels will not be made, but students wishing to be recognized by tiers may petition the chapter council. Cord colors: red, white and blue.

Ousley Family Veterans Service Center

The Ousley Family Veterans Service Center supports the educational needs and processes for the military, veteran, and dependent student. The mission of the Ousley Family Veterans Service Center is to provide a support network to facilitate the transition of veterans, military service members and dependents to Columbia College and to understand and address their unique student support needs while they are attending Columbia College.
Students planning to use VA Educational Benefits may utilize the center to assist in completing their application and other required Columbia College documents. The Ousley Family Veterans Service Center is located on the second floor of Missouri Hall, Room 226. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, vacert@ccis.edu or visit www.ccis.edu/military/veteranscenter.aspx.

Veterans Certifying Official

Main Campus Day, Main Campus Evening and Online students should contact a veterans certifying official at the Ousley Family Veterans Service Center at (573) 875-7504 or vacert@ccis.edu.

Nationwide campus students should contact the veterans certifying official at their location. Contact information can be found at www.ccis.edu/nationwide/local-centers.

For additional information visit www.ccis.edu/military/veteranscenter.

International Programs

International Center
The International Center staff provides comprehensive support services to Columbia College's international community including students, faculty, staff, and their dependents. The Center also plays a critical role in compliance for the college overseeing reporting requirements for the Department of Homeland Security.

The staff advocates for international students relating to interactions with government agencies, community organizations, and campus offices. The staff disseminates information regarding changes in U.S. immigration law to students and the campus community; advises students of their responsibilities to abide by the regulations governing their status; and assists students in achieving their academic goals and becoming an integral member of the campus community. Information is also provided to students, faculty, and staff on changes in institutional policies and processes that affect international students. A variety of programs and services are developed to enhance understanding, foster dialog and raise cultural awareness in all aspects of campus life.

Reporting Requirements
Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Students must register for and complete 12 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

Upon their initial arrival on campus, international students must attend International Student Orientation and check-in with the International Center. Students must complete the Immigration Check-In Form and bring the following documents: a valid passport, visa (stamp located inside the passport), and all I-20 forms (Certificate of Eligibility for Non-Immigrant Student) issued throughout the duration of their studies in the United States. These documents will be reviewed and photocopied for the student's file. At this time, the

International Center staff will register the student in the Student and Exchange Visitor Information System (SEVIS).

Under SEVIS reporting requirements, the Designated School Official (DSO) must report the following information for each student no later than 30 days after the program start date:

1. Full-time enrollment
2. Student dropped below full-time without prior approval by the DSO
3. Student failed to enroll
4. Current address - defined as where the student is physically residing
5. Start date of next term or semester

For students in initial status, the deadline for reporting is 30 days from the program start date on the SEVIS I-20 form. For continuing students, the deadline is 30 days from the beginning date of the term.

The DSO at the College enters data and keeps records on all international students as well as their dependents. The DSO is required to update information in SEVIS within a given time period regarding certain events related to a student or the dependent spouse/child. These reportable events include, but are not limited to:

1. Change of legal name
2. Change of address, both in the U.S. and abroad
3. Failure to maintain status or complete the educational program
4. Early completion of the program prior to the end date on SEVIS Form I-20
5. Disciplinary action taken by the school against the student as a result of a conviction of a crime
6. Any other notification about the student's status

Students must report a change of name or address to the International Center within 10 days of the change. The DSO will update this information in SEVIS within 21 days.

As part of the record-keeping requirements under the F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and Place of Birth
3. Country of Citizenship
4. Residential Address, both in the United States and abroad
5. Enrollment status: Full/Part-time
6. Date of Beginning of Activities
7. Degree Program and Field of Study
8. Practical Training Recommendations
9. Termination Date and Reason
10. Documents Required for Admission to Columbia College
11. Credits Completed Each Term/Semester
12. Photocopy of Form I-20

Practical Training

Curricular Practical Training

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." *Source: [8 CFR 214.2(f)(10)(i)]*. Students may participate in CPT prior to completion of a degree program. CPT employment may not delay completion of the academic program.

To be eligible for CPT, students must meet the following criteria:

- Full-time enrollment for one academic year prior to requesting CPT authorization
- Maintain lawful F-1 status
- Have a job offer
- Enroll in a CPT approved course

Part-time CPT: Employment for 20 hours or less per week is considered part-time. Though there is no limitation upon the length of time for participation in part-time CPT, students must be simultaneously enrolled in classes full-time in order to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate eligibility for Optional Practical Training (OPT). During the academic year (fall and spring semesters), students must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

CPT is processed and authorized semester by semester. Contact the International Center, Missouri Hall 232, for specific guidelines regarding CPT requests or to receive a copy of the college's CPT policy.

Optional Practical Training

Optional Practical Training (OPT) is defined in the Federal Regulations as temporary employment directly related to a student's field of study. During OPT, a student remains in F-1 status. The end result of the OPT request process is an Employment Authorization Document (EAD) issued by United States Citizenship and Immigrations Services (USCIS).

To be eligible for OPT, students must meet the following criteria:

- Full-time enrollment for one academic year prior to requesting OPT authorization
- Maintain lawful F-1 status

The standard period of OPT eligibility is a maximum of 12 months. Students may apply for part-time OPT prior to the program completion date. Part-time OPT is deducted from the 12-month limit at 50 percent. Students in F-1 status may become eligible for an additional 12 months of OPT by completing a program at a higher educational level.

Contact the International Center, Missouri Hall 232, for specific guidelines regarding OPT applications or to request a copy of the college's OPT policy.

Study Abroad

Columbia College encourages students to explore opportunities to study outside the United States. Students are afforded the opportunity to earn credit while experiencing the world up close, building cultural awareness and enhancing language skills. The College is a member of the Missouri Study Abroad Intercollegiate Consortium (MOSAIC), the Central College (IA) study abroad consortium and Webster University's (WINS) network.

Exchange Partnerships

The College has exchange partnerships with Canterbury Christ Church University in England; Jeju National University, Kongju National University, Konkuk University and Soonchunhyang University in South Korea; Rangsit University in Thailand; Robert Gordon University in Scotland; and the University of Shiga Prefecture in Japan.

Columbia College students participating in an exchange program must enroll in the ABRD 144 course. Students pay tuition to Columbia College and retain institutional scholarships up to the cost of tuition. Room and board fees are paid to the host institution. Students are responsible for travel costs and incidental expenses related to their study abroad experience.

Students who enroll in study abroad courses at an exchange partner institution can choose to receive a pass/fail letter grade instead of a standard letter grade at time of registration. These students can enroll in multiple non-major specific courses as pass/fail per session or semester, while still being eligible for the Dean's List. Major courses must be taken for a standard letter grade. For more pass/fail information, please visit the Grading and Academic Standing page.

Study Tours

The College offers a study tour to a different country or region of the world each year. These tours typically take place at the end of the spring semester. Trips last 9-14 days, and students may earn up to six credits of coursework.

Other Programs

Students may participate in study abroad programs offered by other institutions or providers. Any student participating in a study abroad program must submit a Study Abroad Application to the Study Abroad office.

Costs

To help defray costs to study abroad, students may apply for financial aid through the Columbia College Enrollment Service Center. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance the study abroad experience. Students may also apply for the Columbia College Study Abroad Scholarship.

For questions and more information, please contact Dr. Brian Kessel, Study Abroad Advisor. He counsels students about the availability, value and academic appropriateness of study abroad programs.

International Student Admissions

An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. The College does not extend admission to undocumented persons. (Students who are currently granted classification as Deferred Action for Childhood Arrivals (DACA) are exceptions.)

Persons in F-2 status may apply for admission to the College only as non-degree students and are limited to part-time avocational and recreational studies. There are several other visa types that are eligible for full-time study at the College. International applicants should contact the Admissions Office for enrollment eligibility information.

International students seeking a SEVIS I-20 Form from the College for an F-1 visa are eligible for undergraduate admission through the Main Day Campus, Elgin Campus, Denver Campus, or Salt Lake Campus only. Housing contracts are only available for students applying to the traditional Main Day Campus in Columbia, MO. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States.

<u>New International Freshmen</u>

International applicants are reviewed on a case-by-case basis. Applicants must complete a full sequence of university-preparatory studies that would qualify for admission to post-secondary studies in their home country. In general, students who present a minimum 2.5 cumulative grade point average from university preparatory studies are considered for admission. This requirement is equivalent to the twelve-year program of elementary, middle, and high school in the United States.

<u>International Transfer Students</u>

Columbia College welcomes international students with academic credit from other institutions. In general, students who present a minimum 2.0 cumulative grade point average from previous university-level coursework are considered for admission. University-level coursework completed at approved, accredited international institutions will be considered for transfer credit on a course-by-course basis. Academic performance at international institutions will be converted to a 4.0 scale for U.S. equivalency.

<u>International Student Admission Criteria</u>

To be reviewed for admission to Columbia College, all documents must be received by the College no later than four weeks from the start of the fall semester and no later than five weeks from the start of the spring semester respectively. International students must complete the Admissions Procedures AND demonstrate the appropriate college readiness indicated by their student applicant status or Location.

Though not required for admission, additional documents must be provided in order to issue an I-20 to Columbia College (at the approved locations) as part of the enrollment process. International students must:

- Submit the SEVIS Supplement form.
- Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
- Copy of valid passport
- Complete a Transfer Recommendation Form and furnish a copy of a valid visa, I-94, and I-20 from the last school attended if transferring to the College from an institution in the U.S.

Please note: Once admitted, international admits to the following locations (Salt Lake, Denver and Elgin) will be unable to register for courses until these documents have been received & approved by the International Center. Depending on applicant status, specific documents will be required upon arrival.

<u>Online & Nationwide Locations</u>

To be reviewed for admission to the Online program or any of the approved Locations (Denver Campus, Elgin Campus, & Salt Lake Campus only), international students must complete the Admissions Procedures AND

- Provide proof of English Proficiency (as outlined in the English Proficiency Requirements policies)

AND

- Provide proof of college readiness by presenting of any one of the following:
- Evidence of successful high school completion from an accredited & accepted institution by submission of an unofficial High School transcript* or
- Evidence of successful completion of the General Educational Development Test (GED), HiSET, or TASC or
- Evidence of a minimum of 6 credit hours of satisfactory college work from an accredited & accepted institution by submission of unofficial college transcript.* (Non-credit courses, developmental courses, career and/or trade school credit does not satisfy this requirement).

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

<u>Main Campus Day Program</u>

To be reviewed for admission to the Main Campus Day Program at Columbia College, international students must complete the Admissions Procedures AND

- Provide proof of English Proficiency (as outlined in the English Proficiency Requirements policies) AND

- Meet New Freshmen, Transfer Freshman, & Transfer Student requirements for the Main Campus Day Program
- Includes evidence of successful completion of secondary school (high school equivalency) records from an accredited & accepted institution by submission of an unofficial High School transcript* in their native language and an official English translation (if needed).

All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

English Proficiency Requirements

All applicants whose native language is not English (regardless of citizenship) as provided on their application must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency:

UNDERGRADUATE PROGRAM			
Test Type*	Institutional Code	Admission with English Language Support** (EAP Program of Columbia Main Day Campus Only)	Standard Admission (Any Location, excludes EAP Program)
TOEFL-iBT* (internet-based test)	6095	Score of 54 or higher (with no subset score lower than 10)	Score of 72 or higher (with no subset score lower than 16)
TOEFL-PBT* (paper-based test)		Score of 480 or higher (with no subset score lower than 46)	Score of 530 or higher (with no subset score lower than 53)
IELTS*	--	Score of 5 or higher (with no individual band score lower than 4)	Score of 6.0 or higher (with no individual band score lower than 5.5)
SAT	6095	Critical Reading subset score of 380	Critical Reading subset score of 430 or above

ACT	2276	Subset score of 15 in English	Subset score of 17 or above in English

*Submitted results cannot be older than two years prior to the desired enrollment date.

**If admitted to the Main Campus Day Program under the requirements for additional English Language Support, students will take one or two semesters of courses in our English for Academic Purposes (EAP) program. Upon successfully completing this program, students will have no other requirements or conditions for continued study.

Columbia College will also consider the following evidence of English language proficiency for applicants:

- A grade of C or higher from an English composition course completed at a regionally-accredited U.S. institution and deemed equivalent by the Office of the Registrar to the Columbia College ENGL 133 course.
- Successful completion of high school in the United States.
- Serving as an active duty, reserve or National Guard military member in any branch of the US armed forces (Marine Corps, Coast Guard, Air Force, Army, or Navy). Veterans who have served honorably on active duty in the armed forces are also included in this provision.
- Successful completion of specified programs with approved partnerships.
- Readmission to Columbia College, who have previously met English Proficiency requirements.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom.*Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.*

Transcripts and Credentials

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

An official transcript and official English language translation from each college and university attended must be submitted to the College before transfer of credit can be accomplished. An official transcript is marked as such and sent directly from the institution attended to the Columbia College Office of the Registrar. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated nor considered acceptable for admission for one institution from another institution's transcript. Only grades of 'C' or higher are accepted in transfer. The following is a list of examinations and test scores that must be submitted for an official evaluation: CLEP, DANTES (DSST), AP and IB.

Appeals may be made for an exception to having all transcripts/credit documents submitted prior to an evaluation. An appeal must include a statement of why the transcript/credit document is unavailable and/or why the applicant wishes to proceed without it for the initial evaluation. A waiver/disclaimer statement must also be signed by the applicant indicating that he understands that he is responsible for any consequences incurred due to the late receipt of all documents. Areas of consequence include, but are not limited to, enrollment for a subsequent term, advising and academic level.

Appeals will not be approved nor exceptions made for the following reasons:

- Applicant owes money at another institution and is therefore unable to procure an official transcript;
- Poor grades at the previous institution and therefore courses may not be transferable to Columbia College;
- Applicant does not believe that previous coursework is applicable to Columbia College;
- Applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- 33 hours of general education course work (as defined by Columbia College)
- Of the 33 hours, representation in these areas must be met:
    o Humanities general education course(s)
    o Social and behavioral sciences general education course(s)
    o Mathematics/science general education course(s)
- ENGL 133W must be completed at Columbia College
    o Requests to allow domestic transfer of ENGL 133W must be submitted in writing via the Course Waiver/Substitution/Appeal Form, found on The Office of the Registrar Forms web page.

International students must meet all of the above criteria in order to be eligible for a general education waiver. Once the criteria are met, a request for evaluation must be submitted by your advisor to the Office of the Registrar.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

Main Campus Day Only

Enrollment in Online Courses

International Main Campus Day students who are approved to enroll in online courses may only count one course, or 3 credit hours, per semester toward the total required to maintain a full course of study. Other courses must be traditional and in-seat. Note: Students are not limited to take only one online course; however, only one online course counts toward maintaining a full course of study. Student enrollments will be checked each semester for compliance. For example, an undergraduate student taking nine semester hours of in-seat course work and three semester hours through online has met the full course of study requirement while a student taking six hours of in-seat course work and six hours of online courses has not. Please refer to the Registration Processes section for academic eligibility requirements to enroll in online coursework.

In order to maintain F-1 status and ensure compliance with U.S. immigration law, it is very important that students communicate with the International Center staff throughout the duration of their program at the College.

Health Insurance

To ensure that non-immigrant students are able to cover any medical expenses in the U.S., it is required that all international students purchase the insurance plan provided through the College. Students in F-1 status will be charged for this insurance on their Columbia College student account upon enrollment for any number of credit hours. Students pursuing Optional Practical Training will be given the opportunity to continue insurance coverage. Payments will be divided in two segments and are due at the beginning of the fall and spring semesters. For questions and details about the mandatory insurance program, please contact the International Center.

Withdrawing From Classes

If an emergency develops and an international student must withdraw from the College prior to completing the program, the International Center must update SEVIS to indicate that the student has been authorized for early withdrawal. Once the SEVIS record is updated to reflect the withdrawal authorization, the student has a "grace period" of 15 days within which to depart the United States. Without DSO approval for early withdrawal, the student has no grace period and must depart immediately. For more information on the Total Withdrawal process, please see the section of the catalog Grading and Academic Standing and click on Withdrawal.

English for Academic Purposes Program

The Columbia College English for Academic Purposes (EAP) program is an academic unit of the Language and Communication Studies Department. It is offered only through the Day Campus. Prospective students must meet the English Proficiency Requirements set by the College in order to qualify for admission. Details on the EAP program can be found under Language and Communication Studies programs on the English for Academic Purposes (Day) page.

Student Conduct

Student Conduct General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending. Conduct-related offenses will be handled by the Division of Student Affairs.
- **Jurisdiction:** Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events.

Student Code of Conduct

For the most up-to-date Student Code of Conduct, please refer to the Columbia College policies website*.*

Columbia College students, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct.

Students shall:

1. Treat all members of the community with courtesy, respect and dignity.
2. Comply with directions of college officials acting in the performance of their duties.
3. Treat the campus itself including buildings, grounds and furnishings with respect.
4. Respect the rights and property of other members of the community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and personal conduct.
6. Accept responsibility for and the consequences of their actions and encourage responsible conduct in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies, including but not limited to, those that appear in the Columbia College catalog, student handbook, Residential Life Handbook, Code for Computer Users and class syllabi.
9. Refrain from soliciting, aiding, or inciting others to commit a violation of college conduct policies.
10. Refrain from tampering with fire safety equipment in college buildings and on campus grounds.
11. Have no firearms, weapons or any other item designed to inflict harm or damage on campus. Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
12. Behave in a manner that does not intentionally or recklessly interfere with normal college sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, police or emergency services.
13. Refrain from behavior that intentionally or recklessly endangers, threatens or causes physical or emotional harm to any person, or that intentionally or recklessly causes reasonable apprehension of such harm.
14. Refrain from conduct that is inconsistent with federal, state or local laws or that is otherwise inconsistent with the best interests of the College.

The Student Code of Conduct, as well as the set of guidelines outlining the adjudication of conduct-related offenses, applies to all Columbia College students.

Student Rights and Responsibilities

For the most up-to-date Student Rights and Responsibilities, refer to the Columbia College Policies website*.*

Below are the Rights and Responsibilities of Columbia College students:

1. Students have the right to access accurate and clearly-stated information relating to acceptable academic standing, graduation requirements, and individual course requirements.
2. In all academic evaluations, students have the right to fair and impartial treatment.
3. The College will not interfere with students' rights to join associations which promote their common interests. However, student organizations which are officially recognized by the College are subject to the policies and regulations established by the College.
4. Students have the right to freely discuss, speak, write, and exchange ideas and opinions on any subject in a civil and respectful manner.
5. Students and recognized student groups have the right to use the facilities of the College as long as established rules and procedures are followed.

6. Students are free to engage in peaceful and orderly protest demonstrations as long as established rules and procedures are followed and as long as they do not disrupt the functions of the College or violate the rights of others.
7. Students have the right to appeal a grade or disciplinary action by following the procedures established for each.
8. Day students have the right to participate actively in student government.
9. Students have the right to discuss problems and concerns with appropriate College officials, free from duress or fear of retribution.
10. Students are responsible for all information contained in the Student Handbook, the Columbia College catalog, the Online Policy Library and other relevant publications and policies of the College.
11. Students are responsible for initiating action when necessary to secure their rights.
12. Students are responsible for their actions. While students have the right to select from alternatives, they must also recognize the responsibility that freedom implies and accept the consequences that result from their selections.
13. CougarMail is the official means of communication for the College, and students are responsible for information sent to this account. It is expected that students check CougarMail regularly.
14. Columbia College Day students, faculty, and staff are responsible for carrying their Columbia College ID while on campus.

Alcohol and Other Drugs

For the most up-to-date Alcohol and Other Drugs policies, refer to the Columbia College Policies website*.*

Policy on Alcohol and Controlled and/or Illicit Substances

Columbia College prohibits the manufacture, possession, use, distribution, and sale of alcohol and controlled and/or illicit substances by Columbia College students and employees, regardless of age, on College-owned property and at College sponsored or supervised events or activities.

- Public intoxication on campus property is expressly prohibited. Those conditions considered to indicate intoxication include but are not limited to affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.
- Containers that contain alcohol as well as empty alcohol containers are prohibited on campus and in the residence halls. Possession of empty alcohol containers will be regarded as a violation of this policy.
- Campus displays or advertisements that support or promote alcohol or drug use, possession, manufacture or distribution are prohibited.
- Behavior resulting from intoxication or the illegal use of controlled or illicit drugs will incur disciplinary action.
- Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of this policy.
- Alcohol and other controlled and/or illicit substances possessed or consumed in violation of this policy are subject to confiscation.

The President retains the authority to make exceptions to this policy with regard to alcohol, including granting permission to serve alcoholic beverages at College functions where meals are served. Requests for exceptions to the policy must be submitted to the President in writing prior to the event and will be considered on an individual basis. Notification of the President's decision will be made in writing to the person(s) making the request.

It is the responsibility of students, faculty, and staff to know and uphold the Columbia College Alcohol and Other Drugs Policy. In accordance, students and employees must be held accountable for their personal behavior. Excessive use, manufacture, possession or distribution of alcohol and/or controlled or illicit substances and the associated behavioral problems will be the basis for disciplinary action.

Columbia College has made the decision to notify parents/guardians of students, under the age of twenty-one (21), who have been found responsible for violating the Alcohol and Other Drugs Policy by the campus judicial system following a final determination.

Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding alcohol and/or controlled or illicit substances.

Behavioral Misconduct

While it is not possible for a single policy to capture every conceivable scenario, this policy is designed to address some common types of misconduct. At all times, individuals who are subject to this policy are expected to adhere to all College rules, policies, and expectations and failing to do so could result in disciplinary action. Based on the nature of the individual circumstances, the College reserves the right to impose disciplinary action that may not necessarily follow the steps set forth herein. The College also reserves the right to impose discipline for student misconduct, up to and including dismissal from school. Additionally, certain types of misconduct may be covered by another specific College policy, such as the College's Title IX and Sexual Misconduct Policy for instances of harassment, discrimination or retaliation based on sex.

Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student may subject a student to further disciplinary action as outlined in College policy and/or in course syllabi.

Overview of the Conduct Process

The student disciplinary process for instances of conduct that violate this policy are typically as follows:

- A complaint is filed or report of wrongdoing is received and forwarded to the Student Conduct Officer.
- An accused student receives written notice of alleged violation(s) from the Student Conduct Officer.
- An investigation is conducted into the alleged violation(s). This includes an opportunity for the accused student to present all information they would like considered in the conduct process.
- If a student is found responsible for a violation of policy, corresponding sanctions are assessed.
- The student receives written notice of the outcome of the investigation from the Student Conduct Officer.

The student or complaining party may appeal the outcome of a conduct hearing.

Disciplinary Procedures

For the most up-to-date information about the Student Conduct Process please visit the Columbia College Policies website.

Generally, allegations regarding a student's conduct will be adjudicated through processes governed by the Division of Student Affairs.

1. Once information is received about a possible student conduct violation, a Student Conduct Officer will send written notice to the student accused of wrongdoing. The Student Conduct Officer shall then investigate the situation and review it with the student and present the student with an opportunity to present all information they would like considered during the investigation. If a student fails to respond to the written notice and fails to provide any information, the Student Conduct Officer will make their determination based upon the information available at that time. If it is determined that no violation occurred, the matter will be dropped. If the student admits

responsibility or in the event that the Student Conduct Officer determines a violation occurred, corresponding disciplinary action will follow. The student will be notified in writing of the outcome of the investigation and, if appropriate, the corresponding disciplinary action. A student's entire record of both academic misconduct and behavioral misconduct may be considered when determining appropriate sanctions.

2. If facing disciplinary action, the student has the right to accept the Student Conduct Officer's finding of fact and recommended disciplinary action, at which time the matter is closed; or, the student may appeal the decision and/or disciplinary action to the Dean for Student Affairs and/or designee.

3. To initiate an appeal, the student must file an appeal request with the Dean for Student Affairs and/or designee in writing within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The appeal must include the specific grounds and reasons for the appeal. The Dean for Student Affairs and/or designee will then review the student's written appeal request and determine if there are sufficient grounds to support an appeal and if the information submitted supports reconsideration of the decision of the Student Conduct Officer. All parties will be notified in writing of whether or not the appeal request will proceed.

4. If a decision is made to accept the appeal request and reconsider the matter, the Dean for Student Affairs and/or designee will adjudicate the matter. At this time the Dean and/or designee will review and consider information from the initial proceeding conducted by the Student Conduct Officer and any additional information provided by the student or any other source. The student and any other party have the opportunity to present all information they would like considered. The Dean and/or designee will evaluate the information and reach an outcome and notify the parties of the outcome in writing. Decisions made by the Dean and/or designee are final and not subject to appeal.

In cases that may rise to a level where the sanction would be suspension or dismissal, the Dean for Student Affairs will be an adjudicating officer and the Provost and/or designee shall serve as the appellate officer.

Academic Integrity

For the most up-to-date Academic Integrity policy and procedures, please visit the Columbia College Policies website*.*

The College expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics expected of students, and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes, but is not limited to, the following:

*   Knowingly furnishing false or misleading information.
*   Falsification, alteration, or misuse of college forms or records.
*   Any joint effort in examinations, assignments, or other academic activity (unless authorized by the instructor).
*   Plagiarism in any form, including using another person's phrase, sentence, or paragraph without quotation marks, using another's ideas or structure without properly identifying the source, or using the work of someone else and submitting it as one's own.
*   Willfully aiding another in any act of academic dishonest. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment as it is about individuals engaged in academic dishonesty. Respect for the conditions necessary to enhance learning, therefore, is required.

Submitting substantial portions of the same work for credit more than once without authorization. Examples of multiple submissions include, but are not limited, to the following: Submitting the same paper for credit in two courses without the instructors' permission; making revisions in a credit paper or report (including oral presentations) and submitting it as if it were new work. Different aspects of the same work may receive separate credit.

For purposes of this policy, plagiarism is using others' ideas and words without clearly acknowledging the source of that information or purposely submitting someone else's work as their own. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) may also be violating the intellectual property rights of the original author. These violations are taken seriously in higher education and could result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College. If a student is unclear what constitutes plagiarism, they should begin by asking their instructor for clarification prior to submitting the work.

Academic Misconduct Procedures

Generally, the faculty will handle offenses related to academic misconduct and assign appropriate course penalties. In such cases, the following procedure will be followed:

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
    1. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
    2. If the student admits responsibility for academic misconduct, and/or if the faculty member determines there was academic misconduct, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty could be a grade of F on that activity, which will be factored into the final grade. The faculty member will submit an online incident report to the Office of Student Conduct, which will be reviewed by the appropriate Academic Dean and the Dean for Student Affairs or designee.
2. The Office of Student Conduct in conjunction with the appropriate Academic Dean will follow the conduct process. (as noted above in the overview of the Conduct Process)
3. If facing disciplinary action, the student has the right to accept the Student Conduct Officer's finding of fact and recommended disciplinary action, at which time the matter is closed; or, the student may appeal the decision and/or disciplinary action.
4. To initiate an appeal, the student must submit a written appeal to the Dean for Student Affairs and/or designee, and the appropriate Academic Dean within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The appeal must include the specific grounds and reasons for the appeal. The appropriate Academic Dean will then review the student's written appeal request and determine if there are sufficient grounds to support an appeal and if the information submitted supports reconsideration of the decision of the Student Conduct Officer. All parties will be notified in writing of whether or not the appeal request will proceed.
5. If a decision is made to accept the appeal request and reconsider the matter, the appropriate Academic Dean will adjudicate the matter. At this time the appropriate Academic Dean will review and consider information from the initial proceeding conducted by the Student Conduct Officer and any additional information provided by the student or any other source. The student and any other party have the opportunity to present all information they would like considered. The appropriate Academic Dean for the student's school will evaluate the information, and reach an outcome, and notify the parties of the outcome in writing. Decisions made by the appropriate Academic Dean are final and not subject to appeal.

Once a final grade is issued, and a student disagrees with the academic misconduct findings imposed by a faculty member, a student is directed follow the grade appeal process for the student's location.

In cases that may rise to a level where the sanction would be suspension or dismissal, the Dean for Student Affairs and the appropriate Academic Dean will be the adjudicating officers and the Provost and/or designee shall serve as the appellate officer.

Levels of Academic Misconduct Violations and Recommended Sanctions

Any violation of academic integrity at Columbia College is a serious offense.

For each level of violation a corresponding set of sanctions is recommended. The recommended sanctions at each level are not binding but are intended as general guides for the academic community. Culpability, mitigating and aggravating circumstances and past behavior may be assessed and sanctions imposed differentially. Examples are cited below for each level of violation. These examples are meant to be suggestions and should not be considered all inclusive.

First Level

(First level violations occur because of inexperience or lack of knowledge of academic integrity. Usually there is an absence of dishonesty or intent.)

Examples include:

Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.

Failure to footnote or give proper citation in a limited section of an assignment.

Possible Sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary warning or probation
- Required tutorials or meetings to clarify understanding of academic integrity

Second Level

Examples include:

- Repeat first level violation.
- Quoting directly or paraphrasing to a moderate extent without acknowledging the source.
- Copying work or facilitating copying on an exam.
- Using prohibited materials during an exam.
- Exchanging information during an exam.
- Submitting the same work or portions thereof to satisfy requirements of more than one course without permission from the instructor to whom work is submitted for the second or subsequent time.
- Failure to acknowledge assistance from others.
- Presenting the work of another as one's own.
- Plagiarizing major portions of a written assignment.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary probation or suspension
- Required tutorials or meetings to clarify understanding of academic integrity

Third Level

Examples include:

- Repeat first or second level violation.
- Acquiring or distributing copies of an exam or assignment from an unauthorized source.
- Submitting purchased materials such as a term paper.
- Fabricating sources or data.
- Sharing of passwords and other security measures that compromise the integrity of one's work.
- Intentionally ignoring the instructions of instructors and/ or proctors.
- Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.
- Committing a violation of academic integrity that breaks the law or resembles criminal activity such as forging a grade, letter or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.
- Having a substitute take an exam or complete an assignment or taking an exam or doing an assignment for someone else.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.
- Knowingly violating canons of the ethical code of the profession for which a student is preparing.

Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog).
- Disciplinary suspension or dismissal.
- Required tutorials or meetings to clarify understanding of academic integrity.

Mitigating/Aggravating Circumstances for Academic Misconduct

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

1. Extent of misconduct. Misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.
2. Intent of misconduct. Misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness and willfulness.
3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.
4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.
5. Integrity of the student's response. Students who fully and promptly admit misconduct may receive consideration not available to students whose denial of responsibility is contradicted by the findings.
6. Prior offenses. Repeat offenses are especially serious.

Definitions of Disciplinary Terms

The following is a non-exhaustive list of potential consequences for behavioral misconduct and violations to the <u>Student Code of Conduct</u>. Depending upon the misconduct, more than one sanction may be required.

- **Disciplinary Warning** - written and/or verbal notice to a student for violation of a campus rule or regulation.
- **Restitution** - reimbursement for actual damage or loss caused by violations to the Student Code of Conduct.
- **Educational Sanctions** - educational sanctions could be an activity, meeting, writing assignment, community service project, letter of apology, or other experiential activity that student may be assigned to complete as part of the adjudication of a violation of the Student Code of Conduct. Conditions may be specific for the completion of the assignment and will be assigned by the Student Conduct Officer.
- **Disciplinary Limitation** - in some cases a violation of the Student Code of Conduct could result in a student being restricted from participating in certain campus events, student organizations, or entering certain campus facilities.
- **Disciplinary Probation** - a student is placed on disciplinary probation for a specified amount of time. Students holding campus leadership positions who are placed on disciplinary probation may also be removed from that position if recommended by the Student Conduct Officer. Disciplinary probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student's probation (i.e., restitution, community service, required assessments, etc.) may be established. A student who violates additional campus policies while on disciplinary probation will likely appear before a Student Conduct Officer and will face a full range of disciplinary actions including suspension or dismissal.
- **Disciplinary Suspension** - a disciplinary suspension results in the separation of a student from the College for a specified time period, usually no more than two (2) years. Other conditions may also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served the student should contact the Dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension will be placed on disciplinary probation for one (1) year.
- **Disciplinary Dismissal** - a disciplinary dismissal results in the permanent separation of a student from the College. Dismissal applies to all programs and campuses.
- **Interim Suspension** - the Dean for Student Affairs, or designee may, suspend, without prior notice, any student whose behavior presents a perceived or actual imminent risk to the life, health, welfare, safety or property of any member of the College community. Notices of an interim suspension will be promptly provided in writing to the suspended student. A removal via suspension of a student on an interim basis is not necessarily a final determination that the student violated a College policy, but may be necessary as an interim remedial measure pending final outcome of the matter. A student suspended on an interim basis shall be given an opportunity to appeal this decision by speaking with the Dean for Student Affairs, or designee, and presenting any information they would like considered within two (2) working days from the effective date of the interim suspension. The appeal will consider the individual circumstances of each situation, including, but not limited to the following:
  - Whether the conduct and/or condition and surrounding circumstances giving rise to the interim suspension reasonably indicates that the continued presence of the student in the College community poses a perceived or actual imminent risk to any member(s) of the College community.
  - Potential alternatives to an interim suspension, including, but not limited to monitoring the situation, establishing a behavioral contract, pursuing a voluntary withdraw, administrative withdrawal, withdraw excused due to extenuating circumstances, involuntary withdraw, or other action.

An interim suspension period may last until final resolution of the matter. The Dean for Student Affairs, or designee, in collaboration with the Student of Concern Action Team, may become involved to assist with determining an appropriate course of action pending final resolution.

- **Withholding Degree** - the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy, including the completion of all sanctions imposed.
- **Revocation of Admission** - admission to the College may be revoked for fraud, misrepresentation, or other violation of standards or policies, or for other serious violations committed by an individual prior to admission.
- **Revocation of Degree** - Degree(s) awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation. The process to revoke a degree is separate from the conduct process.

The Office of Student Conduct, the Office of Internal Review, a Dean, or a designee of the aforementioned personnel can make the recommendation for a revocation of degree to the Provost. If the recommendation to revoke a student's degree is the result of a conduct investigation, the student will be notified of the recommendation at the conclusion of the conduct process. If the student has graduated, with no current involvement with the college, the student will be notified of the recommendation of revocation by mail to the last known address on file.

The student will be contacted by the Office of the Provost and given the opportunity to be heard on the matter. If the student chooses not to respond within 30 business days, a decision will be made without the benefit of the input of the student.

The Provost will contact the student in writing with the outcome. If the student is not satisfied with the outcome that is made, the student has 30 days to appeal upon notification. If a student chooses to appeal, they must submit a formal appeal in writing to the Office of the President. The President's decision is final and cannot be appealed.

If a decision to revoke a degree is finalized, the Registrar will be notified of the decision. The Registrar will then send letters to venues that received the original transcripts to show that a degree has been revoked.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

This policy does not apply to complaints that are covered by other applicable College policies, Specifically,

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

This policy does not displace and is not intended to supplant other policies and procedures applicable to the handling of a student's complaint. For example, a complaint about a grade should still be handled via the academic grade appeal process, a financial aid related complaint should still be addressed to the Financial Aid Office, etc.

Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.

Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.

The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Dean for Student Affairs or designee. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Dean for Student Affairs or designee will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The Dean for Student Affairs or designee will inform the student tin writing of the outcome of the appeal. The decision of the Dean for Student Affairs or designee is final and not subject to further appeal.

Arizona-Specific Information:

If the student grievance cannot be resolved after exhausted the College's grievance process and appeal procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board's address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007; the phone number is (602) 542-5709; and the website is http://asppse.state.az.us.

Internal Review Policy Statement

To view the entire policy, please visit the Internal Review Policy section of the Columbia College Policies website*.*

The Columbia College Student Code of Conduct states that students should "fulfill their obligations through honest and independent effort and integrity in academic and personal conduct." Columbia College has adopted a policy and procedure that is to be used when dishonesty is suspected and that is based on the Student Code of Conduct. This policy and procedure is in place to ensure that students are complying with college expectations and federal regulations governing the honest and ethical completion of documents and forms related to admission, financial aid and federal and/or state support.

It is understood that in a community of scholars committed to truth, dishonesty and/or fraudulent behavior is a violation of the code of ethics by which we live and is therefore considered a serious offense subject to

strong disciplinary actions. Violations of the Student Code of Conduct as related to this subject include, but are not limited to, the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records, or willfully aiding another in a similar act.

 Internal Review Procedures

The Columbia College Internal Review Office will begin a review of an individuals account when a college official has reason to believe that there has been a violation of the Student Code of Conduct as it relates to the honest and ethical completion of documents and forms which are not academic course work.

The investigator, or other appropriate college official, who suspects that an individual has violated the Student Code of Conduct will conduct a review of student records and information to determine if there is incorrect or inappropriate information within the record.

- The investigator, or other appropriate college official, will inform the student that a review is being conducted.
- During this investigation there will be a restriction placed upon the account under review. This restriction prevents the individual from registering for courses and prevents disbursement of any future financial aid funds.
- Columbia College reserves the right to leave this restriction in place on an account until all requested documents have been provided by the individual.

If it is determined that the individual under investigation is found to have not violated the Student Code of Conduct as it relates to the honest and ethical completion of documents and forms which are not academic course work, the restriction may be removed from their account. At this point, the matter will be dropped.

Violations of the Student Code of Conduct fall under the student conduct process, which is not a court of law and therefore does not use the same evidentiary standard for disciplinary procedures. The preponderance of evidence standard will be used in all student conduct cases to determine what most likely happened. For additional information regarding the student conduct process, please see the following: http://www.ccis.edu/policies/student-behavioral-misconduct-policy.aspx.

The investigator, or other appropriate college official, will notify the Office of Student Conduct in writing of the determination and recommendation.

The Office of Student Conduct will review the determination and recommendation and choose to either uphold or reassess the provided recommendation.

The Office of Student Conduct will notify the individual of the outcome of the review and the ability to appeal the outcome.

- If the student is not satisfied with the outcome of the review, the Dean for Student Affairs should be contacted within three (3) business days of the notification.
- The Dean for Student Affairs or designee will review the request and determine if there are sufficient grounds for reconsideration of the decision and notify all parties of the final outcome.

The investigator, or other appropriate college official, will notify and refer the case to the U.S. Department of Education Office of Inspector General per U.S. Department of Education Office of Inspector General guidance.

Criminal Convictions & Criminal Background Checks

To view the entire policy, please visit the Criminal Convictions and Criminal Background Checks Policy section of the Columbia College policies website*.*

Columbia College reserves the right to require a student to provide to Columbia College a formal criminal background check prepared by an outside vendor approved by Columbia College. The criminal records report must be received by Columbia College personnel within twenty (20) days of the original request, unless a different deadline is stated in the request.

Additionally, students who are charged with a crime after the admissions review process and while enrolled in Columbia College are required to report all charges and/or convictions to the Office of Student Conduct in writing within ten (10) days of the criminal charge and/or conviction.

Solicitation, Gifts and Gratuities Policy

To view the entire policy, please visit the Solicitation, Gifts and Gratuities Policy section of the Columbia College policies website*.*

The purpose of this policy is to establish Columbia College intent to have a work and learning environment that is free from solicitation efforts that do not relate to Columbia College's business or interest and to establish that all members of the College community must act with integrity and good judgment and recognize that accepting personal gifts from suppliers may cause legitimate concerns about favoritism.

State Regulatory Information

- Alabama
- Arizona
- California
- Colorado
- Florida - Jacksonville
- Florida - NAS Jacksonville
- Florida- Orlando
- Georgia
- Georgia - Online
- Hawaii

- Illinois - Crystal Lake
- Illinois - Elgin
- Illinois - Freeport
- Illinois - Lake County
- New York
- Oklahoma
- Texas
- Utah
- Washington - NS Everett/Marysville
- Washington - Whidbey Island

Columbia College is authorized, exempt, certified, registered or not required to seek approval in all states to offer programs. For specific details related to disclaimers and agency contact information, please visit: http://www.ccis.edu/offices/institutionalcompliance/approvals-by-st.aspx or by navigating to the appropriate state catalog page.

State Authorization Reciprocity Agreement (SARA)

State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. To learn more about SARA, please visit: http://nc-sara.org/.

On November 16, 2014, the State of Missouri was approved by the Midwestern Higher Education Compact (MHEC) to join the State Authorization Reciprocity Agreement. On February 26, 2015, Columbia College was approved for institutional participation by the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Currently all states, except California, are authorized as SARA member states which allows Columbia College to offer distance education courses to students residing across the United States. Columbia College

is approved to offer distance education courses and programs in the State of California by the California Bureau for Private Postsecondary Education (BPPE).

Alabama - Redstone Arsenal

Authorization and Licensure

The Redstone Arsenal location is authorized by the Alabama Commission on Higher Education and licensed by the Alabama Community College System.

Alabama was approved as a State Authorization Reciprocity Agreement (SARA) member state on January 1, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and may offer distance education to students residing in the State of Alabama.

Location Contact Information

Dr. Barbara Pounders Director, Redstone Arsenal redstone@ccis.eduPhone: (256) 881-6181 Fax: (256) 881-2897   Address: Army Education Center, Bldg. 3495, Ste.106 Redstone Arsenal, AL 35898-5192

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs, Columbia College provost@ccis.edu   Phone: (573) 875-7500 Fax: (573) 875-7445   Address: 1001 Rogers Street, Columbia, MO 65216

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if an appropriate teaching faculty cannot be found. If this occurs, the student will receive a full refund for the course.

Important Information for Alabama Students

Educator Preparation Programs

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants who complete an educator preparation program at an institution outside of Alabama must apply for an Alabama professional educator or professional leadership certificate through the Alabama Certificate Reciprocity Approach. Current requirements may be found at www.alsde.edu.

Nursing

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama

regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov.

Facilities and Equipment Available to Support Courses or Programs of Study

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all locations. The library is open more than 90 hours per week and staff members are available both online (email, chat or text) and telephonically to provide reference help to all students. Stafford Library's collection of materials supports the curriculum of Columbia College with more than 60,000 items (books, CDs videos, etc.) and more than 200,000 ebooks and 6,500 streaming videos. More than 60 online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Electronic delivery of interlibrary loan articles is available to all Columbia College students and faculty.

The Library provides access to two electronic book subscription databases, *EBSCOhost eBook Collection* and *ebrary Academic Complete*. Combined, the databases provide access to more than 200,000 full-text electronic books covering a wide range of academic subjects.

All Columbia College locations have access to the Stafford Library of Columbia College via direct access to the college web-site at: http://library.ccis.edu/home. Access to all online library resources is gained through a CougarTrack login via the college website. The electronic library resources are available to students 24/7. Additional information regarding library access is available upon request.

For a detailed list of library resources available to students, contact the main office at (256) 881- 6181.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Private School Licensure Division of the Alabama Community College System complaint process.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Alabama Commission on Higher Education (ACHE) *100 North Union Street, Suite 782* *Montgomery, AL 36104-3758* *Phone: 334-242-1998* Visit ACHE Webpage	*The Alabama Community College System (ACCS)* *135 South Union Street* *Montgomery, AL 36104-4340* *Phone: 334-293-4500* How to File a Complaint

VA Statement

The Columbia College-Redstone Arsenal location has been approved by the Alabama State Approving Agency, Department of Postsecondary Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Arizona - Goodyear

Prior to enrollment for any course of instruction at the Columbia College location in the state of Arizona, students should be made aware of and understand the following information.

Authorization

Columbia College is authorized by the Arizona State Board for Private Postsecondary Education.

Arizona was approved as a State Authorization Reciprocity Agreement (SARA) member state on November 11, 2014. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Arizona.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Admissions

The admission policies section of the Columbia College catalog details information such as, but not limited to, admission deadlines, student authentication, readmission, and transcript requirements. Students can find the admissions policies on the Admission Policies catalog page. Additionally, students amy find in the catalog the Policies Pertaining to Special Programs.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Arizona State Board for Private Postsecondary Education complaint process.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private PostSecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education
1740 W. Adams Street
Phoenix, AZ 85007
Phone: (602) 542-5709
Fax: (602) 542-1253
Website: https://ppse.az.gov/
Complaint Procedure: https://ppse.az.gov/complaint

California

Imperial | Lemoore | Los Alamitos | San Diego | San Luis Obispo

Approval for Operation

Columbia College is approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)** and this approval meets the minimum state standards.Columbia College has been granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1).

Agent for Service of Process

Northwest Registered Agent, Inc., (#C3184722) 1267 Willis St. Suite 200, Redding, CA 96001

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state- imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.

To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans.

To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Columbia College California Locations

Columbia College - Imperial, CA #58669817
Primary Contact: Andres Ruiz, Program Coordinator
Address: 380 E Aten Road, Bldg. 100, Imperial, CA 92251
Phone: (442) 252-1405
Email: imperial@ccis.edu
Website: http://www.ccis.edu/imperial
Columbia College - Imperial Valley is a one-story building located on the Imperial Valley College Campus.

Columbia College - Lemoore, CA #1600141
Primary Contact: Betsy Quade, Director
Address: P.O. Box 1116, Building 826 Hancock Circle, NAS Lemoore, CA 93246-0001
Phone: (559) 998-8570
Email: lemoore@ccis.edu
Website: http://www.ccis.edu/lemoore
Columbia College - Lemoore is located at Naval Air Station, Lemoore, in a building close to the main gate. The building for the in-seat classes is a one story building, which has offices and several classrooms/conference rooms. All in-seat classes are offered in a classroom in this building or at the computer lab, which is also in this building. Equipment for the classes, laptop/desktop computers and projectors, are located in the classroom and in the computer lab. There is no housing within one mile of the building due to the location being on a military base. There is some on-base housing for military personnel but it is approximately two to five miles away from the location and is provided only for military and DOD personnel.

Columbia College - Los Alamitos, CA #3012711
Primary Contact: Carl David, Director
Address: 11206 Lexington Drive, Suite 110, Building 244 Joint Forces Training Base, Los Alamitos, CA 90720
Phone: (562) 799-9630
Email: losalamitos@ccis.edu
Website: http://www.ccis.edu/losalamitos
Columbia College - Los Alamitos is a one story, renovated former military post gas station. The square footage is 5,800. The main entrance is manned by volunteer reception area. Students sign in and are directed to tenant locations, which include: Military ID Cards Office, DOD agency for Employer Support for the National Guard and Reserves, National Guard Family Support Office, One Stop Employment Office and Columbia College at the end of the main hallway. There is one classroom that can hold up to 22 students, a reception/advisor office with an external entry door recently added to the building and the Director's office in the rear. The location has secure internet connectivity from Time Warner Cable and routers, switches and all computers for operations as well as 24/7 library connectivity, classroom audiovisual equipment, projectors, TV monitors, and furniture which is all provided by the main campus in Columbia MO.

Columbia College - Naval Base San Diego, CA #73040410
Primary Contact: Dejon Davis, Director
Address: 3975 Norman Scott Road, Bldg. 3280 Room B114, San Diego, CA 92136-1421
Phone: (866) 594-2330
Email: sandiego@ccis.edu
Website: http://www.ccis.edu/sandiego
Columbia College - NBSD is a satellite of Columbia College - San Diego. All courses are offered in a four story building. Columbia College - San Diego does not have a designated classroom space at NBSD. A classroom assignment is given each semester. Currently, courses offered at 3292 Norman Scott Rd., Room 311B, San Diego CA 92136. There are two ways to access the classroom, stairs and an elevator. Administrative Offices are located at 3292 Norman Scott Rd., Room B114, San Diego, CA 92136.

Columbia College - San Luis Obispo, CA #4000851
Primary Contact: Theresa Genova, Director
Address: University Partner Center, Bldg. 5700 at Cuesta College, San Luis Obispo, CA 93403-8106
Phone: (805) 593-0237
Email: sanluisobispo@ccis.edu
Website: http://www.ccis.edu/nationwide/sanluisobispo.aspx
Columbia College - San Luis Obispo is located on Cuesta College campus. It is seven miles from San Luis Obispo. Classes are taken online.

Columbia College - San Diego, CA #32205612
Primary Contact: Dejon Davis, Director
Address: Lifelong Learning Center, 4025 Tripoli Ave., Bldg. 111, San Diego, CA 92140
Phone: (866) 594-2330
Email: sandiego@ccis.edu
Website: http://www.ccis.edu/nationwide/sandiego.aspx
There are two locations in San Diego where classes are offered, Marine Corps Recruit Depot San Diego (MCRD San Diego) and Naval Base San Diego (NBSD).The building at MCRD is a one story building. Columbia College has three administrative office spaces, the Director's office, an Administrative office (Student Services) and an Academic Advisor office. Courses are offered in two classrooms, Room Echo and Room Golf. Each room accommodates 25 students.

Courses are offered at two other locations: 4025 Tripoli Ave., Bldg. 111, San Diego CA 92140 and 3875 Norman Scott Rd., Room 311B, San Diego, CA 92136.

The San Diego locations provides free WIFI to staff, adjunct faculty and students. The database used to communicate with students is Cougarmail powered through Google or Gmail. Hard copy textbooks or eBooks are used in the courses. Student may utilize the MCRD Base Library or local community college and college university libraries (San Diego City College District Community Colleges, Point Loma Nazarene University, University of San Diego, San Diego State University, University of California San Diego, Grossmont College, and Cuyamaca College). Columbia College provides students the opportunity to check out and use a laptop on location if needed to complete assignments, etc. The San Diego location has a computer cart that houses 15 laptops. It is used for proctoring online exams as well. The college provides a hard copy of course syllabi to students upon registration and the first day of class.The San Diego location has a textbook lending library. The textbooks have been donated by students who do not wish to send their textbooks back. Books are lent to students free of charge.

Residential Housing
Columbia College does not provide residential housing options at locations in California. Please note that some locations do not have apartment options within one (1) mile of the location. Listed below are the average costs to rent a 1 bedroom apartment in each area.

- $880 - Lemoore, CA
- $1,100 - Imperial, CA
- $1,500 - San Luis Obispo, CA
- $2,000 - Los Alamitos, CA
- $1,875 - San Diego, CA

Important Information

Columbia College has an automated enrollment agreement and performance fact sheet process. Prior to enrolling, students must sign the enrollment agreement and all applicable performance fact sheets.

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

A Net Price Calculator is available at: http://www.ccis.edu/offices/financialaid/net-price-calculators.aspx

Required Documentation

Columbia College has an automated enrollment agreement and performance fact sheet process. The enrollment agreement and performance fact sheet(s) are required for students in California and students will be unable to enroll without this required documentation.

Students who need to submit official versions of these forms may locate them in CougarTrack.

Admissions

Students can find Columbia College's admissions policies on the Admission Policies catalog page. Additionally, students may find in the catalog the Policies Pertaining to Special Programs.

Credit for Prior Learning

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL). Please visit the Evaluation of Credit and Testing page of the catalog for more information.

Student's right to Cancel

The student has the right to a full refund of all charges if he/she cancels this agreement by submitting a Columbia College Drop Form prior to close of business on Monday of the second week of the session. In addition, the student may withdraw from a course after instruction has started by submitting a Columbia College Withdrawal Form and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction.

Distance Education

The student will receive the first lesson and any materials within seven days of enrolling in a distance education course. All lessons and materials for the course will be transmitted to the student if the student has fully paid for the educational program and, after receipt of the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the students requests, the institution shall remain obligated to provide the other educational services it agreed to

provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Distance Education Instructor Grading and Response Expectations:

a. Teach and facilitate the course by

1. responding to all student communication within 48 hours;
2. logging into the course within the first 3 days of the session;
3. logging into the course at least 3 days a week, with no period of absence of 72 hours or longer;
4. posting substantive responses in graded discussions at least 3 times per week;
5. notifying the Online Education office and students in the case of an emergency that might prevent them from meeting these participation requirements;

b. Assess student learning by

1. assigning grades that accurately reflect the standards set out in the syllabus and/or grading rubrics;
2. providing substantial feedback in a timely manner (within 72 hours for shorter assignments and within 6 days for longer assignments) to each student in the course for assignments that contribute to the final grade of the course;
3. keeping the LMS gradebook current and include zeroes for work not submitted;
4. completing required course assessment activities related to college-wide assessment.

Faculty Qualifications

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. Faculty members employed based on equivalent experience, meet the institutionally defined minimum threshold of experience. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member has completed a minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Instructors teaching in the graduate program hold the terminal degree determined by the discipline.

Attendance, Academic Probation, Suspension, and Dismissal

The Grading and Academic Standing section of the catalog details information regarding attendance, academic probation, suspension, and dismissal.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website http://www.bppe.ca.gov/enforcement/complaint.shtml.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

A student or any member of the public may file a complaint about Columbia College with the Bureau for Private Postsecondary Education by contacting the BPPE below:

Mailing Address: Bureau for Private Postsecondary EducationP.O. Box 980818West Sacramento, CA 95798-0818	**Physical Address:**Bureau for Private Postsecondary Education2535 Capitol Oaks Drive, Suite 400Sacramento, CA 95833	**Phone:** (916) 431-6959**Toll Free:** (888) 370-7589**Main Fax:** (916) 263-1897**Licensing Fax:** (916) 263-1894 **Enforcement/STRF/Closed Schools Fax:** (916) 263-1896 **Website:** www.bppe.ca.gov

Student Services

The CC Global Resources section of the catalog details information regarding the enrollment services center, ID cards, online tutoring services, writing center, math center, stafford libary, and books.

The Resources section of the catalog deatils information regarding the activity calendar, alumni association, career services, student accessibility resources, technology services and solution senter, as well as information regarding e-mail, internet access, and Microsoft Office.

Stafford Library

Phone: (573) 875-7381 or (800) 231-2391, Ext. 7381 Text: (573) 535-5449Email: reference@ccis.edu
Website: www.ccis.edu/library

Students may also view the CC Global Resources page of the catalog for additional information.

Each nationwide location has its own guide to library resources. We recommend you use your location's guide for relevant resources.

- Lemoore: http://library.ccis.edu/lemoore
- Los Alamitos: http://library.ccis.edu/losalamitos
- Online: http://library.ccis.edu/online
- San Diego: http://library.ccis.edu/sandiego
- San Luis Obispo: http://library.ccis.edu/sanluisobispo

Other Columbia College Information

- Columbia College does not offer any pre-licensure programs in the State of California.
- The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 11101 et seq.)
- The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires Columbia College to provide information to enrolled students, prospective students and their parents or guardians. Please select the following link to access the Student Consumer Information website: http://web.ccis.edu/offices/institutionalcompliance/consumerinformation.aspx.
- Transcripts for California students are kept indefinitely.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, http://www.bppe.ca.gov, 916-431-6959 and 916-263-1897.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Columbia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Columbia College to determine if your credits, degree, or certificate will transfer.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and

2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid. Columbia College advises students to take advantage of the financial aid counseling available on the college website before accepting any student loans.

VA Statement

Columbia College California locations have been approved by the California State Approving Agency for Veterans Benefits to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Colorado - Denver

Authorization

Columbia College is authorized for operation as a postsecondary institution in Colorado under 23-2-101, et seq., C.R.S. by the Colorado Department of Higher Education.

Colorado was approved as a State Authorization Reciprocity Agreement (SARA) member state on May 13, 2014. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Colorado.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance prcoess, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Colorado Department of Higher Education's complaint policy.
- The Higher Learning Commission complaint process.

- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

The Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: 303-862-3001
Webpage: https://highered.colorado.gov/

VA Statement

The Columbia College-Denver location has been approved by the Colorado State Approving Agency for Veterans Education and Training to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Florida - Jacksonville

Mission

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

Vision

Our vision is to be a highly innovative institution of higher education, dedicated to excellence in both its traditional and nontraditional programs nationwide.

Catalog Effective Date

Provisions of the 2019-2020 Undergraduate Catalog are effective July 31, 2019.

Licensure

Columbia College has been granted a license by the Florida Commission for Independent Education.

Florida was approved as a State Authorization Reciprocity Agreement (SARA) member state on October 1, 2017. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Florida.

Accreditation

Columbia College is accredited by the Higher Learning Commission. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information

Vanessa Swindell, DirectorAddress: 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216Phone: (904) 338-9150; Fax: (904) 338-9263 Email: jacksonville@ccis.edu

Additonal information about Columbia College can be obtained from:

The Commission for Independent Education, Florida Department of Education325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400Phone: (850) 245-3200 or (888) 224-6684

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Board of Trustees

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- Helen Dale Coe Simons, Vice Chair
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- Jolene Marra Schulz, Secretary
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- Dr. Scott Dalrymple, President
- Kevin Palmer, Senior Vice Presidentand Chief Operating Officer
- Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
- Mark Falkowski, Vice President and General Counsel
- Bruce Boyer, Chief Financial Officer
- Gary Stanowski, Chief InformationOfficer
- Clifford Jarvis, Executive Director of Plant and Facilities
- Suzanne Rothwell, Executive Directorof Advancement

Criminal Justice Majors Notice

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

Policies

Students may view the latest Columbia College information, including policies, on the Columbia College website at www.ccis.edu.

Important Information

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students

enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

Placement Assistance

While Columbia College offers placement assistance to all graduates, employment upon completion of program(s) is not guaranteed.

Tuition Refunds

The college refund policy complies with the Commission for Independent Education.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

Financial Aid

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the 2019-2020 Undergraduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Credit

Columbia College uses semester credit hours. Sixty (60) credit hours are required for associate degrees and one hundred and twenty (120) credit hours are required for bachelor's degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

Course Numbering

Columbia College course numbering system follows standard practices

1xx - indicates freshman level course2xx - indicates sophomore level course3xx - indicates junior level course4xx - indicates senior level course

Nontraditional Programs

Distance education courses are available through Online Education located in Columbia, MO. All academic and administrative policies and procedures identified in the 2019-2020 Undergraduate catalog also pertain to nontraditional programs.

General Education

The state of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

2019-2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Physical Facilities and Equipment

The Jacksonville location is located in the Liberty Center, 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216. The college leases a suite on the 1st floor for administrative, testing and general office duties. The classrooms (23-30 student capacity) and computer laboratory (18 computers) are located on the second floor of the building. Each classroom is equipped with a data projector and suite of equipment capable of projecting CD, DVD, VHS, PowerPoint and other methods of instruction. The administrative office is open Monday through Thursday from 8:30a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classrooms and computer lab are open per the session schedule.

Anti-Hazing Policy

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

Degree Programs

The Undergraduate catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

Undergraduate Degree Programs Offered at Jacksonville Location

- Associate in Arts
- Associate in General Studies
- Associate in Science in Business Administration
- Associate in Science in Computer Information Systems
- Associate in Science in Criminal Justice Administration
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts in Management
- Bachelor of Arts in Criminal Justice Administration
- Bachelor of Arts in Psychology
- Bachelor of General Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Management
- Bachelor of Science in Management Information Systems

Undergraduate Degree Programs Offered Online

- Associate in Science in Environmental Studies
- Associate in Science in Human Services
- Bachelor of Arts in Accounting
- Bachelor of Arts in American Studies
- Bachelor of Arts in English, Emphansis in English Literature
- Bachelor or Arts in Entrepreneurship
- Bachelor of Arts in Finance

- Bachelor of Arts in Healthcare Management
- Bachelor of Arts in History
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts in Human Services
- Bachelor of Arts in International Business
- Bachelor of Arts in Management
- Bachelor of Arts in Marketing
- Bachelor of Arts in Political Science
- Bacehlor of Arts in Public Administration
- Bachelor of Arts in Public Relations & Advertising
- Bachelor of Arts in Sociology
- Bachelor of Arts in Sports Management
- Bachelor of Science in Accounting
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Finance
- Bachelor of Science in Healthcare Management
- Bachelor of Science in International Business
- Bachelor of Science in Management
- Bachelor of Science in Marketing
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Public Relations & Advertising
- Bachelor of Science in Sports Management

Certificate Programs at Jacksonville Location and Online

- Business Administration Certificate in Human Resources Management
- Business Administration Certificate in Marketing Management
- Business Administration Certificate in Management

Certificate Programs Offered Only Online

- Crime Scene Investigation Certificate

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Florida Commission for Independent Education complaint policy.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Florida Commission for Independent Education
325 West Gaines St, Suite 1414
Tallagassee, FL. 32399-0400
Phone: 888-224-6684
Website: http://www.fldoe.org/policy/cie/

Florida - NAS Jacksonville

Mission

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Vision

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Catalog Effective Date

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Accreditation

Columbia College is accredited by the Higher Learning Commission. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information

David Opdycke, Director**Address:** 110 Yorktown Avenue, P. O. Box 441325, Jacksonville, FL 32222**Phone:** (904) 778-9769, **Fax:** (904) 771-3449, **Email:** nasjacksonville@ccis.edu

Additonal information about Columbia College can be obtained from:

The Commission for Independent Education, Florida Department of Education325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400Phone: (850) 245-3200 or (888) 224-6684

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

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Criminal Justice Majors Notice

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

Policies

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Important Information

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

Placement Assistance

While Columbia College offers placement assistance to all graduates, employment upon program(s) is not guaranteed.

Tuition Refunds

The college refund policy complies with the Commission for Independent Education.

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Financial Aid

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the 2019-2020 Undergraduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Credit

Columbia College uses semester credit hours. Sixty (60) credit hours are required for associate degrees and one hundred and twenty (120) credit hours are required for bachelor's degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

Course Numbering

Columbia College course numbering system follows standard practices:

1xx - indicates freshman level course2xx - indicates sophomore level course3xx - indicates junior level course4xx - indicates senior level course

Nontraditional Programs

Distance education courses are available through Online Education located in Columbia, MO. All academic and administrative policies and procedures identified in the 2019-2020 Undergraduate catalog also pertain to nontraditional programs.

General Education

The State of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

2019-2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Physical Facilities and Equipment

The location is located on Naval Air Station Jacksonville, on the second floor of Building 110 at the intersection of Yorktown Avenue and Langley Street. The location consists of administrative offices and classrooms (24-35 student capacity) and computer lab. The classrooms and lab are equipped with dry-erase boards, VCR/television combination units on mobile carts and equipment capable of projecting CD, DVD, VHS, PowerPoint and other methods of instruction. The computer lab includes 26 desktop computers. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

Anti-Hazing Policy

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

Degree Programs

The Undergraduate catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

Undergraduate Degree Programs Offered at NAS Jacksonville Location and Online

- Associate in Arts
- Associate in General Studies
- Associate in Science in Computer Information Systems
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Criminal Juistce Administration
- Bachelor of Arts in Psychology
- Bachelor of General Studies
- Bachelor of Science in Business Administration

Undergraduate Degree Programs Offered Only Online

- Associate in Science in Environmental Studies
- Associate in Science in Human Services
- Bachelor of Arts in Accounting
- Bachelor of Arts in American Studies
- Bachelor of Arts in English
- Bachelor of Arts in Entrepreneurship
- Bachelor of Arts in Finance

- Bachelor of Arts in Healthcare Management
- Bachelor of Arts in History
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts in International Business
- Bachelor of Arts in Management
- Bachelor of Arts in Marketing
- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Public Relations & Advertising
- Bachelor of Arts in Sociology
- Bachelor of Arts in Sports Management
- Bachelor of Science in Accounting
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Entreprreneurship
- Bachelor of Science in Finance
- Bachelor of Science in Healthcare Management
- Bachelor of Science in International Business
- Bachelor of Science in Management
- Bachelor of Science in Management Information Systems
- Bachelor of Science in Marketing
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Public Relations & Advertising
- Bachelor of Science in Sports Management

Certificate Programs Offered at NAS Jacksonville Location and Online

- Business Administration Certificate in Human Resources Management
- Business Administration Certificate in Marketing Management
- Business Administration Certificate in Management

Certificate Programs Only Offered Online

- Crime Scene Investigation Certificate

General Student Grievance Policy

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Florida - Orlando

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Location Contact Information

Aaron Williams, Director**Address:** 2600 Technology Drive, Suite 100, Orlando, FL 32804**Phone:** (407) 293-9911, **Fax:** (407) 293-8530, **Email:** orlando@ccis.edu

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General Education

The State of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

2019-2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Physical Facilities and Equipment

The location is located at 2600 Technology Drive, Suite 100, Orlando, FL 32804. This location currently occupies 11 classrooms, 2 computer labs, a student resource lab, a student lounge, 10 administrative offices and a faculty room. Each classroom is equipped with a Nova station housing the room's Dell Pentium computers with flat panel monitors and projector supported by TI connectivity. Two classrooms have smart boards and WiFi is available for the students throughout the school. The administrative office is open Monday through Thursday from 8:00 a.m. to 5:00 p.m. and Friday from 9:00 a.m. to 4:00 p.m.

Anti-Hazing Policy

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

Degree Programs

The Undergraduate catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

Undergraduate Degree Programs Offered at Orlando and Online

- Associate in Arts
- Associate in General Studies
- Associate in Science in Business Administration
- Associate in Science in Computer Information Systems
- Associate in Science in Criminal Justice Administration
- Associate in Science in Human Services
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Human Resource Management
- Bachelor of Arts in Management
- Bachelor of Arts in Criminal Justice Administration
- Bachelor of Arts in Human Services
- Bachelor of Arts in Psychology
- Bachelor of General Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Human Resource Management
- Bachelor of Science in Managment
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Management Information Systems

Undergraduate Degree Programs Offered Online

- Associate in Science in Environmental Studies

- Bachelor of Arts in Accounting
- Bachelor of Arts in American Studies
- Bachelor of Arts in English, Emphasis in English Literature
- Bachelor of Arts in Entrepreneurship
- Bachelor of Arts in Finance
- Bachelor of Arts in Healthcare Management
- Bachelor of Arts in History
- Bachelor of Arts in International Business
- Bachelor of Arts in Marketing
- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Public Relations & Advertising
- Bachelor of Arts in Sociology
- Bachelor of Arts in Sports Management
- Bachelor of Science in Accounting
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Entrepreneurship
- Bachelor of Science in Finance
- Bachelor of Science in Healthcare Management
- Bachelor of Science in International Business
- Bachelor of Science in Marketing
- Bachelor of Science in Nursing (RN to BSN)
- Bachelor of Science in Public Relations & Advertising
- Bachelor of Science in Sports Management

Certificate Programs at Orlando Location and Online

- Business Administration Certificate in Human Resource Management
- Business Administration Certificate in Marketing Management
- Business Administration Certificate in Management

Certificate Programs Offered Only Online

- Crime Scene Investigation Certificate

General Student Grievance Policy

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- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Florida Commission for Independent Education complaint policy.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Florida Commission for Independent Education
325 West Gaines St, Suite 1414
Tallagassee, FL. 32399-0400
Phone: 888-224-6684
Website: http://www.fldoe.org/policy/cie/

Georgia - Fort Stewart | Hunter Army Airfield | NSB Kings Bay

Prior to enrollment for any course of instruction at the Columbia College locations in the State of Georgia, students should be made aware of and understand the following information.

Authorization

Columbia College is authorized by the Georgia Nonpublic Postsecondary Education Commission for both in-seat and online courses for students in the State of Georgia.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Location Contact Information

Ellen Parham, DirectorColumbia College - FortStewart Army Education Ctr.100 Knowledge Dr., Ste. 147Ft. Stewart, GA 31314ftstewart@ccis.eduPhone: (912) 877-3406Fax: (912) 877-3415

Dana Davis, Senior Regional DirectorColumbia College - HunterArmy Airfield Education Ctr.165 Markwell Street, Building 1290Hunter AAF, GA 31409hunter@ccis.eduPhone: (912) 352-8635Fax: (912) 315-5625

Carthel Starks, Program CoordinatorColumbia College-NavalSubmarine Base Kings Bay918 USS James Madison RdBuilding 1030Kings Bay, GA 31547-2532kingsbay@ccis.eduPhone: (912) 439-3976

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Faculty

A list of current faculty can be obtained at the local locations.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- If, after thoroughly following the internal grievance appeal procedures of Columbia College, a student wishes to seek further review an appeal may be made to the following address below or at: https://gnpec.georgia.gov/student-complaints.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Georgia Nonpublic Postsecondary Education Commission2082 East Exchange Place, Suite 220Tucker, Georgia 30084-5305Phone: (770) 414-3300

Georgia - Online

Prior to enrollment for any course of instruction at the Columbia College locations in the State of Georgia, students should be made aware of and understand the following information.

Authorization

Columbia College is authorized by the Georgia Nonpublic Postsecondary Education Commission for both in-seat and online courses for students in the State of Georgia.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Location Contact Information

Dr. Piyusha SinghProvost and Vice President of Academic AffairsColumbia College1001 Rogers StreetColumbia, MO 65216provost@ccis.edu Phone: (573) 875-7500Fax: (573) 875-7445

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Faculty

A list of current faculty can be obtained by request.

Tuition Refund Policy

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Higher Learning Commission complaint process.
- If, after thoroughly following the internal grievance appeal procedures of Columbia College, a student wishes to seek further review an appeal may be made to the following address below or at: https://gnpec.georgia.gov/student-complaints.

State Regulatory Agency Contact Information

Georgia Nonpublic Postsecondary Education Commission2082 East Exchange Place, Suite 220Tucker, Georgia 30084-5305Phone: (770) 414-3300

Hawaii

Approval

Columbia College has been approved to operate as a post-secondary degree-granting educational institution in the state of Hawaii by the Department of Commerce and Consumer Affairs (DCCA).

Hawaii was approved as a SARA member state on May 17, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Hawaii.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Hawaii Post-Secondary Education Authorization Program complaint policy is available at: http://cca.hawaii.gov/hpeap/student-complaint-process/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Hawaii Postsecondary Education Authorization Program
808-586-7327
http://cca.hawaii.gov/hpeap/

Illinois - Crystal Lake

Authorization

The Crystal Lake location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Illinois.

Location Contact Information

Debra Hartman, Senior Regional DirectorAddress: 446 N. Rte 31, Crystal Lake, IL 60012Email: crystallake@ccis.eduPhone: (815) 477-5440Fax: (815) 235-1107

Dr. Piyusha Singh, Provost and Vice President of Academic AffairsAddress: 1001 Rogers Street Columbia, MO 65216Email: provost@ccis.eduPhone: (573) 875-7500Fax: (573) 875- 7445

Website: http://www.ccis.edu/crystallake

Students Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551
Website: https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Elgin

Authorization

The Elgin location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Illinois.

Location Contact Information

Karen Beckstrom, DirectorAddress: 1700 Spartan Dr. E205, Elgin, IL 60123Email: elgin@ccis.eduPhone: (847) 214-7197Fax: (847) 214-7003

Dr. Piyusha Singh, Provost and Vice President of Academic AffairsAddress: 1001 Rogers Street Columbia, MO 65216Email: provost@ccis.eduPhone: (573) 875-7500Fax: (573) 875- 7445

Website: http://www.ccis.edu/elgin

Students Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.
The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551
Website: https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Freeport

Authorization

The Freeport location is authorized by the Illinois Board of Higher Education to offer degree programs. Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Illinois.

Location Contact Information

Sarah Goeke, DirectorAddress: 2998 West Pearl City Rd., Freeport, IL 61032Email: freeport@ccis.eduPhone: (815) 599-3585Fax: (815) 235-1107

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs Address: 1001 Rogers Street Columbia, MO 65216Email: provost@ccis.eduPhone: (573) 875-7500Fax: (573) 875- 7445

Website: http://www.ccis.edu/freeport

Students Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551
Website: https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Lake County

Authorization

The Lake County location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Illinois.

Location Contact Information

Lyndon Russell, DirectorAddress: 1225 Tri-State Parkway, Suite 560, Lake County, IL 61032Email: lakecounty@ccis.eduPhone: (847) 336-6333Fax: (847) 336-6466

Dr. Piyusha Singh, Provost and Vice President of Academic AffairsAddress: 1001 Rogers Street Columbia, MO 65216Email: provost@ccis.eduPhone: (573) 875-7500Fax: (573) 875- 7445

Website: http://www.ccis.edu/lakecounty

Students Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551
Website: https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

New York - Fort Drum | Hancock Field

Authorization

Columbia College is an out-of-state institution in New York offering education programs on federal property at Hancock Field and Fort Drum. The college is not authorized to conduct physical instruction in New York State other than on federal property and via distance education.

New York was approved as a SARA member state on December 9, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of New York.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Students attending distance education courses or programs should submit complaints to the Missouri Department of Higher Education (MDHE). Students must first call MDHE at 573-526-1577 to indicate their desire to file a complaint. If after screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose. Students may reference the MDHE's policy on complaints at: https://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf

- The Higher Learning Commission complaint process.

VA Statement

Columbia College New York locations have been approved by the State of New York Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Oklahoma

Authorization

Columbia College is authorized to operate as a degree granting institution in Oklahoma by the Oklahoma State Regents for Higher Education.

Oklahoma was approved as a SARA member state on June 29, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Oklahoma.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Oklahoma State Regents for Higher Education's complaint policy is available at: https://www.okhighered.org/resources/Student-Complaint-Form/
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104
Phone: 405-225-9100
Website: https://www.okhighered.org/state-system/

VA Statement

Columbia College-Fort Sill location has been approved by the Oklahoma State Accrediting Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Texas - Mesquite | Fort Worth

Texas Workforce Commission

Columbia College has been granted exemption under Texas Education Code, Section 132.002(a)(6) as a private institution.

Texas Higher Education Coordinating Board

Columbia College has demonstrated that it meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption pursuant to Subchapter G, Chapter 61, Texas Education Code and, as defined in Chapter 7.3 of Board rules from certain, but not all, regulations. This exemption will continue as long as Columbia College maintains its accreditation status with the Accrediting Organization the Higher Learning Commission (HLC) and standards acceptable to the Coordinating Board. Columbia College is authorized to conduct courses, grant degrees, grant credit toward degrees, and to use certain protected academic terms in the State of Texas until the expiration of its current grant of accreditation.

Texas was approved as a SARA member state on November 2, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Texas.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Texas Higher Education Coordinating Board Student Complaint Policy: http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8-BC500050560100A9
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752
Phone: 512-427-6101
Website: http://www.thecb.state.tx.us/

VA Statement

Columbia College Texas locations have been approved by the State of Texas Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Utah

Authorization

Columbia College is currently authorized under the Utah Code Ann. §13-34a-203 as a postsecondary school required under 34 C.F.R 600.9 by the State of Utah.

Utah was approved as a SARA member state on August 25, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Utah.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Complaints that students are unable to resolve with Columbia College should be directed to the Utah Department of Commerce http://www.dcp.utah.gov/complaints/manual.html
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Utah Department of Commerce
Division of Consumer Protection
160 East 300 South, 2nd Floor
P.O. Box 146704
Salt Lake City, UT 84114-6704
Phone: 801-530-6601
Website: https://dcp.utah.gov/registrations/state-authorization.html

VA Statement

The Columbia College - Salt Lake location has been approved by the State of Utah Department of Veterans Affairs, Utah State Approving Agency for Veteran Affairs to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Washington - NS Everett/Marysville

Authorization

Columbia College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Columbia College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Location Contact Information

Dr. Lois Adrian-Hollier, DirectorColumbia College - NS Everett/Marysville13910 45th Avenue NE Ste. 802Marysville, WA 98271marysville@ccis.eduPhone: (360) 653-4480Fax: (360) 653-4710

Dr. Piyusha Singh, Provost and Vice President of Academic AffairsColumbia College1001 Rogers StreetColumbia, MO 65216provost@ccis.eduPhone: (573) 875-7500Fax: (573) 875-7445

Student Costs

For 2019-2020 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found.

Support Services

Academic Advisement - academic advisors are available at each Columbia College location to assist students with program planning, course selection and other academic activities.

Placement Service - Columbia College does not provide any placement services; limited career services assistance is available by contacting the main campus Career Services office at (573) 875-7425.

Transferability of Credits

The transferability of credits earned at Columbia College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Columba College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Columbia College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Columbia College will

be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Library Information

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all campuses. The library is open more than 90 hours per week and staff members are available both online (email, chat or text) and telephonically to provide reference help to all students. Stafford Library's collection of materials supports the curriculum of Columbia College with more than 60,000 items (books, CDs videos, etc.) and more than 200,000 ebooks and 6,500 streaming videos. More than 60 online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Electronic delivery of interlibrary loan articles is available to all Columbia College students and faculty.

The Library provides access to two electronic book subscription databases, *EBSCOhost eBook Collection* and *ebrary Academic Complete*. Combined, the databases provide access to more than 200,000 full-text electronic books covering a wide range of academic subjects.

All Columbia College locations have access to the Stafford Library of Columbia College via direct access to the college web-site http://library.ccis.edu/home. Access to all online library resources is gained through a CougarTrack login via the college website. The electronic library resources are available to students 24/7. Additional information regarding library access is available upon request.

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Washington Student Achievement Council complaint process.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502Phone: 360-753-7800
Website: https://www.wsac.wa.gov/degree-authorization

VA Statement

Columbia College Washington locations have been approved by the Washington Student Achievement Council, State Approving Agency for Veteran's Education & Training to train veterans and other eligible persons under the provision of Section 3675, Chapter 36, Title 39, U.S. Code.

Attestation

This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

The information contained in this notification form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the WSAC/SAA and/or DVA.

_____   _____

Kevin Palmer   Date

Senior Vice President and Chief Operating Officer

Columbia College

Washington - Whidbey Island

Authorization

Columbia College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Columbia College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Location Contact Information

MarJean Knokey, Senoir Regional DirectorColumbia College - Whidbey Island1045 Midway StreetBuilding 2739, Room 117Oak Harbor, WA 98278whidbey@ccis.eduPhone: (360) 279-9030Fax: (360) 279-9289

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Kevin Palmer   Date

Senior Vice President and Chief Operating Officer

Columbia College

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Duong Pham, Head eSports Coach

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Columbia College Global

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Christopher Peck, Director, Fort Drum, New YorkA.A., Jefferson Community College; B.A., SUNY Potsdam; M.A., American Military University

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Nicole Gannon, Program Coordinator, Honolulu, HawaiiB.A., University of Hawaii - West Oahu

Carthel Starks, Program Coordinator, NSB Kings Bay, GeorgiaB.S., University of Phoenix; M.S., University of Phoenix

Enrollment Service Center

Nicole Deters, DirectorB.S., B.A., Columbia College

Evening Location

Andrew Reeves, Regional Director, Region 4B.S., M.A., Lincoln University

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Allen Schelp, C.P.A., ControllerB.S., University of Central Missouri

Denise Gelina, BursarA.G.S., Columbia College; B.S., Columbia College

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Britta Wright, Director A.A., B.S., M.B.A., Columbia College

Mail, Imaging & Print Services

Daniel Jimenez, Director B.F.A., University of Missouri - Columbia

Marketing

Brad Wucher, Associate Vice PresidentB.S., Syracuse University

Math Center

Susan Hughes, Math Center CoordinatorB.S., M.A., M.S., University of Missouri - Columbia

Military & Veterans Service Center

Keith Glindemann, Senior DirectorB.S., Franklin University; M.B.A, Columbia College

Music Activities

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Melissa Hill, Director of Disability ServicesB.A., Wartburg College

Erin Mazzola, Assistant DeanB.A., Truman State University; M.S.L. Stephens College

Faculty

Full-Time Faculty at Day Campus

Kenneth Akers, Assistant Professor of Business AdministrationB.S., M.S., Radford University, Ph.D., University of Missouri-Columbia

Kennedy Amofa, Assistant Professor of Business AdministrationA.A., Rochester Community and Technical College; B.A., University of Ghana; M.B.A., Cardinal Stritch University; Ph.D., Capella University

Terri Zeilenga, MA, LPC Assistant Dean and Director of Counseling ServicesB.A., Hope College; M.A., University of Arizona

Student Success

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Technology Services

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TRiO Student Support Services

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Writing Center

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Christina Ingoglia, Associate Professor of EnglishB.S., Cornell University; M.F.A., University of Wyoming

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Amy Johns, Instructor of MusicB.A., M.A., University of Missouri-Columbia

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Gina Singleton, Assistant Professor of AccountingM.Acc., University of Missouri - Columbia

Michael Sleadd, Professor of ArtB.A., Georgetown College; M.F.A., University of Missouri - Columbia

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Frank L. Somer, Jr., Professor of Physical ChemistryB.S., Oglethorpe University; Ph.D., University of Tennessee

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Sarah "Sally" S. Wells, Assistant Professor of Business AdministrationB.A., M.B.A., University of Missouri - Columbia

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Peggy Wright, Associate Professor of BiologyB.S., M.S., Ph.D., University of Missouri

Youlong Zhuang, Associate Professor of Management Information SystemsB.S., Shanghai University of Science and Technology; M.B.A., Indiana State University; Ph.D., University of Kentucky

Emeriti Faculty

Paulina A. Batterson, Professor Emerita of GovernmentA.B., Marietta College; M.A., University of Missouri - Columbia

Ben D. Cameron, Professor Emeritus of ArtB.S., St. Louis University; M.A., University of Iowa; M.F.A. University of Cincinnati

Edward C. Collings, Professor Emeritus of ArtA.B., M.A., M.F.A., University of Missouri - Columbia

L. Novelle Dunathan, Professor Emerita of EducationB.A., Northwestern University; M.S., University of Utah; Ed.D., University of Missouri - Columbia

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Dennis M. Grev, Professor Emeritus of ChemistryA.B., Mankato State University; M.S., University of Missouri - Columbia

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Cheryl Hardy, Professor Emerita of PsychologyB.S., Bowling Green State University; M.A., Ph.D., State University of New York at Binghamton

Helga Huang, Professor Emerita of SociologyA.B., National Taiwan University; M.C.L., Southern Methodist University; Ph.D., University of Missouri - Columbia

Timothy Ireland, Professor Emeritus of BusinessB.A., Kansas State University; B.B.A., Washburn University; M.A., University of Iowa; M.B.A., University of Kansas; Ph.D., Emory University

Anthony S. Marshall, Professor Emeritus of BusinessB.A., M.A., Central Missouri State University; Ph.D., University of Missouri - Columbia

David O'Hagan, Professor Emeritus of MusicA.B., Furman University; M.Mus., Indiana University

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Lawrence W. West, Professor Emeritus of Computer ScienceB.S., Southwest Missouri State University; Ph.D., University of Kansas

Becky J. Widener, Associate Professor Emerita of EducationB.S., Southeast Missouri State University; M.A., Webster University; Ph.D., University of Missouri - Columbia

Alumni Association

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The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 80,000 members around the world. Its mission is to foster lasting relationships and to sustain the College's traditions. Columbia College students become members of the CCAA upon graduation. There is no fee or registration process.

The vision of the CCAA is to be the model alumni association.

The CCAA is guided by the following core values: Affinity, Civility and Respect, Courage, Excellence and Honor.

Course Descriptions

ACCT 278 - Introductory Business Analytics 3 hours

Provides a framework that enables students to recognize, understand and apply the language, theory and models of the field of business analytics. Cross-listed as MGMT 278. **Prerequisite:** Beginning knowledge of Excel 2016, Word 2016.

ACCT 280 - Accounting I (Financial) 3 hours

Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. A grade of C or higher is highly recommended before progressing to ACCT 281. **Prerequisite:** sophomore standing; MGMT 150 highly recommended.

ACCT 281 - Accounting II (Managerial) 3 hours

Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. **Prerequisite:** ACCT 280. A grade of C or higher in ACCT 280 is highly recommended.

ACCT 381 - Federal Income Tax-Individuals 3 hours

Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. **Prerequisites:** ACCT 281 and junior standing.

ACCT 382 - Intermediate Accounting I 3 hours

Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. **Prerequisite:** ACCT 281.

ACCT 383 - Intermediate Accounting II 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings, investments, and earnings per share. **Prerequisite:** ACCT 382.

ACCT 384 - Intermediate Accounting III 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; leases; income taxes; pensions; accounting changes and error correction. **Prerequisite:** ACCT 383.

ACCT 385 - Accounting Information Systems 3 hours

Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. **Prerequisites:** ACCT 281, ACCT 278 or MGMT 278.

ACCT 386 - Managerial and Cost Accounting 3 hours

Accounting data and other financial data applied to the management of an enterprise. Cost

accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. **Prerequisite:** ACCT 281.

ACCT 481 - Federal Income Tax Corporations 3 hours

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. **Prerequisites:** ACCT 381 and senior standing.

ACCT 485 - Fund and Government Accounting 3 hours

Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. **Prerequisite:** 9 hours of ACCT.

ACCT 488 - Advanced Financial Accounting 3 hours

Policies and procedures used in preparing financial statements and reports. **Prerequisites:** ACCT 382 and ACCT 383.

ACCT 489 - Auditing I 3 hours

Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. **Prerequisites:** 12 hours of upper-level accounting courses, including ACCT 382 and ACCT 383.

ACCT 490 - Auditing II 3 hours

Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. **Prerequisites:** ACCT 382, ACCT 383, ACCT 384, and ACCT 489.

ACCT 499 - Accounting Internship 3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of 9 Columbia College upper-level hours in business administration courses.

ASCI 1100 - The Foundations of the United States Air Force 2 hours

Introduces the Air Force and Air Force ROTC. Topics include Air Force organization, professional appearance, military customs and courtesies, team building, public relations and the media, Air Force benefits, career opportunities and group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 1200 - The Foundations of the United States Air Force 2 hours

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force heritage, installations, listening skills, core values, leadership skills, human relations, and group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 2100 - The Evolution of USAF Air and Space Power 2 hours

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab.

ASCI 2200 - The Evolution of USAF Air and Space Power 2 hours

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 3100 - Air Force Leadership Studies 3 hours

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab.

ASCI 3200 - Air Force Leadership Studies 3 hours

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab.

ASCI 4100 - National Security Affairs/Preparation for Active Duty 3 hours

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued emphasis on communicative skills. Leadership Lab.

ASCI 4200 - National Security Affairs/Preparation for Active Duty 3 hours

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab.

AMSL 101 - American Sign Language I 3 hours

An entry level introduction to American Sign Language and fingerspelling. Designed to explore the fundamentals of ASL including basic vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Course meets three hours of foreign language graduation requirement.

AMSL 102 - American Sign Language II 3 hours

This course is designed to expand more on ASL grammar, vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Course meets three hours of foreign language graduation requirement. **Prerequisite:** AMSL 101 with a grade of C or higher.

AMSL 201 - American Sign Language III 3 hours

This third course in American Sign Language (ASL) is designed to enhance students' receptive and expressive skills at an advanced intermediate level. Emphasis is placed on the ASL syntax, facial grammar, vocabulary and fingerspelling skills that enable students to participate in increasingly more complex conversations. **Prerequisite:** grade of C or higher in AMSL 102.

AMSL 202 - Deaf Culture 3 hours

Introduction to concepts and issues in Deaf culture and the Deaf community, such as history of Deaf people, the community and culture of Deaf people, and literature and folklore of Deaf people. This course emphasizes the Deaf community as a linguistic and American cultural minority, and the importance of language, values, traditions and diversity in this group.
Prerequisite: grade of C or higher in AMSL 102.

AMSL 301 - American Sign Language IV 3 hours

This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign systems. Emphasis is placed on advanced finger spelling, ASL structure and advanced vocabulary. **Prerequisite:** grade of C or higher in AMSL 201.

AMSL 302 - American Sign Language V 3 hours

The emphasis is on non-verbal communication at advanced levels of competency. This course continues to build upon students' receptive and expressive skills at the advanced level while expanding their knowledge of Deaf culture and the influences of other English-based sign symptoms. Emphasis is placed on advanced fingerspelling, ASL structure and advanced vocabulary. **Prerequisite:** grade of C or higher in AMSL 301.

AMSL 303 - AMSL Grammar and Linguistics 3 hours

An in-depth study of the major structural elements of American Sign Language grammar and linguistics, including demonstration of learning through signing. **Prerequisite:** grade of C or higher in AMSL 102.

AMST 280 - American Political and Social Thought 3 hours

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. **Cross-listed** as POSC 280. **Prerequisite:** ENGL 133W.

AMST 375 - Social Movements 3 hours

Emphasis on sociological analysis of social movements of twentieth century America. Emphasis on the application of sociological theories to the conditions that facilitate social movements, from their development to how success is measured. Case studies of the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights movement, ethnic identity movements, anti-globalization movements, Occupy Wall Street, and other movements. **Cross-listed** as SOCI 375. **Prerequisite:** junior standing.

AMST 490 - American Studies Senior Seminar 3 hours

A seminar course required as a culminating experience prior to graduating for all seniors majoring in American Studies. The seminar enables students to practice the various theories and methods for the academic study of the American experience. The goals of the seminar are to help students attain information and conceptual tools needed for graduate work in American Studies, and to assess the achievement of the learning goals for the undergraduate major. To accomplish the first goal, students become familiar with the field of American Studies by reading and discussing a major work chosen by the instructor. To assess achievement of learning goals for the undergraduate major, students contribute to the field's literature by conducting original research on a topic of relevance to American Studies and composing a substantial paper on that topic. **Prerequisite:** junior standing.

ANTH 101 - Introduction to Geography 3 hours

This course offers an introduction to geographic patterns of human distribution and activities around the world. Particular attention is given to the ways in which people relate to their physical environment, and how this relation has evolved as a result of demographic growth, social changes, and global economic and political forces. The course explores the sustainability of human systems on earth and the solutions that humans have developed to address global challenges. Course meets Multicultural graduation requirement.

ANTH 112 - General Anthropology 3 hours

This course explores the diversity of humanity both in the past and in the present. Anthropology provides a uniquely broad understanding of humankind by integrating the study of human evolution, ancient civilizations, languages, and cultures from around the world. Based on a wide range of case-studies, this course explores what it means to be human, and how it is differently experienced in societies and cultures around the world. Course meets Multicultural graduation requirement. **Crosslisted** with SOCI 112.

ANTH 212 - Cultures in the World 3 hours

This course explores the concept of culture and its diversity in the world. Taking a comparative approach based on case studies from different world regions, and paying particular attention to how cultures change over time, this course explores some of the major themes of cultural anthropology, including the cultural construction of reality, identity, language, social hierarchy, art, and kinship and gender relations. **Cross-listed** as SOCI 212.Course meets Multicultural graduation requirement.

ANTH 270 - Minority Cultures and Relations 3 hours

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Course meets multicultural graduation requirement. **Cross-listed** as SOCI 270.

ANTH 319W - History and Democracy in the Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political

institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab Spring of 2011. Course meets multicultural graduation requirement. **Cross-listed** as HIST 319W. **Prerequisite:** HIST 102 or HIST 112.

ANTH 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. **Cross-listed** as SOCI 327 /PSYC 327. **Prerequisite:** junior standing.

ANTH 333 - Topics 3 hours

ANTH 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. Course meets Multicultural graduation requirement. Cross-listed as SOCI 336 /WMST 336 . Prerequisite: Junior standing.

ANTH 339W - History of Modern Africa 3 hours

This course offers a history of Africa from the early 19th century to the present day. The course examines: the European imperial scramble to colonize Africa during the later 1800's and

1900's; the broader integration of African societies into the world economy during that process: the social, political and cultural impact of imperial policies; Western popular images of Africa in the colonial period; the nationalist struggles that resulted in the independent African states; and the achievements of, and persistent problems faced by, those post-colonial states. **Cross-listed** as HIST 339W. **Prerequisite:** HIST 102 or HIST 112.

ANTH 341 - Religion and Society 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Course meets multicultural graduation requirement. **Crosslisted** as SOCI 341 . **Prerequisite:** Junior standing.

ANTH 345 - Environment and Society 3 hours

This course explores the interaction between social processes and the natural environment. Taking a multidisciplinary approach (sociology and anthropology), and building on theoretical perspectives and cross-cultural case studies, this course investigates the increasing pressure of human activities on the environment, the globalization of environmental challenges, the privatization of natural resources (water, forests, energy sources, but also genes and genetically modified organisms), the policies encouraging this privatization process, and the recent growth of environmental social movements. **Cross-listed** as SOCI 345. **Prerequisite:** junior standing.

ANTH 381 - Music and Society 3 hours

This course explores music as a social and cultural activity. Taking a global, comparative, and inter-disciplinary approach (sociology and anthropology), it investigates the social dimensions of the production and reception of music. Particular attention will be given to issues of race, gender, identities, and technology. How do music and societies mutually influence and shape each other? How is music related to people's sense of identity, socio-economic structures, and beliefs? Music will be explored as an art form that both reveals and serves as a medium of social change. **Prerequisites:** Junior standing. **Cross-listed** as SOCI 381.

ANTH 388W - Fashion and Society 3 hours

Critical examination of fashion as an institution, shaping individual choices, and communicating social values and norms. Attention is paid to how fashion serves as a tool for individual expression and as a way to showcase social affiliation. Fashion is analyzed as both an art form and as a powerful industry. Topics include: art and industry; body; consumerism, dressing in modern society; global style; individual and group identity; inequality; social movements; and trends. **Cross-listed** as SOCI 388W and WMST 388W. **Prerequisite:** junior standing.

ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized and practiced in different cultures and at different times. Focusing on several world regions (Africa, Asia, the Middle East, and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Course meets Multicultural graduation requirement. **Cross-listed** as SOCI 412. **Prerequisite**: junior standing.

ARTS 105 - Art Appreciation 3 hours

Introduction to the place of visual art in modern society, to the vocabulary used in discussing a work of art, and to a few of the studio techniques artists used to produce two and three-dimensional art works.

ARTS 111 - Art and Ideas I 3 hours

Survey of world art from prehistoric through medieval periods. Course meets multicultural graduation requirement.

ARTS 112 - Art and Ideas II 3 hours

Survey of world art from the Renaissance to the present.

ARTS 120 - Drawing I 3 hours

Introduction to figure drawing from direct observation. Additional lab fee applicable to main campus day offerings.

ARTS 130 - Painting I 3 hours

Introduction to the fundamentals of oil painting. **Prerequisite:** ARTS 120. Additional lab fee applicable to main campus day offerings.

ARTS 140 - 2-D Design 3 hours

This is a foundations course dealing with the study and application of the elements and principles of two-dimensional design. Students will learn the basics of line, shape and texture as well as materials, tools, vocabulary and techniques used in the creation of two-dimensional fine art. Additional lab fee applicable to main campus day offerings.

ARTS 141 - 3-D Design 3 hours

Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of three-dimensional design. Additional lab fee applicable to main campus day offerings.

ARTS 216 - Graphic Design I 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe Illustrator. **Prerequisite:** ARTS 140.

ARTS 217 - Typography 3 hours

The history of the human race has been recorded with visual symbols from the earliest expressions on cave walls to the small screens on our pocket computers. This course explores the history of letterforms, principles of composition, and the expressive potential of type through readings, research and projects. **Prerequisites:** ARTS 140. Additional lab fee applicable to main campus day offerings.

ARTS 222 - Drawing II 3 hours

Figure drawing course using direct observation. Expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. **Prerequisite:** ARTS 120. Additional lab fee applicable to main campus day offerings.

ARTS 232 - Painting II 3 hours

Continuation of ARTS 130. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. **Prerequisite:** ARTS 130. Additional lab fee applicable to main campus day offerings.

ARTS 233 - Topics (Occasional offering) 1-3 hours

Specialized inquiry into a defined concept, topic, theory or artistic process in studio art or art history. Topics are approved by the Department of Visual Art & Music.

ARTS 250 - Creative Photography I 3 hours

Beginning black and white film photography course that is the foundation for all photography courses at Columbia College. This course covers basic camera operations, exposure, film processing, darkroom printing, lighting, composition and print finishing. The course begins with an emphasis on understanding and practicing technical processes while investigating the creative and expressive possibilities of the medium. We will look at contemporary trends in the medium as well as movements throughout photography's history. There will be a number of photographic assignments, fieldwork, critiques and lectures as well as a research project. Students may supply their own adjustable 35mm SLR film camera (no digital cameras). Columbia College can also lend out cameras to students for the semester.

ARTS 255 - Digital Photography 3 hours

With the ever evolving and advancement of digital technology, students will develop their own style and creative vision that is personal and unique. The fundamentals of digital camera operation will be taught through a variety of creative techniques, hands-on assignments, fieldwork and demonstrations. Composition, exposure control, focus and lighting techniques will be practiced as well as exploring thematic ideas and concepts. Image editing software will be used to adjust, enhance and manipulate images. Digital workflow, image-capture, post-processing, printing and storage will be of great importance in understanding the potential of photography. Emphasis will be placed on how current practices and the medium's rich history has shaped its identity in the world on contemporary art. Discussions and presentations will also be conducted on the cultural, societal, ethical, moral and political role photography faces today.

ARTS 262 - Printmaking I 3 hours

Introduction to printmaking and basic techniques in relief printing. **Prerequisite:** ARTS 120.

Additional lab fee applicable to main campus day offerings.

ARTS 271 - Ceramics I 3 hours

Beginning study of three-dimensional principles of ceramics open to art majors and non-majors. The techniques of wheel throwing are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized. Additional lab fee applicable to main campus day offerings.

ARTS 292 - Jewelry I 3 hours

Introduction to metals. Exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Open to art majors and non-majors. Additional lab fee applicable to main campus day offerings.

ARTS 300 - Special Problems 3 hours

An individual student project concerned with advanced work in a specific area of art. Conducted under the direction of a faculty member, Special Problems addresses material beyond the scope and depth of the ordinary course. It is required that the student pursuing Special Problems have strong background knowledge of the discipline. The Special Problems form, that includes specific requirements for the study is required at the time of registration. Additional lab fee applicable to main campus day offerings.

ARTS 301 - 3-D Modeling & Animation I 3 hours

Introduction to 3-D modeling and animation using Maya 8.5. **Prerequisite:** sophomore standing. Additional lab fee applicable to main campus day offerings.

ARTS 302 - Illustration 3 hours

Study of illustration and the media and techniques available. Both traditional and digital techniques are explored. **Prerequisites:** ARTS

120, ARTS 130, ARTS 140. Additional lab fee applicable to main campus day offerings.

ARTS 306 - Ancient Art History 3 hours

The art and culture of the Ancient World, including Near Eastern, Egyptian, Greek, Etruscan and Roman Art. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 308 - Medieval Art History 3 hours

Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 310 - Renaissance Art History 3 hours

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 312 - 17th- and 18th-Century Art History 3 hours

Painting, architecture, sculpture in Europe during the Baroque and Enlightenment periods from 1600 to 1800. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 314 - 19th-Century Art History 3 hours

History of painting, architecture, sculpture in Europe, 1800 to 1900. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 316 - Graphic Design II 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign. $40 lab fee for

Day Campus. **Prerequisites:** ARTS 216 and either ARTS 152 or ARTS 244.

ARTS 317 - Web Design I 3 hours

The course provides students with a working knowledge of the fundamental principles, theories, and concepts of website design and production. Students learn HTML and CSS coding, and are introduced to web design software Adobe Dreamweaver. Additional lab fee applicable to main campus day offerings. **Prerequisite:** ARTS 244 .

ARTS 318 - Corporate Identity 3 hours

This course covers how to plan, strategize and design the visual components of a corporate identity or brand. Focus is placed on creating cohesive designs that function across various mediums. We will explore logo design, branding standard guides, and brand implementation in 2D and 3D outcomes. **Prerequisites:** ARTS 140 and ARTS 216.

ARTS 319 - Digital Media 3 hours

This course is an introduction to approaches and techniques in digital imaging. Students will learn the fundamentals of digital camera operation and a variety of creative techniques through a number of hands-on assignments, demonstrations and critiques. Composition, exposure control, focus and lighting techniques will be practiced as well as exploring thematic ideas and concepts. Adobe Photoshop and Lightroom will be used to edit, adjust and manipulate images. Digital work-flow, printing and storage will also be practiced. Students will also gain experience working with large format photo printers and will learn how to make prints that are balanced in color, density and contrast. A digital portfolio, printed assignments and a book project will be created throughout the semester exploring the technical and aesthetic potential of digital photography.

ARTS 320 - Photography II 3 hours

This course explores the techniques, processes and approaches used in the field of fine art and commercial photography. Advanced principles of

lighting, composition, camera operation, workflow, post processing, printing and presentation will be covered. A variety of camera formats and processes will also be introduced. Emphasis will be placed on developing one's personal vision, ideas and concepts through short and long-term projects. This course emphasizes conceptual and critical thinking to aid in the process of creating work that is challenging to the viewer and the artist.

ARTS 323 - Drawing III 3 hours

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. **Prerequisite:** ARTS 222. Additional lab fee applicable to main campus day offerings.

ARTS 334 - Painting III 3 hours

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. **Prerequisite:** ARTS 232. Additional lab fee applicable to main campus day offerings.

ARTS 350 - Alternative Photographic Process 3 hours

This course will explore a variety of 19th century photographic processes. The use of hand-applied, silver and non-silver based emulsions will be used to create expressive images that blend photography, painting, drawing and printmaking. Images will be made on a variety of papers as well as surfaces such as glass and metal. Processes covered will include: cyanotype (blue printing), salt printing, anthotype, gum bichromate and contemporary methods of creating tintypes and ambrotypes. Students will also learn different methods of generating large format negatives and light resists including the use of pinhole cameras, digital and film transparencies, collage, cliché verre and photogram materials.

ARTS 353 - Creative Photography III 3 hours

This course teaches the techniques used in the field of graphic art and creative fine art photography. The more advanced principles of lighting, composition and photo layout are covered. **Prerequisite:** ARTS 252 . Additional lab fee applicable to main campus day offerings.

ARTS 364 - Printmaking II 3 hours

Development of the intaglio etching process into an art form. **Prerequisite:** ARTS 262. Additional lab fee applicable to main campus day offerings.

ARTS 366 - Printmaking III 3 hours

Continuation of Printmaking II. **Prerequisite:** ARTS 364. Additional lab fee applicable to main campus day offerings.

ARTS 370 - History of Photography 3 hours

This course investigates the history of photography from its inception in 1839 to the present day. We will look at the origins and inventions that led up to the chemical process of photography and examine the medium's development and technological advancements as well as the importance of photography as an art form. Through lectures, presentations, guest speakers, hands-on demonstrations, and viewing original photographs and equipment, students will gain a full understanding of the history of photography and the impact it continues to have on art, science, technology and culture.

ARTS 373 - Ceramics II 3 hours

Continuation of the study of three-dimensional principles of ceramics. The techniques of the potter's wheel are reinforced, with an emphasis on the development of an understanding of the form and functions of wheel-thrown pottery. **Prerequisite:** ARTS 271. Additional lab fee applicable to main campus day offerings.

ARTS 374 - Video Art 3 hours

An introductory level course that explores the methods of digital video art making - primarily as a fine art form distinct from, but intersecting with, narrative filmmaking. This course builds basic skills in video preproduction, videography techniques, sound, and digital video editing software. Students supply their own digital video camcorder. **Prerequisite:** Sophomore standing. Additional lab fee applicable to main campus day offerings.

ARTS 375 - Ceramics III 3 hours

Continuation of the study of three-dimensional principles of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. **Prerequisite:** ARTS 373. Additional lab fee applicable to main campus day offerings.

ARTS 394 - Jewelry II 3 hours

Exploration of the design and creation of personal jewelry forms using the lost wax casting process. **Prerequisite:** ARTS 292. Additional lab fee applicable to main campus day offerings.

ARTS 396 - Jewelry III 3 hours

Advanced jewelry production techniques, including the exploration and experimentation of non-traditional materials and techniques in jewelry design. **Prerequisite:** ARTS 394. Additional lab fee applicable to main campus day offerings.

ARTS 399 - Art/Design Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student may work in a photography studio. Grades are assigned as S (satisfactory) and U (unsatisfactory). Students may register for no more than 12 art/design internship credits (ARTS 399 and ARTS 499 combined) during their time at Columbia College. **Prerequisites:** completed at least the introductory course in their major (ARTS 216 for a Graphic Design major, ARTS 250 or ARTS 152 for a Photography major, etc.); minimum 2.5 cumulative GPA at time of registration of internship; junior standing.

ARTS 400 - Special Problems II 3 hours

An individual student project concerned with advanced work in a specific area of art. Conducted under the direction of a faculty member, Special Problems addresses material beyond the scope and depth of the ordinary course. It is required that the student pursuing Special Problems have strong background knowledge of the discipline. The Special Problems form, that includes specific requirements for the study is required at the time of registration. Additional lab fee applicable to main campus day offerings.

ARTS 403 - 20th-Century Art History 3 hours

American and European painting, sculpture, and architecture, 1900 to present. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 406 - American Art History 3 hours

America's early primitive tradition to its leading role in the contemporary art scene. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 416 - Graphic Design III 3 hours

The primary focus of this class is on promotional and advertising graphics. Understanding the biases, social outlook, and cultural views of today's users is critical in designing for both print and web. The purpose of this course is to give you the opportunity to gain valuable experience in the research, planning and design for promotional design. Through the projects, students will continue to work with the Adobe

software programs Illustrator, InDesign and Photoshop. Students will also learn the basics of Adobe After Effects and a template-based web building platform. $40 lab fee applicable to main campus day only. **Prerequisites:** ARTS 217 and ARTS 316.

ARTS 417 - Web Design II 3 hours

This course goes deeper into Web concepts and techniques. Topics include advanced CSS and HTML, UX and UI design, and methods for embedding media (audio, video and commerce) into Web pages. Students will design multiple web sites. Additional lab fee applicable to main campus day offerings. **Prerequisites:** ARTS 317.

ARTS 425 - Drawing IV 3 hours

Figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element. Explores a variety of media and drawing techniques. **Prerequisite:** ARTS 323. Additional lab fee applicable to main campus day offerings.

ARTS 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or artistic process in studio art or art history. Topics are approved by the Department of Visual Art & Music.

ARTS 435 - Printmaking IV 3 hours

Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. **Prerequisite:** ARTS 366. Additional lab fee applicable to main campus day offerings.

ARTS 436 - Painting IV 3 hours

Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. **Prerequisite:** ARTS 334. Additional lab fee applicable to main campus day offerings.

ARTS 454 - Photography IV 3 hours

This course explores the techniques, processes and approaches used in the field of fine art and commercial photography. Advanced principles of lighting, composition, printing and presentation will be covered. Alternative photographic process will be introduced along with the use of a variety of camera formats. Emphasis will be placed on developing one's personal style in short and long-term projects. A semester long book project will also develop skills in creating work in series and sequence while working with print on demand resources. This course emphasizes conceptual and critical thinking to aid in the process of creating work that is challenging to the viewer and the artist.
This is a portfolio preparation course. It concentrates on the professional presentation using design principles, shooting and lighting techniques, color, digital knowledge, structure and presentation skills. **Prerequisite:** ARTS 353. Students supply own adjustable camera. $40 lab fee applicable to main campus day only.

ARTS 465 - Drawing V 3 hours

This course is a figure drawing course using direct observation. It expands the figure drawing experience by using the figure as a compositional element and explores a variety of media and drawing techniques. **Prerequisite:** ARTS 425. Additional lab fee applicable to main campus day offerings.

ARTS 466 - Painting V 3 hours

Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. **Prerequisite:** ARTS 436. Additional lab fee applicable to main campus day offerings.

ARTS 476 - Ceramics IV 3 hours

Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using wheel-throwing techniques. Exploration with glazing and advanced firing techniques is encouraged. **Prerequisite:** ARTS 375. Additional lab fee applicable to main campus day offerings.

ARTS 480 - Ceramics V 3 hours

Advanced study of three-dimensional principles of ceramics using the potter's wheel. Introduction to the theory and practical issues of the ceramic kiln, both gas-fired and electric. Introduction and overview of glaze formulation. **Prerequisite:** ARTS 476. Additional lab fee applicable to main campus day offerings.

ARTS 490 - Ceramics VI 3 hours

Continuation of the advanced study of three-dimensional principles of ceramics using the potter's wheel. Continuation of the theory and practical issues of the ceramic kiln, both gas-fired and electric. Continuation and refinement glaze formulation. **Prerequisite:** ARTS 480. Additional lab fee applicable to main campus day offerings.

ARTS 496 - Senior Portfolio 3 hours

Culminating experience course for all Art degrees. This course is for both portfolio development and to provide information into the practical application of professional practices, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career and/or pursuing advanced education or training. Students present a portfolio of their most recent work to faculty and guests at the end of this course. This portfolio is part of the Art Department's program assessment. Students select a faculty mentor to assist them in their portfolio project. This course is required of all BA, BS, and BFA students. **Prerequisite:** senior standing.

ARTS 498 - Jewelry IV 3 hours

Combination of jewelry form experimentation and research, and is strictly experimental in both materials and forms with an emphasis in developing personal jewelry forms for commercial applications. **Prerequisite:** ARTS 396. Additional lab fee applicable to main campus day offerings.

ARTS 499 - Advanced Art/Design Internship 1-3 hours

Internship Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student might work in a photography studio. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 art/design internship credits (ARTS 399 and ARTS 499 combined) during their time at Columbia College. **Prerequisites:** senior standing; minimum 12 hours in specific art/design major (Graphic Design, Photography, Jewelry, etc.); minimum 3.0 GPA in major core classes at time of registration of internship.

ASTR 108 - Introduction to Astronomy 3 hours

A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. **Prerequisite:** MATH 106 or above.

BIOL 102 - Introduction to Anatomy and Physiology 3 hours

This course provides future health professional students with an introductory exploration of the human body's structure, function and disease. Students will gain an understanding of chemical compounds and cell components that exist in the human body. The mechanisms of disease will also be explored. All human organ systems will be examined for their structure, function and common disorders.

BIOL 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret

different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science**. Crosslisted** with CHEM 105 and ENVS 105. **Prerequisite:** MATH 106 or equivalent.

BIOL 108 - Human Biology 3 hours

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110.

BIOL 108L - Human Biology Laboratory 2 hours

Laboratory experiences to complement BIOL 108. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. **Prerequisite:** BIOL 108 or concurrent enrollment. BIOL 108 must be completed before BIOL 108L can be used for G.E. credit $40 lab fee applicable to main campus day only.

BIOL 110 - Principles of Biology I 3 hours

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. **Prerequisite:** grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470.

BIOL 110L - Principles of Biology I Laboratory 2 hours

Laboratory experiences to complement BIOL 110. Students majoring in Biology must earn a grade of C or higher. **Prerequisite:** BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as

G.E. credit. Additional lab fee applicable to main campus day offerings.

BIOL 112 - Principles of Biology II 3 hours

A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals, and ecology and ecosystems. **Prerequisite:** BIOL 110.

BIOL 112L - Principles of Biology II Laboratory 2 hours

Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** BIOL 110 and BIOL 110L, BIOL 112 or concurrent enrollment. Additional lab fee applicable to main campus day offerings.

BIOL 115 - Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. Course meets multicultural graduation requirement. **Cross-listed** as ENVS 115.

BIOL 115L - Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement BIOL 115/ENVS 115. **Cross-listed** as ENVS 115L. **Prerequisite:** BIOL 115/ENVS 115 or concurrent enrollment. BIOL 115/ENVS 115 must be taken as a corequisite or completed before BIOL 115L/ENVS 115L can be used as G.E. credit. $40 lab fee applicable to main campus day only.

BIOL 221 - Clinical Microbiology 3 hours

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents.

Prerequisite: grade of C or higher in BIOL 110. **Corequisite:** BIOL 221L.

BIOL 221L - Clinical Microbiology Laboratory 2 hours

Laboratory experiences to complement BIOL 221. **Prerequisite:** BIOL 110L. **Corequisite:** BIOL 221. Additional lab fee applicable to main campus day offerings.

BIOL 222 - Conservation Biology 3 hours

Conservation Biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. **Cross-listed** as ENVS 222. **Prerequisite:** C or higher in BIOL 112.

BIOL 223 - Anatomy 3 hours

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is recommended. **Prerequisite:** C or better in BIOL 110.

BIOL 223L - Anatomy Laboratory 2 hours

Laboratory experiences to complement BIOL 223. **Prerequisites:** C or better in BIOL 110, C or better in BIOL 223 or concurrent enrollment. Additional lab fee applicable to main campus day offerings.

BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes

associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as PSYC 224/SOCI 224. **Prerequisite:** grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).

BIOL 230 - Medical Terminology 3 hours

An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body.

BIOL 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Biology. Topics are approved by the Department of Physical and Biological Sciences.

BIOL 254 - Genetics 3 hours

Basic principles of Mendelian and molecular genetics. Concurrent enrollment in BIOL 254L/ENVS 254L is required. **Cross-listed** as ENVS 254. **Prerequisites:** Grade of C or better in BIOL 112; CHEM 109 or CHEM 110 with a grade of C or better.

BIOL 254L - Genetics Laboratory 2 hours

Laboratory experiences to complement BIOL 254 /ENVS 254 ; methodology and applications in classical and molecular genetics. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** BIOL 112L with a grade of C or higher; BIOL 254/ENVS 254 with a grade of C or higher, or concurrent enrollment. $40 lab fee applicable to main campus day only.

BIOL 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45

semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 300 - Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. **Cross-listed** as ENVS 300. **Prerequisites:** C or higher in BIOL 112.

BIOL 309 - Animal Behavior 3 hours

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. **Cross-listed** as PSYC 309. **Prerequisite:** six hours of PSYC coursework or six hours of BIOL coursework.

BIOL 312 - Microbiology 3 hours

Survey study of microorganisms. **Prerequisites:** BIOL 110, BIOL 345 and sophomore standing; concurrent enrollment in BIOL 312L is required.

BIOL 312L - Microbiology Laboratory 2 hours

Laboratory experiences to complement BIOL 312. **Prerequisites:** BIOL 110L, BIOL 345L, and BIOL 312 or concurrent enrollment. Additional lab fee applicable to main campus day offerings.

BIOL 319 - Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. **Cross-listed** as ENVS 319. **Prerequisites:** C or higher in BIOL 110 or BIOL 115/ENVS 115; C or higher in CHEM 112.

BIOL 320 - Ecology 3 hours

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. **Cross-listed** as ENVS 320. **Prerequisites:** C or higher in BIOL 112 or ENVS 115, and C or higher in BIOL 222/ENVS 222.

BIOL 320L - Ecology Laboratory 2 hours

Laboratory experiences to complement BIOL 320/ENVS 320. **Cross-listed** as ENVS 320L. **Prerequisites:** C or higher in BIOL 112L; C or higher in BIOL 320/ ENVS 320 or concurrent enrollment. **Co-requisite:** BIOL 320/ENVS 320. Additional lab fee applicable to main campus day offerings.

BIOL 326 - Physiology 3 hours

Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is recommended. **Prerequisites:** C or better in BIOL 110 and

in CHEM 109 or CHEM 110. C or better in BIOL 223.

BIOL 326L - Physiology Laboratory 2 hours

Laboratory experiences to complement BIOL 326. **Prerequisites:** C or better in BIOL 110L and C or better in BIOL 223L, C or better in BIOL 326 or concurrent enrollment. Additional lab fee applicable to main campus day offerings.

BIOL 330 - Exercise Physiology 3 hours

Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging and fatigue on athletic performance. **Prerequisites:** BIOL 110 and CHEM 110.

BIOL 343 - Botany 5 hours

Anatomy, physiology and taxonomy of plants. Laboratory is included. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L. **Cross-listed** as ENVS 343. Additional lab fee applicable to main campus day offerings.

BIOL 345 - Principles of Cell Biology 3 hours

Theoretical foundations of basic cell biology, including structure, function, and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division, cancer and programmed cell death. **Prerequisites:** BIOL 254 with a grade of C or higher; CHEM 112 with a grade of C or higher. CHEM 310 is strongly recommended. Concurrent enrollment in BIOL 345L is required.

BIOL 345L - Principles of Cell Biology Laboratory 2 hours

Laboratory experiences to complement BIOL 345. Students majoring in Biology must earn a

grade of C or higher. Additional lab fee applicable to main campus day offerings. **Prerequisites:** A grade of C or higher in BIOL 254L and CHEM 112L; and a grade of C or higher in BIOL 345 or concurrent enrollment.

BIOL 353 - Zoology 5 hours

Survey of animal phyla and vertebrate organ systems. Laboratory is included. **Cross-listed** as ENVS 353. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L. Additional lab fee applicable to main campus day offerings.

BIOL 360 - Kinesiology 3 hours

Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. **Prerequisites:** BIOL 110 and BIOL 223.

BIOL 371 - Neuroscience 3 hours

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. **Cross-listed** as PSYC 371. **Prerequisite:** six hours of PSYC courses or six hours of BIOL courses.

BIOL 372 - Sensation and Perception 3 hours

Introduction to the study of human senses and higher-order perceptual processes. **Cross-listed** as PSYC 372. **Prerequisites:** six hours of BIOL or six hours of PSYC courses and junior standing.

BIOL 380 - Developmental Biology 3 hours

Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. Emphasis on understanding

development at the cellular and molecular level. **Prerequisites:** BIOL 110; BIOL 345; CHEM 109 or CHEM 110.

BIOL 391 - Molecular Biology 3 hours

The study of prokaryotic and eukaryotic gene structure and function at the molecular level. Students majoring in Biology and Biochemistry must earn a grade of C or higher. **Prerequisites:** BIOL 345, BIOL 254, and CHEM 112.

BIOL 395 - Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in Biology or Environmental Science must earn a grade of C or higher. **Cross-listed** as CHEM 395 and ENVS 395. **Prerequisites:** 15 semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; C or higher in BIOL 224/PSYC 224/SOCI 224.

BIOL 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. **Prerequisites:** junior standing; students must have completed with a grade of C or better 15 hours in their major prefix.

BIOL 410 - Molecular Biotechnology 3 hours

Methodology and applications in molecular biology, with special emphasis on biotechnology. **Prerequisite:** BIOL 254 with a grade of C or higher. Concurrent enrollment in BIOL 410L is strongly recommended.

BIOL 410L - Methods in Molecular Biotechnology 2 hours

Laboratory experiences to complement BIOL 410. **Prerequisite:** BIOL 254L with a grade of C or higher. Concurrent enrollment in BIOL 410 is required. Additional lab fee applicable to main campus day offerings.

BIOL 415 - Immunology 3 hours

Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. **Prerequisites:** BIOL 345, BIOL 221 or BIOL 312.

BIOL 420 - Biochemistry I 3 hours

The first of a two semester course that will outline the structure, function, and chemical properties of biological molecules. Topics will include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signaling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Cross-listed** as CHEM 420. **Prerequisites:** BIOL 345 and CHEM 310. CHEM 312 is strongly encouraged.

BIOL 420L - Biochemistry Laboratory 2 hours

Laboratory teaching fundamental techniques in biochemistry. Additional lab fee applicable to main campus day offerings. **Cross-listed** as CHEM 420L. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Prerequisites:** BIOL 290L and CHEM 310L .

BIOL 422 - Biochemistry II 3 hours

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids; the urea cycle; oxidative and photo phosphorylation; anabolism of lipids, amino acids, nucleotides, and other nitrogen containing

compounds; hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes; and the biological synthesis of DNA, RNA, and proteins. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as CHEM 422. Prerequisites BIOL 420/CHEM 420.

BIOL 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Biology. Topics are approved by the Department of Physical and Biological Sciences.

BIOL 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion

of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 472 - Psychopharmacology 3 hours

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants and mood stabilizers. **Cross-listed** as PSYC 472. **Prerequisites:** junior standing and six hours of BIOL or six hours of PSYC courses.

BIOL 490 - Senior Seminar 1 hour

A seminar course required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is Satisfactory (S)/Unsatisfactory (U), with a grade of S required. **Cross-listed** as ENVS 490. **Prerequisites:** senior standing, ENGL 133W, 45 semester hours in BIOL/ENVS.

BIOL 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** minimum 15 hours of completed courses in the major with a grade of C or higher; senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship.

CHEM 104 - Fundamentals of Chemistry 3 hours

Fundamentals of chemistry for students that have little or no prior chemistry experience. This class focuses on units and measurements, atomic structure, balancing and using chemical reactions, molecular bonding in covalent compounds, the properties of gases and solutions, and chemical problem solving. This class is intended to prepare students to take CHEM 109 or CHEM 110.

CHEM 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science**. Crosslisted** with BIOL 105 and ENVS 105**. Prerequisite:** MATH 106 or equivalent.

CHEM 108 - Physical Science Survey 3 hours

Examination of the physical world and its basic underlying scientific principles. **Cross-listed** as PHYS 108. **Prerequisite:** C or better in MATH 106 or higher.

CHEM 108L - Physical Science Survey 2 hours

Laboratory experiences to complement CHEM 108. CHEM 108 must be completed before CHEM 108L can be used for G.E. credit. **Cross-listed** as PHYS 108L. **Prerequisite:** CHEM 108/PHYS 108 or concurrent enrollment.

CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours

Fundamentals of chemistry for students entering biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher); CHEM 104 or CHEM 108 /PHYS 108 (or high school chemistry course with a grade of C or higher).

CHEM 110 - Chemistry I 3 hours

Fundamental course in the principles of chemistry. Topics include atoms and atomic theory, stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. Prerequisites: MATH 106 or higher (or ACT math score of 21 or higher), CHEM 104 or CHEM 108/PHYS 108 (or high school chemistry course with a grade of C or higher).

CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours

An experimental introduction to the physical and chemical properties of matter to complement CHEM 109 and CHEM 110. **Prerequisite:** CHEM 109 or CHEM 110 or concurrent enrollment. Additional lab fee applicable to main campus day offerings.

CHEM 112 - Chemistry II 3 hours

A continuation of CHEM 110. Topics to be covered include acids/bases, kinetics, equilibrium, electrochemistry, nuclear chemistry, coordination complexes and introduction to organic chemistry. **Prerequisite:** grade of C or higher in CHEM 110.

CHEM 112L - Chemistry II Laboratory 2 hours

An experimental introduction to the physical and chemical properties of matter to complement

CHEM 112. **Prerequisites:** CHEM 112 or concurrent enrollment; CHEM 111L with a grade of C or higher. Additional lab fee applicable to main campus day offerings.

CHEM 230 - Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. **Cross-listed** as ENVS 230. **Prerequisite:** C or higher in CHEM 112.

CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours

Laboratory experiences to complement CHEM 230/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. **Cross-listed** as ENVS 230L. **Prerequisite:** C or higher in CHEM 112L. **Corequisite:** CHEM 230/ENVS 230.

CHEM 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Chemistry. Topics are approved by the Department of Physical and Biological Sciences.

CHEM 255 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 256 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 257 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 310 - Organic Chemistry I 3 hours

The first semester of a two semester course that surveys theory, preparations, reactions and properties of the compounds of carbon, both aliphatic and aromatic. Topics include alkanes, alkenes, alkynes, substitution and elimination reactions, aromaticity and spectroscopic techniques. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** Grade of C or higher in CHEM 112.

CHEM 310L - Organic Chemistry I Laboratory 2 hours

Laboratory experiences to complement CHEM 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** CHEM 310 or concurrent enrollment; CHEM 112L with a grade of C or higher. Additional lab fee applicable to main campus day offerings.

CHEM 312 - Organic Chemistry II 3 hours

A continuation of CHEM 310. Topics to be covered include the chemistry of alcohols, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids and amines. **Prerequisite:** CHEM 310 with a grade of C or higher.

CHEM 312L - Organic Chemistry II Laboratory 2 hours

Laboratory experiences to complement CHEM 312 focusing on synthetic and instrumental methods. **Prerequisites:** CHEM 312 or concurrent enrollment; CHEM 310L with a grade of C or higher. Additional lab fee applicable to main campus day offerings.

CHEM 322 - Inorganic Chemistry 3 hours

A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. **Prerequisite:** CHEM 112.

CHEM 335 - Quantitative Analysis 5 hours

An overview of analytical chemical techniques with a focus on how data is collected, analyzed and interpreted. This will include the development of analytical methods as well as analytical sampling strategies. A quantitative approach to chemical equilibria and acid-base chemistry are discussed as are their application to the quantification of chemical samples and electrochemical measurements. Laboratory work is included as part of this course. **Prerequisites:** CHEM 112 and CHEM 112L with a grade of C or higher; MATH 150 or MATH 180. Additional lab fee applicable to main campus day offerings.

CHEM 337 - Instrumental Analysis 5 hours

A survey of the design, operational principles and applications of instrumental methods of chemical analysis. This class focuses on understanding the fundamental principles of instrumental methods that underlie chromatography, spectroscopy and mass spectroscopy. Laboratory work is included as part of this course. Additional lab fee applicable to main campus day offerings. **Prerequisites:** CHEM 335 and CHEM 310 with a grade of C or higher.

CHEM 355 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 356 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 357 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 395 - Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in Biology or Environmental Science must earn a grade of C or higher. **Cross-listed** as BIOL 395 and ENVS 395. **Prerequisites:** 15 semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; C or higher in BIOL 224/PSYC 224/SOCI 224.

CHEM 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than six science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** junior standing; students must have completed with a grade of C or better 15 hours in their major prefix.

CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. **Cross-listed** as PHYS 401. **Prerequisites:** CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).

CHEM 412 - Advanced Experimental Chemistry 3 hours

A course focusing on laboratory problems requiring classical and modern physical principles and inorganic/organometallic synthetic techniques. Includes one hour of lecture and three hours of lab per week. Additional lab fee applicable to main campus day

offerings. **Prerequisites:** CHEM 306 ; CHEM 312 : CHEM 312L .

CHEM 420 - Biochemistry I 3 hours

The first of a two semester course that will outline the structure, function, and chemical properties of biological molecules. Topics will include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signaling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Cross-listed** as BIOL 420 . **Prerequisites:** BIOL 345 and CHEM 310. CHEM 312 is strongly encouraged.

CHEM 420L - Biochemistry Laboratory 2 hours

Laboratory teaching fundamental techniques in biochemistry. Additional lab fee applicable to main campus day offerings. Cross-listed as BIOL 420L. Students majoring in Biology or Chemistry must earn a grade of C or higher. Prerequisites: BIOL 290L and CHEM 310L.

CHEM 422 - Biochemistry II 3 hours

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids; the urea cycle; oxidative and photo phosphorylation; anabolism of lipids, amino acids, nucleotides, and other nitrogen containing compounds; hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes; and the biological synthesis of DNA, RNA, and proteins. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 422. Prerequisites BIOL 420/CHEM 420.

CHEM 425 - Forensic Chemistry 3 hours

A study of the methods and instrumental techniques commonly used in the analysis of chemical evidence. The application of polarized

light microscopy, thin layer and gas chromatography, infrared and Raman spectroscopy and mass spectrometry will be assessed. **Cross-listed** as FRSC 425. **Prerequisites:** FRSC 210, CHEM 312, CHEM 312L, CHEM 337. **Corequisite:** CHEM 425L/FRSC 425L.

CHEM 425L - Forensic Chemistry Laboratory 2 hours

The laboratory companion to Forensic Chemistry. Application of the major techniques and instruments used in the analysis of chemical forensic evidence, including microscopy, thin layer chromatography, gas chromatography and other relevant separation techniques, UV-visible spectroscopy, infrared spectroscopy, Raman spectroscopy and mass spectrometry. **Cross-listed** as FRSC 425L. **Prerequisites:** FRSC 210, CHEM 312, CHEM 312L, CHEM 337. **Corequisite:** CHEM 425/FRSC 425.

CHEM 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Chemistry. Topics are approved by the Department of Physical and Biological Sciences.

CHEM 455 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 456 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45

semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 457 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 490 - Senior Seminar 3 hours

A seminar course required as a culminating experience prior to graduation for all seniors majoring in science. Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. **Prerequisites:** senior standing; ENGL 133W; CHEM 335, a minimum of 26 hours of coursework with CHEM prefix.

CHEM 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** minimum 15 hours of completed courses in the major with a grade of C or higher; senior standing; declared major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship.

CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours

Games, rhythms, music, singing, dance, drama, visual arts, materials, and methods utilized by elementary and pre-school classroom teachers to integrate the arts and kinesthetic movement into classroom instruction. **Prerequisites:** EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. **Cross-listed** as EDUC 335.

COLL 103 - Concepts of Physical Activity and Wellness 2 hours

Basic knowledge, understanding, and values of physical activity and wellness.

COLL 104 - Peer-Advising Skills Seminar-Part I 0.5 hour

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant or Peer Educator positions.

COLL 105 - Peer-Advising Skills Seminar-Part II 0.5 hour

Assists students in the development of basic skills needed to serve in Resident Assistant, Community Consultant or Peer Educator positions. This is a continuation of the Peer Advising Skills Seminar - Part I.

COLL 106 - Strategic Studying Seminar 0.5 hour

Designed to help students make the transition to the college setting by enhancing their study strategies. Topics include note-taking, reading textbooks, memory and organizational strategies, and test-taking skills.

COLL 107 - Career Development and Decision Making 0.5 hour

This course focuses on career planning and practical tools for job hunting. Students will learn strategies for successfully getting work in their field of choice. For international students, this course is required if they will be working off-campus in a paid or unpaid job. (Unless credit is being gained in other ways as allowed by the International Center). **Prerequisite:** Sophomore standing and cumulative 2.0 GPA. Course may be repeated. Grades are assigned as S (satisfactory) or U (unsatisfactory).

COLL 108 - Analytical Thinking Seminar 0.5 hour

Students improve analytical-thinking skills using in-class writing, take-home assignments, and group projects. They demonstrate their ability to sort out opinions, to interpret data, to recognize errors of perception, judgment, or reaction, to evaluate judgments, and to express their own opinions clearly and logically.

COLL 109 - Communicating to Our World: An Introduction to Leadership 0.5 hour

Students learn about the social change model of leadership development. Through participation in the Emerging Leaders Institute (ELI), students have an opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those chosen for the ELI Program.

COLL 133 - General Education Foundations Seminar 3 hours

The Foundations Seminar provides an intensive academic experience designed to help new students learn the strategies necessary for success in college. Through exposure to a variety of broad topics, students will develop skills ranging from critical thinking and inquiry to maintaining one's personal wellbeing. Students will also be introduced to digital literacy, and to the expectations of Columbia College and its faculty, including becoming familiar with the general education curriculum, degree requirements, and college catalog. All students with fewer than 24 credit hours post-high school are required to take this course in their first semester.

COLL 225 - Tutoring 0.5-3 hours

Students tutor in specific subject areas. A student earns one elective semester hour for 45 clock hours of tutoring time. The student arranges a tutoring schedule with the supervisor and enrolls in this course after completing the required clock hours for credit. **Prerequisite:** to be determined by the faculty or staff supervisor of each student enrolling for discipline-specific tutoring.

COLL 300 - General Education Cornerstone Seminar 3 hours

Required as a culminating experience for general education. The emphasis is on the exploration of an important topic through the theory and methodology of at least two different disciplines. In that exploration, the seminar integrates knowledge gained in the College's general education program. Departments work with the General Education Committee to develop topics for this seminar. The seminar is typically team-taught by two instructors.

INCC 111 - Introduction to Columbia College 2 hours

Introduction to Columbia College and to the values of learning. The 16-week seminar provides students an opportunity to explore the goals of an ethics-based liberal arts education and to identify their role in the academic, cultural, and social community of Columbia College. The general education curriculum, degree requirements, college catalog, advising process, and student handbook are introduced. Additionally, students become familiar with the wide variety of resources available to help them meet their collegiate goals. All freshmen are strongly encouraged to enroll in this seminar during their first semester.

INCC 123 - Strategies for Success in College 3 hours

This course is designed to prepare adult students to participate knowledgeably, meaningfully, and successfully in higher education. The emphasis is on acquiring the appropriate values, knowledge,

and skills to take part in educational experience as an informed participant.

INCC 133 - Topics: Introduction to Columbia College for Student Support Services 1 hour

This eight-week seminar should be taken following INCC 111. It is designed to provide Student Support Services (SSS) participants with an overview of the history, requirements, benefits and services provided by Columbia College's SSS program. Students assess and enhance their academic and interpersonal skills and expand their cultural knowledge and experience. **Prerequisite:** INCC 111 recommended.

INCC 233 - Topics: Analytical Problem Solving and Reading Comprehension 2 hours

This course teaches techniques to enhance college reading comprehension and increase college vocabulary. The course also focuses on analytical thinking, logic and problem solving. **Prerequisite:** member of Student Support Services.

COMM 110 - Introduction to Speech 3 hours

This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

COMM 201 - Cross-Cultural Communication Practicum for Native English Speakers 1 hours

Designed for native English speakers, this course provides a forum for connecting with English language learners (ELLs) for conversation and cultural exchange. Meeting with ELLs is also a unique opportunity to gain insight into the challenges and benefits of living and learning in America. Requirements include attending an

orientation meeting as well as a "Match Dinner," committing to meet with partner(s) weekly for one hour of conversation, and completing a final project. Grades are assigned as S (satisfactory) or U (unsatisfactory). This course can be repeated for credit up to two times.

COMM 203 - Understanding Human Communication 3 hours

Communication theories and models applied to intrapersonal, interpersonal, small-group and public settings. Principles practiced in verbal and non-verbal forms.

COMM 214 - Mass Communication in Society 3 hours

History and development of the American mass media, to include examination of media roles in society, social advantages and disadvantages of media, and the role of the spectator/consumer towards the media. **Prerequisite:** COMM 110.

COMM 217 - Food Communication 3 hours

This course considers and analyzes the different relationships between communication and food and how these relationships influence our identities, cultures, and environments. Students will the symbolic importance of food in our cultures and everyday communication practices.

COMM 220W - Introduction to Theatre 3 hours

Introduction to the elements utilized during the production of a play as well as an emphasis on increased appreciation of numerous major performance styles and genres.

COMM 224 - Film History and Analysis 3 hours

Introduction to the world history of cinema from its origins to the present, featuring important and influential films of various types and genres from several countries. Basic formal and technical aspects of the medium and means of analysis

are also introduced. Course meets multicultural graduation requirement. **Prerequisite:** COMM 110.

COMM 227 - News Literacy 3 hours

This course teaches the skills and thought processes necessary to become conscientious users of news and information in the digital age. **Prerequisite:** COMM 110.

COMM 230 - Introduction to Communication Theory 3 hours

Introduction to theory, methodology, analysis and criticism. Skills learned in this course are the beginning foundation of those required to complete the capstone course and the major senior project. **Prerequisites:** sophomore standing, completion of one COMM course, and a C average in COMM courses.

COMM 231 - Communication Writing and Research 3 hours

As a companion course to COMM 230, Communication Writing and Research provides an overview of the concepts, methods, and skills nascent researchers need, to write about their own research. In this research and writing intense course, student work will culminate in a communication research prospectus, based on current literature and research methods in the field. **Prerequisite:** COMM 230.

COMM 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies. Topics are approved by the Language and Communication Studies Department.

COMM 298W - Nonverbal Communication 3 hours

An introduction to the dynamics of nonverbal behavior across multiple contexts and situations, and to the relationship of nonverbal behavior to verbal messages and cultures. **Prerequisite:** COMM 110.

COMM 303W - Intercultural Communication 3 hours

Study of the role of communication in multicultural and intercultural context, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. Course meets multicultural graduation requirement. **Prerequisite:** sophomore standing.

COMM 304W - Introduction to Screenwriting 3 hours

This course is an introduction to the art and craft of screenwriting. Students learn basic principles of screenwriting, including how screenwriting differs from other writing styles. Students explore the screenplay style and format, character development and story arcs through a film treatment and short screenplay. **Prerequisite:** ENGL 133W.

COMM 313 - Interpersonal Communication 3 hours

An introduction to the process of face-to-face communication within personal relationships, family, community and the workplace. **Prerequisite:** COMM 110.

COMM 320 - Advanced Theatre 3 hours

Performance theory and criticism supporting current staging of monologues, duets and ensemble scripts in theatre and film. This course has a significant focus on advance acting skills and theatre on the global stage. **Prerequisite:** COMM 220W.

COMM 323W - Argumentation and Debate 3 hours

Detailed study and application of rhetorical theories, including the analysis, evaluation and production of arguments. Course focuses on formal debate strategies in addition to rhetorical artifacts ranging from classical readings to contemporary discourse. **Prerequisite:** COMM 110.

COMM 324 - Film Styles and Genres: (Specific Topic) 3 hours

Intensive study of a specific body of films grouped by similarities in style, genre, period or cultural origin. Emphasis is on historical, theoretical, and critical issues. Topics vary. Sample topics: Documentary film; film adaptation; film authors; independent film; movie musicals. Course may be taken more than once when topic varies. **Prerequisite:** COMM 224.

COMM 334 - Political Economy of Film and Media 3 hours

Examination of the film industry and mass communication outlets as they pertain to political economy. Through the study of ownership as a business strategy and cultural construction, students explore the cultural influence of mass communication. **Prerequisite:** COMM 214 or COMM 224.

COMM 343W - Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. **Cross-listed** as WMST 343W. **Prerequisite:** sophomore standing.

COMM 344 - Visual Communication and Culture 3 hours

Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature and photography within the public sphere. **Prerequisite:** COMM 110.

COMM 354 - Social Media and Virtual Communities 3 hours

This course examines the ways humans communicate via social media and virtual communities. Grounded in communication theory, students appropriately engage, first-hand, with social media technologies to explore the manners of electronic communications maintenance, manipulation and community building. Technologies pertaining to this course include: smart mobs, blogs, collaboration tools, podcasts, viral video, social bookmarking and other evolving technologies. **Prerequisite:** COMM 214.

COMM 360W - Oral Interpretation of Literature 3 hours

Appreciation of poetry, prose and drama through oral performance. **Prerequisite:** COMM 110 and/or COMM 203 strongly recommended.

COMM 380W - Performance Studies 3 hours

Examination of classical and contemporary views of performance as a way of constituting meaning as well as to affirm individual and cultural identity at the crossroads of race, class and gender. **Prerequisite:** COMM 360W.

COMM 385 - Performance Styles and Genres: (Specific Topic) 3 hours

Intensive study of a major performance style and genre. Emphasis is on the historical, theoretical and critical issues. Sample topics: poetry; personal narrative; performance art; prose; drama. Course may be taken more than once when the topic varies. **Prerequisite:** COMM 360W.

COMM 393 - Organizational Communication 3 hours

Examination of communication processes with emphasis on systems theories, leadership, and interpersonal and group interaction in formal and informal organizational settings. **Prerequisite:** COMM 110.

COMM 399 - Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Students can register for no more than 12 internship (COMM 399 and COMM 499 combined) credits during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** junior standing; minimum 3.0 cumulative GPA at time of registration of internship.

COMM 404 - Media Criticism 3 hours

Theoretical and practical analysis of the content, structure and context of mediated communication in the United States. Students use cultural, critical and rhetorical strategies to evaluate media content. **Prerequisites:** COMM 214 and 3 hours of upper-level Communication coursework.

COMM 420 - Advanced Acting and Production Techniques 1-3 hours

This course exposes students to the acting, directing and technical processes during the staging of a full-length production. Acting or managerial participation in a main stage production is a course requirement. The week prior to the performance will require evening and weekend rehearsal time required for participation in the class. All students must participate in the set production dates scheduled prior to production dates. This course may be taken for variable credit and up to three times. **Prerequisite:** audition.

COMM 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies.

Topics are approved by the Language and Communication Studies Department.

COMM 495 - Speech Communication Integrative Seminar 3 hours

Culminating experience for the major; completion with a C or higher required. Advanced examination of the nature of communication theory, research and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. **Prerequisites:** COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; and senior standing.

COMM 499 - Advanced Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Students can register for no more than 12 internship (COMM 399 and COMM 499 combined) credits during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** COMM 399; senior standing; minimum 3.0 cumulative GPA at time of registration of internship.

CISS 145 - Introduction to Python Programming 3 hours

This course introduces students to computer programming. Students design and build a substantial system using the Python language. The system will be selected from the following: 2-D/3-D games, CD player, image authoring tool. **Prerequisite:** C or higher in MATH 150.

CISS 170 - Introduction to Computer Information Systems 3 hours

Overview of computer hardware, software, programming and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet and data management software are used to explore use of microcomputers in business.

CISS 171 - Introduction to Computer Information Systems for MAC Users 3 hours

Overview of computer hardware, software, programming, and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet, and data management software are used to explore use of microcomputers in business.

CISS 175 - Microcomputer-based Personal Productivity Tools 3 hours

Use of advanced microcomputer-based personal productivity software (Microsoft Office) certification in Microsoft Office, using the skills assessment manager, and simple WEB page design. **Prerequisite:** CISS 170.

CISS 176 - Introduction to Computer Science 3 hours

This course provides a broad overview of computer science. It is designed to provide students with an appreciation for and an understanding of the many different aspects of computer science.

CISS 201 - Agile Software Development 3 hours

This course is an introduction to software development with agile processes. Topics include: Scrum, Lean, Extreme Programming, Kanban, agile requirements, coding, testing, version control, and project management.

CISS 202 - Introduction to Databases 3 hours

This course is an introduction to the basic techniques and theory in relational databases. Topics include: database concepts and architecture, data modeling, database design, normalization, denormalization, SQL, relational algebra, and database programming.

CISS 234 - Visual Basic 3 hours

An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 238 - Java Programming 3 hours

An introduction to programming using Java. Topics include methods, classes, objects, advanced object concepts, input, selection, repetition, arrays and strings, applets, HTML, graphics, inheritance concepts, abstract windows tool kit, file input and output.
Prerequisites: Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 240 - Introduction to Programming 4 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers and recursion. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 241 - Programming I 3 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types arrays, strings, pointers, and recursion. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 242 - Programming II 3 hours

A continuation of CISS 241. Topics include strings, pointers, recursion, classes, methods, and operator overloading. **Prerequisite:** grade of C or higher in CISS 241.

CISS 243 - Programming III 3 hours

A continuation of CISS 242. Topics include inheritance, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. **Prerequisites:** grade of C or higher in CISS 242.

CISS 245 - Advanced Programming 4 hours

A continuation of CISS 240. Topics include object oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. **Prerequisite:** grade of C or higher in CISS 240.

CISS 280 - Systems Analysis and Design I 3 hours

The first in a two-course sequence (see CISS 320). Explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and development of alternative solutions.
Prerequisite: CISS 234 or CISS 238 or CISS 241.

CISS 298 - Web Programming 3 hours

Introduction to web programming issues associated with developing web applications and website design.

CISS 301 - Operating Systems for Business Computing 3 hours

Introduction to computer operating systems functions and management. Topics include memory, process, device, file, network function management and concurrent processes, security and ethics. **Prerequisites:** junior standing.

CISS 302 - Business Data Communications and Networking 3 hours

Introduction to business computer networking. Topics include network architecture with layered models; network technologies with LAN, MAN and WAN; network security, design and management. **Prerequisites:** junior standing.

CISS 311 - Advanced Agile Software Development 3 hours

This course is a second course in agile software development. Topics include in-depth coverage of scrum, team productivity, culture, pace sustainability, technical debt, cost estimation, documentation and contract writing. **Prerequisites:** CISS 201 and CISS 202.

CISS 312 - ACM Programming Contest 1 hour

Open to computer majors participating in the ACM Programming Contest. Evaluation is Satisfactory/ Unsatisfactory. **Prerequisites:** junior standing, computer major - either CIS or CS. May be repeated for a total of 3 semester hours.

CISS 320 - Systems Analysis and Design II 3 hours

A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. **Prerequisite:** CISS 280 with a grade of C or higher.

CISS 338 - Advanced Java Programming 3 hours

This is the second course for programming in Java. Topics include: AWT, swing, multithread, JavaFX, recursion, generics, networking, and database. **Prerequisites:** CISS 238 and junior standing.

CISS 350 - Advanced Algorithms and Data Structures 3 hours

Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. **Prerequisite:** CISS 245 or CISS 243.

CISS 355 - Directed Study 1-3 hours

Research project covering a limited and well-focused aspect of theory, concept or application in a selected area of CIS not covered in-depth in the curriculum. A term paper documenting the research and results is required. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. **Prerequisite:** CISS 245 or CISS 243.

CISS 358 - Algorithm Analysis 3 hours

Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and

divide-and-conquer. **Prerequisites:** MATH 225; CISS 245 or CISS 243.

CISS 360 - Computer Systems and Assembly Language 3 hours

Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. **Prerequisite:** CISS 245 or CISS 243.

CISS 362 - Introduction to Automata Theory, Languages and Computation 3 hours

The study of formal languages, grammars, abstract computer models and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. **Cross-listed** as MATH 362. **Prerequisites:** MATH 225 and CISS 240.

CISS 365 - Project Management 3 hours

An introduction to project management issues associated with information technology projects including project definition, organizational structures, risk factors, quality management, and procurement management. **Prerequisites:** MGMT 254 and one of CISS 311, CISS 320 or CISS 325 .

CISS 370 - Operating Systems 3 hours

The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. **Prerequisites:** CISS 350 or CISS 358.

CISS 375 - Compiler Construction 3 hours

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, and run-time storage. **Prerequisite:** CISS 350 or CISS 358.

CISS 380 - Computer Graphics 3 hours

Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, and animation techniques. **Prerequisite:** CISS 350 or CISS 358.

CISS 390 - Global Information Systems Management 3 hours

Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. Course meets multicultural graduation requirement. **Prerequisite:** junior standing.

CISS 391 - Information Systems Security 3 hours

Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. **Prerequisite:** junior standing.

CISS 397 - Business Data Analytics 3 hours

This course is an introduction to the basic techniques in business data analytics. Topics include: collecting, storing, accessing, and manipulating large datasets, data visualization, predictive analytics, and clustering.

CISS 399 - Information Systems Internship 1-6 hours

Students complete 45 hours of experiential work for each credit hour. Typical internships include application development, database design and development, network management, and helpdesk customer service. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory).
Prerequisites: Junior standing. Students must have completed at least 6 hours of CISS prefix courses with a grade of C or better in each course. Minimum cumulative 2.5 GPA at time of registration of internship. Students may register for no more than six hours of CISS 399 during their time at Columbia College.

CISS 402 - Advanced Database 3 hours

This course is a second course in database systems. Topics include: object-based models, storage architecture, data architecture, advanced SQL, NoSQL, transaction, performance tuning, distributed databases, security, social and ethical issues. **Prerequisite:** CISS 202.

CISS 410 - Computer Networks and Communications 3 hours

Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. **Prerequisite:** CISS 350.

CISS 411 - Software Architecture and Testing 3 hours

This course is about software architecture theory and methods. Topics include technical, project, business, and professional aspects of architecture, and how it is used in agile projects, and emerging technologies. **Prerequistes:** CISS 298 and CISS 311.

CISS 420 - Computer Architecture 3 hours

Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, and memory systems. **Prerequisite:** CISS 360.

CISS 430 - Database Systems 3 hours

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. **Prerequisite:** CISS 285 or CISS 280 .

CISS 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Computer Science or Information Systems. Topics are approved by the Computer and Mathematical Sciences Department. **Prerequisites:** Junior standing.

CISS 438 - Object-Oriented Design and Analysis 3 hours

Introduction to object-oriented (OO) analysis, design and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models and OO implementation issues. The Unified Modeling Language will be used as a modeling tool. **Prerequisite:** CISS 350 or CISS 358.

CISS 445 - Programming Languages 3 hours

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification, language constructs, translation, binding and binding times, logic and

functional programming. **Prerequisite:** CISS 350 or CISS 358.

CISS 450 - Artificial Intelligence 3 hours

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Programming in a list processing language will be required. Applications to game playing, theorem proving, expert systems, language understanding. **Prerequisite:** CISS 350 or CISS 358.

CISS 451 - Introduction to Cryptography and Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. **Cross-listed** as MATH 451. **Prerequisites:** MATH 225 and CISS 245 or CISS 243.

CISS 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Computer Science or Information Systems. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. **Prerequisites:** Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of CISS courses, and a cumulative GPA of 3.0 or higher.

CISS 465 - Software Engineering 3 hours

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. **Prerequisite:** CISS 243 or CISS 245.

CISS 472 - Data Warehousing and Decision Support Systems 3 hours

An investigation of data warehousing, data mining, and decision support systems. Topics include design and architectural issues, cost effectiveness, management concerns, data integrity, deployment and maintenance issues. **Prerequisite:** CISS 402 or CISS 430.

CISS 491 - Business Software Development 3 hours

This course is the capstone course for management information systems majors. Students form an agile team to develop real world software for business. **Prerequisites:** CISS 402 and CISS 411 .

CISS 492 - Senior Seminar in Management Information Systems 3 hours

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. **Prerequisites:** CISS 325 (or CISS 320), CISS 365, CISS 430, and senior standing.

CISS 493 - Senior Seminar in Computer Information Systems 3 hours

Culminating experience course required for Computer Information Systems (CIS) majors. Readings from the current literature. Requires original research project and paper. Grade of C or higher required. This course includes a program evaluation component. **Prerequisites:** CISS 325 (or CISS 320), CISS 350, CISS 360, CISS 430, and senior standing.

CISS 494 - Senior Seminar in Computer Science 3 hours

Culminating experience course required for Computer Science Majors. Requires original

research project, paper and presentation under the supervision of a computer science faculty member. Grade of C or higher required. The course includes a program evaluation component. **Prerequisites:** CISS 420, CISS 430, CISS 445, and senior standing.

CISS 499 - Internship 1-6 hours

Students complete 45 hours of experiential work for each semester hour. Typical internships include programming in VB, C++ and COBOL, writing PERL scripts, doing database work with SQL and Access, and system analysis work. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 hours of CISS 499 during their time at Columbia College. **Prerequisites:** senior standing; declared major in Computer Science, Computer Information Systems, or Management Information Systems; minimum 3.0 cumulative GPA at time of registration for internship.

CJAD 101 - Introduction to Criminal Justice Administration 3 hours

History and development of major components of the Criminal Justice system; police, prosecution, defense, criminal courts, institutional and community-based corrections.

CJAD 201 - Criminal Investigation 3 hours

Provides the student with a working knowledge of criminal investigation principles, techniques, law, and procedure. The investigation process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Included is a study of crime scene investigation, interrogation, burglary, assault, sex crimes, death cases, homicide and murder, organized crime and terrorism. **Prerequisite:** CJAD 101.

CJAD 203 - Crime Scene Investigation 3 hours

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include: fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. Prerequisite: CJAD 201. Additional lab fee applicable to main campus day offerings.

CJAD 205 - Crime Scene Photography 3 hours

Techniques and methods of modern crime scene photography, focusing on practical applications of how crime scene and forensic imaging are conducted utilizing a digital single lens reflex camera (D-SLR). Topics include fundamentals of photography in the documentation of crime scenes and evidentiary items required for testimonial and reconstruction purposes. **Prerequisite:** CJAD 201. Note: Students taking this course are required to use a single lens reflex camera (D-SLR). No film, point-&-shoot digital cameras, hybrid digital cameras, or pro-consumer digital cameras are allowed to be used in this course. Embedded Exit information will be reviewed by instructor of all images submitted during this course. Images are turned in "as is" having no enhancements done by imaging software.

CJAD 233 - Topics 1 hour

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department. Course may be repeated five times for a total of six semester hours.

CJAD 301 - Criminal Law 3 hours

Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy.

Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. Prerequisite: ENGL 133W; Sophomore standing.

CJAD 305 - Forensic Anthropology 3 hours

Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. **Prerequisite:** junior standing.

CJAD 306 - Military Justice System 3 hours

Examination of the history and principles of military justice and comparison of the military and civilian justice systems. Topics include the Uniform Code of Military Justice; military crimes; nonjudicial punishment; jurisdiction of general and special military courts; military judges and panels; self-incrimination, search and seizure, pretrial confinement and restraint; plea bargaining; sentencing and appellate review in military courts. **Prerequisites:** CJAD 101 and junior standing.

CJAD 308 - Drug Abuse and Crime Control 3 hours

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. **Prerequisite:** CJAD 101.

CJAD 310 - Crisis Intervention 3 hours

Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. **Prerequisite:** PSYC 101.

CJAD 311 - Police in a Democratic Society 3 hours

Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 315 - Private Security and Loss Prevention 3 hours

A comprehensive survey of the Private Security field, including history, organizational and industry structure, strategy and tactics, legal and ethical Issues, and employment possibilities. **Prerequisite:** ENGL 133W.

CJAD 317 - Bloodstain Evidence 3 hours

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, physically altered bloodstains, and others. **Prerequisite:** CJAD 201.

CJAD 320 - Cultural Diversity in Criminal Justice 3 hours

Examination of current issues, social problems and public policies relating to the administration of justice in a culturally diverse community. Course meets multicultural graduation requirement. **Prerequisites:** CJAD 101, ENGL 133W and sophomore standing.

CJAD 325 - Juvenile Justice System and Procedures 3 hours

Examination of the American juvenile justice system from the perspective of law enforcement, the courts and corrections. **Prerequisites:** CJAD 101 and junior standing.

CJAD 328 - Shooting Incidents 3 hours

Exploration and practical analysis of forensic evidence resulting from shooting incidents, including consideration of ballistics, ammunition, weapons/hardware, injury patterns in association with entry and exit wounds, and injury documentation and reconstruction techniques. **Prerequisites:** CJAD 201, CJAD 203, junior standing and a declared Criminal Justice or Forensic Science major.

CJAD 330 - Management of Criminal Justice Agencies 3 hours

Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department.

CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 350 - Corrections and Penology 3 hours

Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 351 - Community Based Corrections 3 hours

Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community-based corrections. **Prerequisites:** CJAD 101 and sophomore standing.

CJAD 352 - Victims in the Justice System 3 hours

Examination of the interface between victims and the various components of the criminal justice system. Topics include the history of the victims' rights movement, victim prevention and victim assistance programs, victimization patterns and trends, victim interaction with law enforcement, victim rights and remedies in the court system, victim roles under the correctional system, demographic issues and concerns involving victims and offenders, and particularized consideration of victim issues in specific offenses including stalking, domestic violence, hate crimes and sex crimes involving adults and children. **Prerequisites:** CJAD 101 and junior standing.

CJAD 370 - Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course will examine controversies in defining terrorism; explore the historical roots of terrorism; examine terrorist motivations, organization and strategies; and explore ways in which countries can respond to the threat of terrorism. **Cross-listed** as POSC 370.

CJAD 390 - Criminal Justice Practicum 3 hours

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. **Prerequisite:** completion of 60 hours

of coursework with a GPA of 2.5. Grades are assigned as S (Satisfactory) or U (Unsatisfactory).

CJAD 399 - Criminal Justice Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Students may register for no more than 12 criminal justice internship credits (CJAD 399 and CJAD 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** CJAD 101, junior standing, and minimum 2.5 cumulative GPA at time of registration for internship.

CJAD 403 - Cold Case Investigation 3 hours

Examination of the processes, theories and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. **Prerequisites:** CJAD 101, CJAD 203, CJAD 405, and a declared Criminal Justice or Forensic Science major.

CJAD 405 - Laws of Criminal Evidence 3 hours

Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. **Prerequisites:** ENGL 133W; junior standing.

CJAD 406 - Expert and Scientific Evidence 3 hours

Examination of the role and function of expert and scientific evidence in the legal system, and

critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. **Prerequisite:** junior standing.

CJAD 415 - Criminal Procedures 3 hours

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. **Prerequisite:** Junior standing and ENGL 133W.

CJAD 420 - Legal Issues in Criminal Justice 3 hours

Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. **Prerequisites:** CJAD 101 and junior standing.

CJAD 421 - Organized Crime 3 hours

Overview of organized crime. Emphasis is placed on the theories and evolution of organized crime, the principal forms of organized criminal activity, and efforts to investigate, control and prosecute. **Prerequisites:** CJAD 101 and ENGL 133W taken previously or concurrently.

CJAD 425 - Legal Research and Writing 3 hours

Application of systems and methods of legal research to problems and issues in the justice

system. **Prerequisite:** ENGL 133W; junior standing.

CJAD 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department.

CJAD 495 - Integrative Seminar 3 hours

Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. **Prerequisites:** completion of 90 hours of coursework and senior standing.

CJAD 499 - Advanced Criminal Justice Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Students may register for no more than 12 criminal justice internship credits (CJAD 399 and CJAD 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** minimum of nine hours of criminal justice coursework; senior standing; minimum 3.0 GPA in major core classes at the time of registration for internship.

ECON 293 - Macroeconomics 3 hours

Introduction to concepts and theories applicable to a national economy. Course meets multicultural graduation requirement. **Prerequisite:** sophomore standing.

ECON 294 - Microeconomics 3 hours

Introduction to specific economic units and to individual markets and individual interactions within an economy. **Prerequisite:** sophomore standing.

ECON 310 - Environmental and Resource Economics 3 hours

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. **Cross-listed** as ENVS 310. **Prerequisites:** ECON 293 or ECON 294 , and ENVS 115/BIOL 115.

ECON 320 - Healthcare Economics 3 hours

Overview of economic influences in the production and financing of healthcare. **Prerequisites:** ECON 293 and ECON 294.

ECON 393 - Intermediate Macroeconomics 3 hours

Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neoclassical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. **Prerequisites:** ECON 293 and MATH 150 or MATH 170.

ECON 394 - Intermediate Microeconomics 3 hours

Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in-depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. **Prerequisites:** ECON 294 and MATH 150 or MATH 170.

ECON 395 - Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. **Cross-listed** as FINC 395. **Prerequisites:** ACCT 281; MATH 150 or MATH 170; ECON 293, ECON 294; FINC 350.

ECON 495 - International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting and global working capital management. Course meets multicultural graduation requirement. **Cross-listed** as FINC 495. **Prerequisites:** ECON 293 and FINC 350.

ECON 499 - Economics Internship 3 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student is engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** senior standing; cumulative GPA of 3.0 or higher; completed a minimum of 24 hours in core courses; completed a minimum of nine Columbia College upper-level hours in business administration courses.

CDEV 106 - Child Health, Nutrition, and Safety 3 hours

The study of health, nutrition, and safety as they relate to infants and children. First aid, physical health, mental health, nutritional needs, safety guidelines, and abuse and neglect are discussed, as well as guidelines for effectively meeting children's needs in childcare settings and classrooms.

CDEV 290 - Infants and Toddlers 3 hours

The study of infants and toddlers from conception to age 2. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the infant and toddler. **Prerequisite:** PSYC 101.

CDEV 291 - Early and Middle Childhood 3 hours

The study of children from age 3 to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Prerequisite:** PSYC 101.

CDEV 312 - Integrated Curriculum for Children 3 hours

The student will explore the theories, techniques and approaches to planning and implementing an integrated curriculum via a multitude of learning experiences for elementary and pre-school children. Interdisciplinary, intradisciplinary,

project-based, and inquiry-based learning experiences will be addressed and practiced. **Prerequisite:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 314 - Motor Development and Play 3 hours

The study of the sequential development of fine and gross motor skills during childhood. The social, emotional, psychological, cognitive, and physical benefits of children's play and leisure will be addressed. Methods of assessment and developmentally appropriate practices for planning and conducting movement and play curricula will be discussed. **Prerequisites:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 316 - Engaging Families as Educational Partners 3 hours

Philosophical foundations and collaborative strategies for teachers and other professionals working with families with young children. Parent education and involvement; family dynamics; child abuse; child care; and the relationship between child, family, community, and educators will be discussed. **Prerequisites:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 318 - Community Partnerships to Support Whole Child Development 3 hours

Philosophical foundations and collaborative strategies for teachers and other professionals working with young children. The development of partnerships with community services to reach, engage, and support young children and their families; child welfare, political influences, advocacy groups, and other factors that impact young children and their families; and the relationship between family, school, and community will be discussed. **Prerequisites:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 321 - Teaching Reading and Language Arts to Pre-school Children 3 hours

The study of how to teach emergent reading skills to pre-school children. Students learn to apply the modalities of language to early literacy experiences, investigate instructional approaches and methods of teaching reading. Phonemic and phonological awareness and resulting phonics as well as whole language methods are incorporated into a balanced reading approach. Teaching strategies, unique uses of children's literature, and early writing processes are also investigated. Includes field experience of 15 hours. $40 lab fee applicable to main campus day only. **Cross-listed** as EDUC 321. **Prerequisites:** EDUC 100 and EDUC 300, or EDUC 505; and admission to the Teacher Certification Program.

CDEV 324 - Observation and Assessment of Young Children 3 hours

Explores observation and assessment strategies for studying physical, cognitive, and social-emotional development, with an emphasis on culturally responsive and developmentally appropriate practice. Students will develop skills in systematic observation and formative and summative assessment in order to document growth, play, and learning, and for the purposes of planning curriculum, activities, and environments. Also explored are skills for collaboration with families and professionals, ethical and legal responsibilities, and the accountability landscape. Multiple assessment tools will be utilized during simulated events. **Prerequisites:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 328 - The Early Childhood Educational Environment 3 hours

The study of components involved in developing high quality programs for children from birth through kindergarten. Methods for creating nurturing, stimulating, and developmentally appropriate learning environments will be addressed. Cross-listed as EDUC

328. **Prerequisites:** EDUC 391 or PSYC 391; or CDEV 290 and CDEV 291.

CDEV 353 - Administration of Early Childhood Programs 3 hours

This course will examine the responsibilities related to the overall operations of early childhood programs. Federal and state regulations and compliance, child safety, staffing, parent and community engagement strategies, management of the facility, and budget responsibilities will be included. **Cross-listed** as EDUC 353. **Prerequisites:** EDUC 391, PSYC 391 or CDEV 290; and CDEV 291.

CDEV 355 - Teaching Math and Science to Young Children 3 hours

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. Emphasis is on research-based and developmentally appropriate practices for teaching infants, toddlers, preschoolers, and primary children. Includes the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach math and science, and assessment of learning. Includes field experience of 15 hours. $40 lab fee applicable to main campus day only. **Cross-listed** as EDUC 355. **Prerequisites:** EDUC 100 and EDUC 300, or EDUC 505; EDUC 391 or PSYC 391, or CDEV 290 and CDEV 291, or EDUC 550; and admission to the Teacher Certification Program.

CDEV 495 - Senior Seminar in Child Development 3 hours

Capstone course integrating prior learning and exploring contemporary issues in child development. Writing intensive. This course is required as a culminating experience prior to graduation. **Prerequisite:** senior standing.

CDEV 499 - Internship 3 hours

Application of the student's knowledge of child development in an actual work environment under supervision. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** senior standing and a 3.0 or higher in CDEV courses.

EDUC 100 - Introduction to Education 3 hours

Education 100 is an introduction to the teaching profession and the Teacher Certification Program at Columbia College. Students will examine the evolution of teaching and the current understanding of the knowledge skills, and dispositions of an effective teacher. Global, national, state, and local perspectives are presented through contemporary issues facing teachers and schools, and students will reflect upon their related beliefs, motivations, and goals. Information will be provided about certification requirements, content area majors, Missouri Department of Elementary and Secondary Education requirements, and portfolio construction. Successful completion of 15 clock hours in field is required. $40 lab fee applicable to main campus day only.

EDUC 105 - Human Health 3 hours

The study of health, safety and nutrition and the decisions that are faced throughout a lifetime. Consumer health, mental health, physical health, sex and reproduction, drugs, death and dying are the major topics covered. Implications for classroom teachers are discussed.

EDUC 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of number theory and modern algebra that underlie elementary and middle grade arithmetic and algebra, with a focus on collaborative learning and technology. **Cross-listed** as MATH 155. **Prerequisites:** MATH 102 and MATH 150 (or higher).

EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of geometric reasoning and measurements that underlie these concepts in elementary and middle school grades, with a focus on collaborative learning and technology. **Cross-listed** as MATH 165. **Prerequisites:** MATH 102 and MATH 150 (or higher).

EDUC 198 - Field Experience I 1 hours

Students, under the guidance of the classroom teacher, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15 clock hours plus attendance at a weekly seminar is required. **Prerequisite:** EDUC 100. $40 lab fee applicable to main campus day only.

EDUC 200 - Law, Ethics, and Education 3 hours

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social, and administrative foundations of the discipline.

EDUC 230 - Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. **Cross-listed** as PSYC 230. **Prerequisite:** PSYC 101.

EDUC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Education. Topics are approved by the Education Department.

EDUC 260 - Theories of Coaching 3 hours

The study of coaching research, theory, and practice as applied to sports and exercise. Coaching behavior, including decision-making and the development of athletic expertise, is a key focus. The pedagogy of coaching is examined through the application of specific research-based practices and differentiation across ability levels and type of sport activity. Students are exposed to problem-solving ethical dilemmas that may arise in the coaching context. **Prerequisite:** EDUC 230 /PSYC 230.

EDUC 270 - Literature for Children and Adolescents 3 hours

The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature including folktales, picture books, poetry and novels. **Prerequisite:** ENGL 133W taken previously or concurrently.

EDUC 280 - Language Acquisition and Emergent Literacy 3 hours

The connection of oral language development and early literacy learning will be the focus of this class with applications to literacy development in elementary and adolescent grades. The types of intervention that may need to occur in assisting the student who has missed vital pieces of language acquisition and emergent literacy will be addressed. During the class, the students will learn to observe and analyze problems in language acquisition and how to address these problems in the learning situation. Students will apply this learning to a case study of the language and literacy development of a student. **Prerequisite:** EDUC 100.

EDUC 298 - Field Experience II 1 hours

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in a

mid-level field placement plus attendance at a weekly seminar is required. (Number of hours required is determined by course enrollment). The student will explore student learning and success in the classroom. Students will become familiar with the ISTE standards for technology education and connect the standards to their field experience. **Prerequisite:** EDUC 198. Additional lab fee applicable to main campus day offerings.

EDUC 300 - Techniques of Teaching 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies and methods of evaluation. Includes field experience of 15 hours. **Prerequisites:** EDUC 230, PSYC 230 or EDUC 560 (may be taken concurrently). Additional lab fee applicable to main campus day offerings.

EDUC 302 - Teaching Skills 3 hours

The study of teaching multiple content areas. Students describe, analyze, and critique the content areas of elementary school health, physical education, science and social studies. In each of the content areas, students develop and present micro-teaching lessons, evaluations and learning centers. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 311 - Classroom and Behavior Management Techniques 3 hours

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. Additional lab fee applicable to main campus day offerings.

EDUC 321 - Teaching Reading and Language Arts to Pre-school Children 3 hours

The study of how to teach emergent reading skills to pre-school children. Students learn to apply the modalities of language to early literacy experiences, investigate instructional approaches and methods of teaching reading. Phonemic and phonological awareness and resulting phonics as well as whole language methods are incorporated into a balanced reading approach. Teaching strategies, unique uses of children's literature, and early writing processes are also investigated. Includes field experience of 15 hours. **Prerequisites:** EDUC 100 and EDUC 300, or EDUC 505; admission to the Teacher Certification Program. $40 lab fee applicable to main campus day only.

EDUC 322 - Educational Measurement and Assessment 3 hours

The study of methods used to develop educational measurements, including teacher-made and standardized assessments, and the procedures used to globally assess student achievement. Emphasis is on the development, administration, interpretation, and utilization of informal, teacher-made evaluation measures to include paper-pencil, performance assessments, portfolio assessments, and observation instruments. Included also are the concepts of validity and reliability, evaluation and reporting methods, and the historical study of psychometry. **Prerequisites:** EDUC 300 or EDUC 505; EDUC 230/PSYC 230; or EDUC 560; and admission to the Teacher Certification Program.

EDUC 326 - Middle School Methods 3 hours

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns and planning for instruction. **Prerequisites:** EDUC 300 or EDUC 505; EDUC 200 or EDUC 542; EDUC 230, PSYC 230 or EDUC 560; and admission to the Teacher Certification Program.

EDUC 331 - Teaching Reading 3 hours

The study of how to teach reading skills. Students learn to describe, compare, and contrast theories, models, approaches and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique uses of children's literature, and writing processes. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 332 - Reading Instruction 3 hours

The study of how to teach reading skills. Students learn to describe, compare and contrast theories, models, approaches and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique use of children's literature and writing processes. Note: This course does not apply toward Missouri certification. **Prerequisites:** EDUC 300.

EDUC 335 - Teaching Creative Arts and Movement to Children 3 hours

Games, rhythms, music, singing, dance, drama, visual arts, materials, and methods utilized by elementary and pre-school classroom teachers to integrate the arts and kinesthetic movement into classroom instruction. **Prerequisites:** EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. **Cross-listed** as CDEV 335.

EDUC 337 - Teaching Language Arts in Middle and Elementary Schools 3 hours

A practical approach to teaching middle, elementary, and pre-school language arts instruction including listening, speaking, writing, reading, and viewing, with emphasis on integrating instruction within the language arts. Additional emphases are placed on the contemporary classroom, which is assumed to contain children of diverse cultures and learning abilities; incorporating technology in language arts lessons; assessing for language arts instruction; and developing higher-level thinking skills to help children apply their developing abilities to different situations, materials, and ideas. **Prerequisites:** EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 338 - Content Reading and Writing 3 hours

The study of teaching reading and writing in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 339 - Content Reading Methods 3 hours

The study of teaching reading in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Note: This course does not apply toward Missouri certification. **Prerequisite:** EDUC 300.

EDUC 345 - Teaching Art K-12 3 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials and methods for creating a variety of K-12 art studio projects. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 (or EDUC 505); EDUC 200 (or EDUC 542); EDUC 230 (or

EDUC 560) or PSYC 230; ARTS 111 or ARTS 112; ARTS 120; and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 346 - Teaching Pre-K and Elementary Music 3 hours

A study of methods and materials suitable for general music in pre-K and elementary school. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 347 - Teaching Middle School and Secondary Music 3 hours

A study of methods and materials suitable for general music in middle school and secondary. This study includes an introduction to graded choral literature; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. Includes field experience of 15 hours. **Prerequisites:**EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 352 - Teaching Science to Elementary Children 3 hours

The teaching of science in elementary classrooms, including the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach science, and assessment for the instruction of science. **Prerequisites:** EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 353 - Administration of Early Childhood Programs 3 hours

This course will examine the responsibilities related to the overall operations of early childhood programs. Federal and state regulations and compliance, child safety, staffing, parent and community engagement strategies, management of facility, and budget responsibilities will be included. **Prerequisites:** EDUC 391/PSYC 391 or CDEV 290 and CDEV 291.

EDUC 354 - Teaching Social Studies to Elementary Children 3 hours

The teaching of social studies in elementary classrooms including the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach social studies, and assessment for the instruction of social studies. **Prerequisites:** EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 355 - Teaching Math and Science to Young Children 3 hours

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. Emphasis is on research-based and developmentally appropriate practices for teaching infants, toddlers, preschoolers, and primary children. Includes the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach math and science, and assessment of learning. Includes field experience of 15 hours. **Prerequisites:** EDUC 100 and EDUC 300, or EDUC 505; EDUC 391/PSYC 391 or CDEV 290 and CDEV 291, or EDUC 550; and admission to the Teacher Certification Program. $40 lab fee applicable to main campus day only.

EDUC 358 - Teaching Mathematics in the Elementary School 3 hours

This course focuses on methods and materials for teaching elementary school mathematics. The

purpose of the course is to help pre-service teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours

This course is designed to not only encourage pre-service teachers to explore aspects of teaching mathematics, but also to enhance pre-service teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505; and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 362 - Teaching Middle and Secondary Social Studies 3 hours

The study of middle school and secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 365 - Teaching Middle and Secondary Science 3 hours

The study of methods, materials, practices and curriculum in middle school and secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 367 - Teaching Middle School and Secondary English 3 hours

The study of methods, materials, practices and curriculum in middle school language arts and secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 368 - Teaching Speech and Theatre in Middle and Secondary Schools 3 hours

The study of the methods, materials, practices and curricula in middle school and secondary speech and theater courses. The course builds towards student competency in planning, assessment and standard teaching procedures in the discipline. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 369 - Teaching Business Education 3 hours

The study of methods, materials, practices and curriculum in secondary business classes. The

course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 370 - Implementing Vocational Business Education Programs 3 hours

This course covers the procedures to begin, expand, and continue vocational business classes within a school, as well as the process of teaching a vocational business education class with the high school setting. **Prerequisite**: EDUC 300 or EDUC 505; Admission to the Teacher Certification Program.

EDUC 371 - Coordination of Cooperative Education 3 hours

The study of principles and techniques used in coordinating work experiences for high school students. Included is the study of methods involved in work site selection, placement, and evaluation. **Prerequisite**: EDUC 300 or EDUC 505; Admission to the Teacher Certification Program.

EDUC 373 - Teaching Writing to Secondary Students 3 hours

The study of how to teach writing skills to secondary students. Students will learn structures and approaches to teaching and assessing writing and apply them to writing activities including fictional and personal narratives, comparison and contrast essays, and research papers. **Prerequisite**: Admission to the Teacher Certification Program.

EDUC 375 - Advanced Content Methods 3 hours

The study of the methods, effective practices, strategies, curricula, and materials in the teaching of content area disciplines. The course builds on the foundations received in the content methods courses and provides synthesis through the teaching of a lesson and reflection. Includes 15 hours of field experience. **Prerequisites:** admission to the Teacher Certification Program; and one of the following courses taken prior or concurrently: EDUC 345, EDUC 346, EDUC 347, EDUC 360, EDUC 362, EDUC 365, EDUC 367, EDUC 368 or EDUC 369. Additional lab fee applicable to main campus day offerings.

EDUC 376 - Adolescent Literacy 3 hours

Students, ages 9-19, need literacy instruction based on sound theory and instructional techniques to meet their learning needs in reading, writing, listening, speaking, thinking, viewing and technology. This class will address the developmental needs of these students and provide recent research theory for the demonstrated techniques to assist in successful learning for all adolescent learners through instructional intervention for their reading and literacy deficits. **Prerequisite:** admission to the Teacher Certification Program.

EDUC 380 - Diagnostic and Corrective Reading 3 hours

The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. **Prerequisites:** EDUC 300 or EDUC 505; EDUC 322/580 or EDUC 331/558; and admission to the Teacher Certification Program or full MAT/M.Ed. status.

EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective, behavioral, social, and psychomotor behaviors.

EDUC 391 - Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Cross-listed** as PSYC 391. **Prerequisite:** PSYC 101.

EDUC 392 - Adolescent Psychology 3 hours

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. **Cross-listed** as PSYC 392. **Prerequisite:** PSYC 101.

EDUC 395 - Extended Field Experience 1 hour

This course is for students who are required to complete additional field experience as part of a professional improvement plan. Pre-service teachers, in their continuing practicum experiences, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in the field placement plus attendance at weekly seminar is required. Number of hours required is determined on an individual basis. May be repeated for a maximum of three semester hours. **Prerequisites:** EDUC 298 and EDUC 300 or graduate standing, and acceptance to the Teacher Certification Program. Additional lab fee applicable to main campus day offerings.

EDUC 396 - Child and Adolescent Development 3 hours

The study of children and adolescents from conception to young adulthood. Students study the maturational and environmental factors that shape the physical, cognitive, and socio-emotional development of the individual. **Cross-listed** with PSYC 396.

EDUC 398 - DAYSTAR Field Experience III 1 hour

Students, under the guidance of college supervisors and classroom teachers, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 35 clock hours in a Level 4 field placement plus attendance at a weekly seminar is required. Students must complete the Field Experience Application at least one semester prior to taking this course. Successful completion of 35 clock hours in a Level 4 field placement plus attendance at a weekly seminar is required. Successful completion of 35 clock hours in a Level 4 field placement plus attendance at a weekly seminar is required. **Prerequisites:** admission to the DAYSTAR Program, EDUC 198, and EDUC 298. Additional lab fee applicable to main campus day offerings.

EDUC 400 - Senior Seminar 3 hours

This course is an integrative seminar that reviews the many theories and techniques of teaching, including the review and application of English Language Learner Methods and cultural influences, technology instructional methods, and reflective teaching practices. This seminar will have a culminating synthesis paper that demonstrates competency in major areas of theory and practice. A minimum grade of C is required for graduation and/or program completion. **Prerequisites:** EDUC 300 or EDUC 505; senior standing, and admission to the Teacher Certification Program. Must be taken in the semester or session prior to student teaching.

EDUC 420 - Student Teaching in the Elementary School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. Application must be completed one year prior to

taking this course. **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed in the Student Teaching section of this catalog. Additional lab fee applicable to main campus day offerings.

EDUC 422 - Student Teaching in the Secondary School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. Application must be completed one year prior to taking this course. **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed in the Student Teaching section of this catalog. Additional lab fee applicable to main campus day offerings.

EDUC 424 - Student Teaching in the Middle School 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. Application must be completed one year prior to taking this course. **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed in the Student Teaching section of this catalog. Additional lab fee applicable to main campus day offerings.

EDUC 426 - Student Teaching in Special Education 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers,

assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks, eight weeks-elementary and eight weeks secondary). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. Application must be completed one year prior to taking this course. **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed in the Student Teaching section of this catalog. Additional lab fee applicable to main campus day offerings.

EDUC 428 - Student Teaching in Early Childhood Education 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Application must be completed one semester prior to beginning student teaching. **Prerequisites:** senior standing, admission to the Teacher Certification Program, and completion of all other certification coursework. $40 lab fee applicable to main campus day only.

EDUC 498 - Student Teaching for Paraprofessionals 12 hours

Paraprofessionals and other school employees who qualify can enroll in EDUC 498. These school employees fully assume the duties and responsibilities of public school teachers including planning, presentation, and evaluation of instruction and related responsibilities. Grade of B or higher required for certification. This is a 16-week course. Application must be completed approximately 6 months prior to taking this course. **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed in the Student Teaching section of this catalog. Additional lab fee applicable to main campus day offerings.

EDNC 200 - Law, Ethics, and Education 3 hours

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. This course does not apply toward the Missouri teacher certification program at Columbia College.

EDNC 300 - Techniques of Teaching 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies and methods of evaluation. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDUC 230 /EDUC 230 (may be taken concurrently).

EDNC 311 - Classroom and Behavior Management Techniques 3 hours

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300 (may be taken concurrently).

EDNC 322 - Educational Measurement and Assessment 3 hours

The study of methods used to develop educational measurements, including teacher-made and standardized assessments, and the procedures used to globally assess student achievement. Emphasis is on the development, administration, interpretation, and utilization of informal, teacher-made evaluation measures to include paper-pencil, performance assessments, portfolio assessments, and observation instruments. Included also are the concepts of validity and reliability, evaluation and reporting methods, and the historical study of psychometry. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisites**: EDNC 300.

EDNC 345 - Teaching Art K-12 3 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisites:** EDNC 300; ARTS 111 or ARTS 112; ARTS 120.

EDNC 346 - Teaching Music K-12 3 hours

A study of methods and materials suitable for general music in grades K-12. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 358 - Teaching Mathematics in the Elementary School 3 hours

The methods and materials for teaching elementary school mathematics. The purpose of the course is to help pre-service teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours

This course is designed to not only encourage pre-service teachers to explore aspects of teaching mathematics, but also to enhance pre-service teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 362 - Teaching Social Studies in Middle and Secondary Schools 3 hours

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 365 - Teaching Science in Middle and Secondary Schools 3 hours

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 367 - Teaching English in Middle and Secondary Schools 3 hours

The study of methods, materials, practices and curriculum in middle school language arts and secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 368 - Teaching Speech and Theatre in Middle and Secondary Schools 3 hours

The study of the methods, materials, practices, and curricula in secondary speech and theater courses. The course builds towards student competency in planning, assessment, and standard teaching procedures in the discipline. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite**: EDNC 300.

EDNC 369 - Teaching Business Education 3 hours

The study of the methods, materials, practices, and curricula in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300 .

ENGL 107 - Preparatory Composition 3 hours

Extensive reading and writing practice with emphasis on paragraph organization and development leading to multiple-paragraph essays and engagement with outside ideas and texts. Systematic review of grammar, mechanics and sentence structure, integrated into the reading and writing process. Based on a grade of C or higher in this course, students may proceed to ENGL 133W.

Students who have taken the ACT and scored between 1 and 17 or who have taken the SAT Writing and Language Test and scored between 17 and 24 (300-420 for the Writing Section prior to spring 2016) will be placed into ENGL 107.

ENGL 133W - First-Year Writing Seminar 3 hours

The First-year Writing Seminar (FWS) provides an intensive introduction to college-level writing. Although topics differ among sections, the course is designed to teach all students the process required for producing polished, argumentative, researched essays. Students will engage with complex texts and diverse viewpoints while articulating their own positions and identities. **Prerequisite:** Grade of C or higher in ENGL 107 or EAPP 107 or placement by ACT English Score or by SAT Writing Score. Online or nationwide students may take the Columbia College English placement exam. Students whose ACT English Score is from 18 to 29 or whose SAT Writing and Language Score is from 25 to 40 (430 to 800 for Writing Section prior to spring 2016) will be placed in the FWS. Online or nationwide students who score 75% or higher on the English placement exam will be placed in the FWS.

ENGL 204 - Technical Writing 3 hours

Study and practice of writing for professional and technical audiences and purposes. **Prerequisite:** ENGL 133W.

ENGL 207 - Introduction to Creative Writing I - Multigenre 3 hours

Writing of fiction, creative non-fiction and poetry, including class criticism of student and professional work. **Prerequisite:** ENGL 133W.

ENGL 210W - Introduction to Fiction 3 hours

An introduction to the elements of fiction. **Prerequisite:** ENGL 133W.

ENGL 211W - Introduction to Poetry 3 hours

An introduction to the elements of poetry. **Prerequisite:** ENGL 133W.

ENGL 212W - Introduction to Drama 3 hours

An introduction to the elements of drama. **Prerequisite:** ENGL 133W.

ENGL 213W - Introduction to Literary Nonfiction 3 hours

An introduction to the elements of literary nonfiction. **Prerequisite:** ENGL 133W.

ENGL 220 - Writing About Literature 3 hours

An introduction to the formal academic study of English literature. **Prerequisite:** ENGL 133W.

ENGL 231W - British Literature I 3 hours

Survey of English literature from Old English through the late eighteenth century. **Prerequisite:** ENGL 133W.

ENGL 232W - British Literature II 3 hours

Survey of English literature from the Romantic period through the contemporary. **Prerequisite:** ENGL 133W.

ENGL 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in English. Topics are approved by the Language and Communication Studies Department.

ENGL 237W - Writing Right and Wrong: Ethical Issues in Literature 3 hours

This course focuses on the analysis and evaluation of ethical issues and concerns depicted in a broad range of literary works. In reading and responding to ethical perspectives and concepts in literature, the student will engage in a semester-long project of writing (understanding and articulating) their own ethical position. This position will develop from a study of a range of ethical frameworks used to approach social and political problems. **Prerequisite:** ENGL 133W.

ENGL 241W - American Literature I 3 hours

Survey of American literature from Early Contact and Puritan literature through 1865. **Prerequisite:** ENGL 133W.

ENGL 242W - American Literature II 3 hours

Survey of American literature from 1865 to the contemporary period. **Prerequisite:** ENGL 133W.

ENGL 255W - Women and Literature 3 hours

An introduction to the ways that women have produced literature and been represented by literature. **Prerequisite:** ENGL 133W.

ENGL 263W - World Literature I 3 hours

World literature from the earliest epics through the sixteenth century. Course meets multicultural requirement. **Prerequisite:** ENGL 133W.

ENGL 264W - World Literature II 3 hours

World literature from the seventeenth century through contemporary. Course meets multicultural requirement. **Prerequisite:** ENGL 133W.

ENGL 311 - Descriptive Grammar of the English Language 3 hours

Descriptive grammar of the English language. **Prerequisites:** ENGL 133W, and a previous 200-level or higher ENGL literature course.

ENGL 312 - The History of the English Language 3 hours

Study of the history of the English language. **Prerequisites:** ENGL 133W and a previous 200-level or higher ENGL literature course.

ENGL 313 - Intermediate Creative Writing I - Fiction 3 hours

An intermediate workshop class in the writing of short fiction. **Prerequisite:** ENGL 207.

ENGL 314 - Intermediate Creative Writing II - Non-Fiction 3 hours

An intermediate workshop class in the writing of short creative non-fiction, including class criticism of student and professional work. **Prerequisite:** ENGL 207.

ENGL 315 - Intermediate Creative Writing III-Poetry 3 hours

An intermediate workshop class in the writing of poetry, including class criticism of student and professional work. **Prerequisite:** ENGL 207.

ENGL 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in English. Topics are

approved by the Language and Communication Studies Department.

ENGL 350 - Major Literary Figures 3 hours

Study of the works of one to three major writers (e.g. Chaucer, Donne, Milton, Whitman, Dickinson, Mark Twain, Woolf, Faulkner, Morrison). **Prerequisites:** ENGL 133W and a previous 200-level or higher ENGL literature course.

ENGL 351 - Readings in Shakespeare 3 hours

Study of William Shakespeare's writing, emphasizing his plays in all genres. **Prerequisites:** ENGL 133W and a previous 200-level or higher ENGL literature course.

ENGL 360 - Readings in Fiction 3 hours

Study of fiction from a special perspective or within a literary period (e.g. American novel and short story, contemporary novel, the comic novel and short story). May be taken more than once when the subject matter in the course varies. **Prerequisites:** ENGL 133W and a previous 200-level or higher English literature course.

ENGL 361 - Readings in Poetry 3 hours

Study of poetry within a period or from a special perspective (e.g., twentieth-century American poetry, lyric poetry, epic poetry). **Prerequisites:** ENGL 133W and a previous 200-level or higher English literature course.

ENGL 362 - Readings in Drama 3 hours

Study of drama within a period or from a special perspective (e.g. Renaissance drama, comedic drama, British modernist drama). May be taken more than once when the subject matter in the course varies. **Prerequisites:** ENGL

133W and a previous 200-level or higher English literature course.

ENGL 370 - Major Literary Periods 3 hours

Study of the major literary works from a specific movement or definitive age (Medieval, Renaissance, Enlightenment, Romanticism, Victorian, Modernism, Postmodern or Contemporary). May be taken more than once when the subject matter in the course varies. **Prerequisites:** ENGL 133W and a previous 200-level or higher English literature course.

ENGL 371 - Ethnic Traditions in American Literature 3 hours

Study of authors and literary works belonging to a specific ethnic tradition in American literature (e.g. African American, Asian American, Chicana/Chicano, or Native American). Course meets multicultural graduation requirement. **Prerequisites:** ENGL 133W and a previous 200-level or higher English literature course.

ENGL 399 - English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Students may register for no more than 12 English internship credits (ENGL 399 and ENGL 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** At least one 200-level English course; junior standing, and a minimum 2.5 cumulative GPA at time of registration of internship.

ENGL 408 - Advanced Creative Writing 3 hours

An advanced multigenre workshop that focuses on developing and fine-tuning a student's portfolio of creative writing, which should aid

students in putting together a substantial collection of work worthy for publication or admittance into an MFA program. **Prerequisites:** ENGL 313, ENGL 314, and ENGL 315.

ENGL 425 - Literary Theory and Criticism 3 hours

Methods and application of literary and critical theories. **Prerequisites:** six or more hours of 300-level or higher ENGL courses.

ENGL 431 - Senior Seminar 3 hours

Culminating course for graduation as an English major. **Prerequisites:** ENGL 425.

ENGL 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies. Topics are approved by the Language and Communication Studies Department.

ENGL 499 - Advanced English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 English internship credits (ENGL 399 and ENGL 499 combined) during their time at Columbia College. **Prerequisites:** minimum nine hours of ENGL coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.

EAPP 100 - Foundations for Success 2 hours

This course is designed to provide students whose primary language is not English with the skills necessary to become academically successful as well as culturally and socially integrated within the community of Columbia College while maintaining immigration status.

Incoming international students are strongly encouraged to enroll in this course during their first year.

EAPP 103 - Oral Communication Skills I 5 hours

The curriculum is designed to provide English language learners with the skills and practice that is necessary for them to develop and improve academic listening and speaking in English and to eventually become successful students in U.S. college courses. With the goal of meaningful communication in an academic setting, students acquire and practice new vocabulary, develop and practice active listening and academic discussion strategies based on lectures from a variety of subject areas, and give oral presentations. **Prerequisite:** placement in the high-intermediate level of English for Academic Purposes.

EAPP 104 - Oral Communication Skills II 5 hours

The curriculum is designed to provide English language learners with the skills and practice that is necessary for them to develop and improve academic listening and speaking in English and to eventually become successful students in U.S. college courses. With the goal of meaningful communication in an academic setting, students acquire and practice new vocabulary, develop and practice active listening and academic discussion strategies based on lectures from a variety of subject areas, and give oral presentations. **Prerequisite:** grade of C or higher in EAPP 103 or placement in the advanced level of English for Academic Purposes.

EAPP 105 - Written Communication Skills I 5 hours

The curriculum is designed to provide English language learners with the skills and practice that is necessary for them to develop and improve academic reading and writing in English and to eventually become successful students in U.S. college courses. Working on closely-connected reading and writing assignments, students acquire and practice new vocabulary, develop effective reading strategies, and produce

cohesive and coherent paragraphs and essays using a process-oriented approach to writing. Prerequisite: placement in the high-intermediate level of English for Academic Purposes.

EAPP 106 - Written Communication Skills II 5 hours

The curriculum is designed to provide English language learners with the skills and practice that is necessary for them to develop and improve academic reading and writing in English and to eventually become successful students in U.S. college courses. Working on closely-connected reading and writing assignments, students acquire and practice new vocabulary, develop effective reading strategies, and produce cohesive and coherent paragraphs and essays using a process-oriented approach to writing. **Prerequisite:** grade of C or higher in EAPP 105 or placement in the advanced level of English for Academic Purposes.

EAPP 107 - Preparatory English Composition 5 hours

This curriculum is designed to provide English language learners with an introduction to composition at the U.S. collegiate level. Focus is on extensive reading and writing practice with attention to figurative language, literary terminology, academic vocabulary, and use of outside source material. Taught by instructors with a background in second language teaching, this course serves as an equivalent to ENGL 107 for non-native speakers of English. **Prerequisite:** grade of C or higher in EAPP 106 or placement. Placement: verification of status as a non-native speaker of English.

EAPP 110 - Exploring U.S. Culture 3 hours

Designed for international students, this course explores U.S. American culture, with emphasis on values, attitudes, and patterns of behavior. By understanding U.S. cultural values more fully, students will become more effective and appropriate in their interactions on campus and in the community. Taught by instructors with a background in second-language teaching, this

course provides structured opportunities to practice and improve reading, vocabulary, listening, writing, and speaking skills.

EAPP 111 - Applied Grammar and Editing 3 hours

The curriculum is designed to provide English language learners who have previously studied grammar extensively with the editing and self-assessment skills necessary to improve accuracy and fluency in their own writing. This course is open to all non-native speakers who would like to work on proficiency in writing.

EAPP 112 - Accent Modification 3 hours

The curriculum is designed to provide English language learners with group and individual instruction in American English pronunciation and speech patterns to improve comprehensibility and boost confidence. This course is open to all non-native speakers who would like to work on their oral production skills.

EAPP 133 - Topics: Text Translating and Editing 2 hours

This course develops practical skills in translation and editing. **Prerequisite:** instructor consent.

EAPP 201 - Cross-Cultural Communication Practicum for English Language Learners 1 hours

This course provides a forum for connecting English language learners (ELLs) with native English-speaking students in an informal yet structured way for conversation and cultural exchange. Meeting with native speakers is also a unique opportunity to practice and improve English beyond the classroom. Requirements include attending an orientation meeting as well as a "Match Dinner," committing to meet with partner(s) weekly for one hour of conversation, and completing a final project. Grades are assigned as S (satisfactory) or U (unsatisfactory). This course can be repeated for credit up to two times.

ENVS 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science. **Crosslisted** with CHEM 105 and BIOL 105. **Prerequisite:** MATH 106 or equivalent.

ENVS 115 - Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. Course meets multicultural graduation requirement. **Cross-listed** as BIOL 115.

ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement ENVS 115/BIOL 115. **Cross-listed** as BIOL 115L. **Prerequisite/Corequisite:** BIOL 115/ENVS 115 or concurrent enrollment. BIOL 115/ENVS 115 must be taken as a corequisite or completed before BIOL 115/ENVS 115L can be used as G.E. credit. $40 lab fee applicable to main campus day only.

ENVS 220 - Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. **Cross-listed** as GEOG 220. **Prerequisite:** sophomore standing.

ENVS 222 - Conservation Biology 3 hours

Conservation biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the functions of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. **Cross-listed** as BIOL 222. **Prerequisite:** C or better in BIOL 112.

ENVS 223 - Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/ adjustments. **Cross-listed** as GEOG 223. **Prerequisite:** C or higher in GEOG 101 or ENVS 115.

ENVS 230 - Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. **Cross-listed** as CHEM 230. **Prerequisite:** C or higher in CHEM 112.

ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

Laboratory experiences to complement CHEM 230/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. **Cross-listed** as CHEM 230L. **Prerequisite:** C or higher in CHEM 112L. **Corequisite:** CHEM 230/ENVS 230. Additional lab fee applicable to main campus day offerings.

ENVS 233 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 251 - Resource Management 3 hours

An introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Course meets multicultural graduation requirement. **Cross-listed** as GEOG 251. **Prerequisite:** C or higher in GEOG 101 or ENVS 115.

ENVS 254 - Genetics 3 hours

Basic principles of Mendelian and molecular genetics. Concurrent enrollment in BIOL 254L/ENVS 254L is required. **Cross-listed** as BIOL 254. **Prerequisites:** Grade of C or better in BIOL 110; CHEM 109 or CHEM 110 with a grade of C or better.

ENVS 254L - Genetics Laboratory 2 hours

Laboratory experiences to complement BIOL 254/ENVS 254; methodology and applications in classical and molecular genetics. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** BIOL 112L with a grade of C or higher; BIOL 254 /ENVS 254 with a grade of C or higher, or concurrent enrollment. $40 lab fee applicable to main campus day only.

ENVS 300 - Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. **Cross-listed** as BIOL 300. **Prerequisite:** C or higher in BIOL 112.

ENVS 310 - Environmental and Resource Economics 3 hours

Application of economic concepts and tools for the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. **Cross-listed** as ECON 310. **Prerequisites:** ECON 293 or ECON 294; ENVS 115/BIOL 115.

ENVS 312 - Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. **Cross-listed** as POSC 312. **Prerequisite:** POSC 111.

ENVS 319 - Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. **Cross-listed** as BIOL 319. **Prerequisites:** C or higher in BIOL 110 or BIOL 115/ENVS 115; C or higher in CHEM 112.

ENVS 320 - Ecology 3 hours

Basic principles of ecology with an emphasis on the factors affecting the distribution and abundance of organisms. **Cross-listed** as BIOL 320. **Prerequisites:** C or higher in BIOL 112 or ENVS 115, and C or higher in BIOL 222 or ENVS 222.

ENVS 320L - Ecology Laboratory 2 hours

Laboratory experiences to complement BIOL320/ENVS 320. **Cross-listed** as BIOL 320L. **Prerequisites:** C or higher in BIOL 112L; C or higher in BIOL 320/ENVS 320 or concurrent enrollment. **Corequisite:** BIOL 320 or ENVS 320.

ENVS 332 - Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution. **Cross-listed** as PHIL 332.

ENVS 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 343 - Botany 5 hours

Anatomy, physiology and taxonomy of plants. Laboratory is included. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L. **Cross-listed** as BIOL 343. $40 lab fee applicable to main campus day only.

ENVS 352W - American Environmental History 3 hours

Analysis of America's environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, institutions, and technologies have evolved over time. It traces American Indian ecology, agricultural land use, natural resource conservation, and recent environmental activism. It offers special attention to the significance of wilderness in the American past. **Cross-listed** as HIST 352W. **Prerequisite:** Junior standing.

ENVS 353 - Zoology 5 hours

Survey of animal phyla and vertebrate organ systems. Laboratory is included. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L. **Cross-listed** as BIOL 353. $40 lab fee applicable to main campus day only.

ENVS 395 - Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in Biology or Environmental Science must earn a grade of C or higher. **Cross-listed** as BIOL 395 and CHEM 395. **Prerequisites:** 15 semester hours of BIOL, ENVS, and/or CHEM courses; junior standing; C or higher in BIOL 224/PSYC 224/SOCI 224.

ENVS 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than six science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** junior standing; students must have completed with a grade of C or better 15 hours in their major prefix.

ENVS 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 490 - Senior Seminar 1 hour

A seminar course is required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is S (Satisfactory) or U (Unsatisfactory), with a grade of S required. **Cross-listed** as BIOL 490. **Prerequisites/Corequisites:** senior standing, ENGL 133W, 45 semester hours in BIOL/ENVS.

ENVS 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. 45 clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 12 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** minimum 15 hours of completed courses in the major with a grade of C or higher; senior standing; declared

major in Biology, Chemistry or Environmental Science; minimum 3.0 GPA in major core classes at time of registration for internship.

FINC 295 - Risk and Insurance 3 hours

Basic concepts and practices found in modern insurance and other methods of handling risk.

FINC 298 - Personal Financial Planning 3 hours

Broad coverage of personal financial decisions including basic financial planning, managing savings, taxes, the use of credit, buying a house, making insurance and employee benefit decisions, managing investments, and saving for retirement.

FINC 350 - Business Finance 3 hours

A study of the finance function in corporate decision making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. **Prerequisites:** ACCT 281; MATH 150 or MATH 170.

FINC 354 - Investments 3 hours

An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. **Prerequisite:** ACCT 281.

FINC 361 - Small Business Finance 3 hours

An introduction to the finance function within a small business. The focus is on the acquisition and management of capital from inception through growth. Emphasis is on the use of key financial management tools. **Prerequisite:** ACCT 280.

FINC 395 - Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. **Cross-listed** as ECON 395. **Prerequisites:** ACCT 281; MATH 150 or MATH 170; ECON 293, ECON 294; FINC 350.

FINC 396 - Corporate Finance 3 hours

Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. Prerequisites: ACCT 281; MATH 150 or CISS 170; FINC 350.

FINC 397 - Principles of Real Estate 3 hours

An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives.

FINC 400 - Financial Management in Healthcare 3 hours

An Examination of financial decisions and constraints unique to the healthcare industry. **Cross-listed** as MGMT 400. **Prerequisite:** FINC 350.

FINC 410 - Sports Finance 3 hours

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision making in sports management. **Prerequisites:**

ECON 293, ECON 294, FINC 350, MATH 170, MATH 250.

FINC 495 - International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets, and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting, and global working capital management. Course meets multicultural graduation requirement. **Cross-listed** as ECON 495. **Prerequisites:** ECON 293, FINC 350.

FINC 496 - Advanced Financial Management 3 hours

Application of various financial management decision-making techniques as they apply to complex business problems. **Prerequisite:** FINC 396.

FINC 498 - Comprehensive Financial Planning 3 hours

A study of the principles and practices of professional financial planning using an integrated planning mode. Case studies allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. Prerequisite: FINC 354.

FINC 499 - Internship 3 hours

Internships in the Business Administration department provide academic field experience by community theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** senior standing, cumulative GPA of 3.0 or higher, completed a minimum of 24 hours in core courses, completed a minimum of 9 Columbia College upper-level hours in Business Administration courses.

AFCS 101 - African Culture and Society I 3 hours

An interdisciplinary survey of institutions, politics, cultures and societies in Africa from roughly 1800 to the present (emphasis on the period following the Second World War). This course is designed to be taken in sequence with AFCS 102 as an intensive study of the people of Africa. Meets multicultural graduation requirement.

AFCS 102 - African Culture and Society II 3 hours

This course continues an interdisciplinary survey of institutions, politics, cultures and societies in Africa from roughly 1800 to the present (emphasis on the period following the Second World War). It is designed to be taken in sequence with AFCS 101 as an intensive study of the people of Africa. Taking AFCS 101 first will enhance your experience of this course. Meets multicultural graduation requirement.

IRCS 101 - Ireland Culture and Society 3 hours

This course begins a survey of the social, cultural, literary, and political history of Ireland. The course is designed to be taken in sequence with Culture and Society of Ireland II as an intensive study of the Irish culture and its people. Course meets multicultural graduation requirement.

IRCS 102 - Ireland Culture and Society 3 hours

LACS 101 - Latin American Culture and Society I 3 hours

This course begins a survey of the culture of Latin America. It is designed to be taken in sequence with LACS 102 as an intensive study of the people of Latin America. Meets multicultural graduation requirement.

LACS 102 - Latin American Culture and Society II 3 hours

This course continues a survey of the culture of Latin America. It is designed to be taken in sequence with LACS 101 as an intensive study of the people of Latin America. Taking LACS 101 first will enhance your experience of this course. Meets multicultural graduation requirement.

MECS 101 - Middle Eastern Culture and Society I 3 hours

This course begins a survey of Middle Eastern culture. It explores formative events and institutions that have shaped Middle Eastern culture with an emphasis on the manner in which East and West meet and perceive their respective cultures. The course is designed to be taken in sequence with MECS 102 as an intensive study of the people of the Middle East. Meets multicultural graduation requirement.

MECS 102 - Middle Eastern Culture and Society II 3 hours

This course continues a survey of Middle Eastern culture. It explores formative events and institutions that have shaped Middle Eastern culture with an emphasis on the manner in which East and West meet and perceive their respective cultures. The course is designed to be taken in sequence with MECS 101 as an intensive study of the people of the Middle East. Taking MECS 101 first will enhance your experience of this course. Meets multicultural graduation requirement.

RUCS 101 - Russian Culture and Society 3 hours

This course surveys Russian culture and society from early medieval times to the present. It explores the origins of Russian mentality and basic elements unique to Russian civilization using a combination of sources from history, literature, visual arts, music, religion, and philosophy. Course meets multicultural graduation requirement.

SACS 101 - South Asian Culture and Society I 3 hours

This course begins a survey of the cultures of South Asia, including India, Pakistan, Sri Lanka, Maldives, Nepal, and Bhutan. It examines the cultural, religious, and historic influences that have shaped the South Asian region throughout the centuries and which continue to play a key role within contemporary South Asian societies. The course is designed to be taken in sequence with SACS 102 as an intensive study of the people of South Asia. Meets multicultural graduation requirement.

SACS 102 - South Asian Culture and Society II 3 hours

An exploration of the societies and cultures of South Asia, including India, Pakistan, Sri Lanka, Bangladesh, Nepal, and Bhutan. This course will allow the students with a theoretical knowledge of South Asia to examine the diversity and realities of a number of South Asian societies. Students will gain a more in-depth understanding of South Asian social norms, social hierarchy, religious practice, political conflict, immigration and folklore. Course meets multicultural graduation requirement. It is strongly recommended that students take SACS 101 before taking this class.

FRCS 101 - French Culture and Society 3 hours

The course provides an intensive survey of French culture and society. Course meets multicultural graduation requirement.

FREN 101 - Elementary French I 3 hours

French 101 emphasizes elementary proficiency in listening comprehension, oral expression, reading, and writing of French, as well as basic understanding of French-speaking cultures. **Prerequisites:** Not open to native speakers or students who have had three or more years (six semesters) of high school French.

FREN 102 - Elementary French II 3 hours

French 102 is a direct continuation of French 101, with further development of the four language skills and continued introduction to French-speaking cultures. **Prerequisites:** FREN 101 with a grade of C or higher or two years (four semesters) of high school French. Not open to native speakers.

FREN 103 - Intermediate French I 3 hours

French 103 reinforces and expands the skills of listening comprehension, oral expression, reading, writing, and cross-cultural understanding. **Prerequisite:** FREN 102 with a grade of C or higher or four years (eight semesters) of high school French. Not open to native speakers.

FREN 104 - Intermediate French II 3 hours

French 104 focuses on advanced French grammar, composition, and conversation, as well as the exploration of French-speaking cultures via selected readings and media clips. The class is taught in French. Emphasis is on reading, conversation, and writing. **Prerequisite:** FREN 103 with a grade of C or higher. Not open to native speakers.

FRSC 100 - Reasoning in Forensic Science 3 hours

Forensic science is the application of scientific methods to matters of legal concern. This course will provide students with an overview of forensic science and establish the role it plays in the criminal justice process. Students will gain an understanding of general concepts in forensic science through the application of the scientific method to the analyses of various types of evidence.
The laboratory component of the course will address basic methodologies and techniques used in the analysis of forensic evidence. Activities will provide students the opportunity to frame investigative questions and, in turn, to analyze evidence. Students will use data appropriately, interpret results and evaluate the significance of their findings by generating conclusions appropriate to the forensic context. **Prerequisite:** C or better in MATH 106 or higher.

FRSC 210 - Introduction to Forensic Science 3 hours

An introduction to forensic science, including discussion of the role of the forensic scientist in the criminal justice system, forensic evidence, basic techniques and instrumentation used to analyze forensic evidence.

FRSC 305 - Forensic Anthropology 3 hours

Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. **Prerequisite:** junior standing.

FRSC 310 - Professional Issues in Forensic Science 3 hours

Examination of professional topics and current issues relevant to the forensic scientist. **Prerequisite:** FRSC 210; this course is only open to Forensic Science majors or minors, unless an exception is granted.

FRSC 315 - Forensic Microscopy 3 hours

Examination of the theoretical foundations of microscopy, with an emphasis on

stereomicroscopy and polarized light microscopy. Techniques are applied to the analysis of forensic evidence. **Prerequisites:** FRSC 210 and CHEM 110 or alternatively, FRSC 210 with **Corequisite** of PHYS 112 or PHYS 212.

FRSC 327 - Fingerprint Evidence 3 hours

Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence, including consideration of the fundamentals of fingerprint patterns, classification formulas and extensions, scarred patterns, amputations and missing fingers, filing sequence, searching and referencing, Henry Classification, techniques for taking good fingerprints, problems in fingerprinting, latent impressions, powdering and lifting latent impressions, preparation of fingerprint charts for court testimony, and practice exercises for capturing fingerprints on a ten print card and live scan fingerprint machines. **Prerequisites:** CJAD 101 and a declared Criminal Justice or Forensic Science major.

FRSC 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in forensic science. Topics are approved by the Department of Physical and Biological Sciences.

FRSC 335L - Criminalistics Lab 2 hours

Criminalistics laboratory covers the basic biology, chemistry and instrumentation techniques used in the analysis of forensic evidence. **Prerequisites:** FRSC 210 or concurrent enrollment, CHEM 110, CHEM 111L, BIOL 110, BIOL 110L, Junior standing. Additional lab fee applicable to main campus day offerings.

FRSC 406 - Expert and Scientific Evidence 3 hours

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing

scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. **Cross-listed** as CJAD 406. **Prerequisite:** junior standing.

FRSC 415 - Forensic Biology 4 hours

An introduction to the methods, instrumentation, and special considerations used in the forensic analysis of biological evidence, such as blood and other human bodily fluids. Introduction to DNA extraction, quantitation and amplification, as well as statistical interpretation of the data. **Prerequisite:** BIOL 254.

FRSC 425 - Forensic Chemistry 3 hours

A study of the methods and instrumental techniques commonly used in the analysis of chemical evidence. The application of polarized light microscopy, thin layer and gas chromatography, infrared and Raman spectroscopy and mass spectrometry will be assessed. **Cross-listed** as CHEM 425. **Prerequisites:** FRSC 210, CHEM 312, CHEM 312L, CHEM 337. **Corequisite:** CHEM 425L.

FRSC 425L - Forensic Chemistry Laboratory 2 hours

The laboratory companion to Forensic Chemistry. Application of the major techniques and instruments used in the analysis of chemical forensic evidence, including microscopy, thin layer chromatography, gas chromatography and other relevant separation techniques, UV-visible spectroscopy, infrared spectroscopy, Raman spectroscopy and mass spectrometry. **Cross-listed** as CHEM 425L. **Prerequisites:** FRSC 210, CHEM 312, CHEM 312L, CHEM 337. **Corequisite:** FRSC 425.

FRSC 430 - Physical and Chemical Methods in Forensic Science 3 hours

A survey of physical, chemical and trace evidence encountered in the forensic laboratory and the methods used to analyze such evidence. Techniques utilized in the collection, preservation and interpretation of impression and physical match evidence will be discussed. The analysis of chemical and trace evidence, such as hairs, fibers and paint evidence, will be assessed. **Prerequisites:** CHEM 312, CHEM 312L, FRSC 210. **Corequisite:** FRSC 430L.

FRSC 430L - Physical and Chemical Methods in Forensic Science Laboratory 2 hours

The laboratory component of Physical and Chemical Methods in Forensic Science. A hands-on introduction to the methods used to analyze physical, chemical and trace evidence. Techniques utilized in the collection, preservation and interpretation of impression and physical match evidence will be employed. Chemical and trace evidence, such as hairs, fibers and paint evidence, will be analyzed. **Prerequisites**: CHEM 312, CHEM 312L, FRSC 210. **Corequisite**: FRSC 430.

FRSC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in forensic science. Topics are approved by the Department of Physical and Biological Sciences.

FRSC 445 - Forensic Pathology 3 hours

Analysis of systems and methods of determining time, cause, and means of death in criminal investigation and trials. **Prerequisites:** CJAD 101 and junior standing.

FRSC 475 - Senior Seminar in Forensic Science 3 hours

A seminar course required as a culminating experience for all seniors majoring in Forensic Science. This capstone course integrates prior learning while exploring current research, contemporary issues and professional standards in forensic science. Completion with a grade of C or higher is required. **Prerequisites:** senior standing and a declared Forensic Science major.

GEOG 101 - Introduction to Geography 3 hours

This course offers an introduction to geographic patterns of human distribution and activities around the world. Particular attention is given to the ways in which people relate to their physical environment, and how this relation has evolved as a result of demographic growth, social changes, and global economic and political forces. The course explores the sustainability of human systems on earth and the solutions that humans have developed to address global challenges. Course meets Multicultural graduation requirement.

GEOG 220 - Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. **Cross-listed** as ENVS 220. **Prerequisite:** sophomore standing.

GEOG 223 - Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/adjustments. **Cross-listed** as ENVS 223. **Prerequisite:** C or higher in GEOG 101 or ENVS 115.

GEOG 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in geography. Topics are approved by the Psychology and Sociology Department.

GEOG 251 - Resource Management 3 hours

Introduction to the global range of natural resources, the economic and political contexts of their development and the resulting physical and societal impacts. Course meets multicultural graduation requirement. **Cross-listed** as ENVS 251. **Prerequisite:** C or higher in GEOG 101 or ENVS 115.

GEOG 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in geography. Topics are approved by the Psychology and Sociology Department.

GEOG 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This

course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOL 110 - Introduction to Physical Geology 3 hours

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes.

GEOL 110L - Introduction to Physical Geology Laboratory 2 hours

Laboratory experience to accompany GEOL 110.
Prerequisite: GEOL 110 or concurrent enrollment. GEOL 110 must be completed before it can be used as G.E. credit. Additional lab fee applicable to main campus day offerings.

HIST 101 - Western Civilization I 3 hours

European history from Greece to 1715.

HIST 102 - Western Civilization II 3 hours

European history since 1715.

HIST 111 - World History to 1500 3 hours

This course surveys the major developments that have shaped the human experience from the earliest civilization to 1500 CE. The course examines overall patterns of early global history, characteristics of the world's major premodern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions. Course meets multicultural graduation requirement.

HIST 112 - Making the Modern World 3 hours

Our world is the result of a process unfolding since 1500 CE. This course highlights the experiences of the world's peoples as they grappled with the beginnings of globalization, the rise and expansion of technologically advanced societies, vast movements of peoples and goods, the age of total wars, and the promises and perils of modern life. SKILLS: In learning about past experiences, students will enhance skills in understanding and working with different peoples in the present. This course also develops proficiency in reading, writing and critical thinking. Finally, it hones skills in note-taking, library research, and information- and digital-literary. Course meets multicultural graduation requirement.

HIST 121 - American History to 1877 3 hours

A survey of institutions, politics, culture, and society in America from colonization to reconstruction.

HIST 122 - American History Since 1877 3 hours

A survey of institutions, politics, culture, and society in America from reconstruction to the present.

HIST 233 - Topics 3 hours

Selected courses approved by the History and Social Sciences Department for history credit.

HIST 294 - Introduction to the Historian's Craft 3 hours

Designed for the history major, but open to non-majors as well, this course provides hands-on exploration of what historians do, and gives students a broad foundation in learning how to think and work as historians. Students will assess the causes of events, and the reliability of evidence. They will also learn how to critically analyze primary and secondary sources, and be introduced to a variety of approaches to history--including oral history, quantitative history, digital history and aspects of historiography. As a central project, students will craft a research proposal as a solid foundation for more advanced work in the history major/minor. Completion with a grade of "C" or higher is required for History majors. Prerequisite: Six hours of history courses at the 100 level.

HIST 303 - History and Philosophy of Modern Science 3 hours

Evolution of scientific thought from 1600 A.D. to the present. **Cross-listed** as PHIL 303. **Prerequisite:** HIST 102.

HIST 304W - History of Latin America 3 hours

Survey of the history of Latin America from the colonial period to the present. The study of the development of colonial structures, the impact of colonization on the native peoples, the struggle for independence, colonial legacies, economic dependency, and ethnic, gender, and class relations helps students to gain an understanding of the major themes in Latin American history. The class also considers the relationship between Latin American countries and the United States, as well as political and social movements throughout the region. The class considers examples from the histories of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay and Venezuela. Course meets multicultural graduation requirement. **Prerequisite:** junior standing.

HIST 312 - 20th Century American Diplomatic History 3 hours

Diplomacy since 1890s and emergence of the nation as a world power. **Prerequisite:** HIST 122.

HIST 314 - Modern China 3 hours

Chinese history since 1800. Course meets multicultural graduation requirement. **Prerequisite:** junior standing.

HIST 316 - Modern Japan 3 hours

Japanese history since 1800. Course meets multicultural graduation requirement. **Prerequisite:** junior standing.

HIST 318W - The U.S. and the Vietnam War 3 hours

Analysis of American involvement in the Vietnam War from 1954 to 1975. The events of the armed conflict are placed in a multiplicity of contexts to reveal political, diplomatic, military, social, and economic factors. This course considers the deployment of armed forces in addition to the impact of the peace movement. Significant

attention will be given to the challenges of the Cold War, the dynamics of popular culture, and the collapse of South Vietnam. **Prerequisite:** HIST 122.

HIST 319W - History and Democracy in the Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam; and the Arab Spring of 2011. Course meets multicultural graduation requirement. **Cross-listed** as ANTH 319W. **Prerequisite:** HIST 102 or HIST 112.

HIST 321 - History of the Modern U.S. 3 hours

Analysis of the reformation of the United States during the era of Franklin D. Roosevelt. The course explores the story of how Americans endured the Great Depression and eventually prevailed in their struggle against totalitarianism. In particular, it highlights the anxieties of the new era, the stock market crash of 1928, the New Deal policies of FDR and the military campaigns of World War II. Significant themes of gender, class, power and warfare are traced from the twilight of the roaring twenties to the dawn of the atomic age. **Prerequisite:** HIST 122.

HIST 322W - Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meanings of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain or

gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. **Cross-listed** as WMST 322W. **Prerequisite:** junior standing.

HIST 329 - Warfare, Witches, and Life in Early Modern Europe, 1550-1700 3 hours

Early modern Europe served as a kind of precedent for modern life, through developments such as the nationstate, free-trade economies, competitive empire-building, and science and industry. The course explores traditional topics such as the Reformation, the Thirty Years' War, absolutism and constitutionalism, and the Scientific Revolution, as well as more recent histories of women, popular culture, sexuality, peasant life, and magic. **Prerequisite:** HIST 101 or HIST 111.

HIST 332 - The European Renaissance 3 hours

During the age of the Renaissance scholars, artists, ecclesiastics, princes and courtiers consciously turned from medieval tradition and cultivated a renewal of classical Greek and Roman cultures. This course explores the cultural, intellectual, religious, political and economic lives of the men and women of Renaissance Europe from its inception in mid-fourteenth-century Italy to its culmination in Early Modern Northern Europe. Prerequisite: HIST 101 or HIST 111.

HIST 334W - The European Enlightenment 3 hours

This course traces the transformation of European culture and society between the last decades of the 17th century and the end of the 18th century. Texts include political and philosophical essays, theological works, and examples from the "literary underground" of the 18th century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course

also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. **Prerequisite:** HIST 102 or HIST 112.

HIST 335 - 19th Century Europe 3 hours

This course focuses on the major transformations in European politics, economics, culture and society between the French Revolution and World War I. Topics include Napoleonic Europe, industrialization, the emergence of class as a concept for explaining fundamental social change, the revolutions of 1848, the unification of Germany and Italy, the expansion of European imperialism especially as seen in Africa, and the convergence of tensions which contributed to the outbreak of World War I. **Prerequisite:** HIST 102 or HIST 112.

HIST 336 - 20th Century Europe 3 hours

Exploration of patterns of difference and commonality across the countries of Europe. From World War I through the Russian Revolution, the rise of fascism and totalitarianism, and through the Cold War, an often ferocious ideological battle between liberal democracy, communism and fascism dominated European life. As the Cold War came to an end and the ideal of a united European community emerged, the relations between countries and peoples changed dramatically. Moreover, in almost all of these aspects of European relations, the workings of nationality, race, and ethnicity played important roles. In addition to confronting the profound ethical dilemmas which accompanied one of the darkest centuries of Europe's history, students complete this class with a factual and conceptual understanding of the dynamic political, economic, social and cultural factors which affected Europe between 1914 and the 21st century. **Prerequisite:** HIST 102 or HIST 112.

HIST 337 - Fascism in Europe, 1900-1945 3 hours

Explores how and why fascist groups achieved power in European states during the early 20th century. Topics include political mobilization, social engineering, resistance and collaboration, racism/anti-Semitism, and gender policies, foreign policy, imperial aims and mass violence. The course concludes by exploring the legacies fascists left behind for Europe and the world. **Prerequisite:** HIST 102 or HIST 112.

HIST 339W - History of Modern Africa 3 hours

This course offers a history of Africa from the early nineteenth century to the present day. The course examines the European imperial scramble to colonize Africa during the later 1800s and early 1900s, the broader integration of African societies into the world economy during that process, the social, political and cultural impact of imperial policies, Western popular images of Africa in the colonial period, the nationalist struggles that resulted in the independent African states, and the achievements of - and persistent problems faced by - those post-colonial states. Cross-listed as ANTH 339. Prerequisite: HIST 102 or HIST 112.

HIST 342W - American Civil War 3 hours

Analysis of the American Civil War during the 19th century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the politics of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces and the plans for post-war reconstruction. Furthermore, significant themes of politics, gender, warfare and labor are considered. **Prerequisite:** HIST 121.

HIST 347 - World War I 3 hours

Analysis of the causes and consequences of the First World War from a transnational perspective. This course examines the major events of the armed conflict from 1914 to 1918 while featuring

the remembrances of men and women around the globe. The impact of "total war" on modernity will be considered, as will the geopolitical re-alignment of the post-war world.

HIST 348W - World War II 3 hours

Analysis of the causes and consequences of the Second World War from a transnational perspective. This course examines the major events of the armed conflict from 1939 to 1945 while featuring the remembrances of combatants and non-combatants in Europe and Asia. The impact of "total war" on modernity is considered, as is the geopolitical realignment of the post-war world. **Prerequisite:** HIST 102 or HIST 112.

HIST 350W - American Revolution 3 hours

Analysis of the American Revolution during the eighteenth century. This course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention will be given to the clash of values, interests, arms, and ambitions transforming the thirteen colonies into the United States before 1789. **Prerequisite:** HIST 121.

HIST 352W - American Environmental History 3 hours

Analysis of America's environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, institutions, and technologies have evolved over time. It traces American Indian ecology, agricultural land use, natural resource conservation, and recent environmental activism. It offers special attention to the significance of wilderness in the American past. **Cross-listed** as ENVS 352W. **Prerequisite:** Junior standing.

HIST 353 - Missouri History 3 hours

Survey of Missouri's development from colonization to the present. This course examines the contributions of Missouri and its inhabitants to the development of the U.S. In particular, it will highlight the state's government over the years. **Prerequisite:** Junior standing.

HIST 358 - The Making of Modern Britain 3 hours

Exploration of the most important social, economic and political developments in Britain since the beginning of the 18th century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars and postwar political and social changes. Certain themes are stressed, such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. **Prerequisite:** HIST 102 or HIST 112.

HIST 359 - The Rise and Fall of the British Empire 3 hours

This course traces the emergence of an England-centered empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts, and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and uses of race; and the empire's effects on Britain. Prerequisite: HIST 102 or HIST 112.

HIST 362 - History of the American West 3 hours

Analysis of Western America from colonization to the present. The course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In

particular, it appraises the interactions of diverse populations in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. **Prerequisite:** junior standing.

HIST 370W - American Military History 3 hours

Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It will not only address such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention will be given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. **Prerequisite:** junior standing.

HIST 371 - History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms. It will focus upon economic processes that created a modern industrial order, wherein corporations assumed a dominant position in the development of the United States. Significant attention will be given to key leaders of the free enterprise system. **Cross-listed** as MGMT 371. **Prerequisite:** junior standing.

HIST 372W - Native American History 3 hours

Analysis of American Indian history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European conquest. In particular, it traces the formation and operation of

U.S. government policy toward the "first peoples" over the course of several generations. Particular attention is given to the pre-contact traditions, survival strategies and tribal sovereignty exemplified by native communities in the U.S. Course meets multicultural graduation requirement. **Prerequisite:** junior standing.

HIST 373W - Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy, and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. **Cross-listed** as WMST 373W. **Prerequisite:** junior standing.

HIST 374W - African American History 3 hours

This course explores the major themes in African American history, from its roots in 15th-century West Africa to contemporary U.S. society. Course materials cover the major political, economic, social and cultural factors that have shaped the African and African American experience in the United States. **Prerequisite:** junior standing.

HIST 381 - History of Christianity: Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. **Cross-listed** as RELI 381. **Prerequisite:** HIST 101 or HIST 111.

HIST 382 - Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. **Cross-listed** as RELI 382. **Prerequisite:** HIST 102 or HIST 112 .

HIST 392 - History of Russia 1825 to Present 3 hours

Major historical developments from the death of Alexander I through the coming of Marxism, the Revolution of 1917, Stalin, the Great Patriotic War, the Cold War, to the Commonwealth of Independent States. **Prerequisite:** junior standing.

HIST 394 - Modern Historiography: the West and the World 3 hours

This is a seminar on the history of modern historical writing, with particular attention given to conceptual theories which affect historical investigation. Topics dealt with in this course include connections between nationalism and historiography, the emergence of historical scholarship as a professional endeavor, historiography and decolonization, recent directions in historical research, and global historiography. The course is highly useful for the senior thesis and is especially recommended for students considering graduate study. **Prerequisite:** HIST 294 and junior standing.

HIST 399 - History Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 history internship credits (HIST 399 and HIST 499 combined) during their time at Columbia College. The seminar is the culminating experience for graduation as a history major. Completion with a grade of C or higher required. **Prerequisites:** three hours of history credit; junior standing; minimum 2.5 cumulative GPA at time of registration of internship.

HIST 494 - Senior Seminar in History 3 hours

The culminating seminar for graduation as a History major. Historical Research and Methods is a seminar dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. The seminar is the culminating experience for graduation as a history major. Completion with grade of C or higher is required. **Prerequisites:** HIST 121; HIST 122; HIST 101 or HIST 111; HIST 102 or HIST 112; HIST 294 and nine hours of HIST electives at the 300 or 400 level.

HIST 499 - Advanced History Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 history internship credits (HIST 399 and HIST 499 combined) during their time at Columbia College. **Prerequisites:** minimum nine hours of history coursework; Senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.

HNRS 310 - Honors Service 1 hour

All students participating in the Honors Program must complete this course prior to graduation. Students must design a community service activity, choose a professor to direct that activity, and perform the project. Requires 45 hours of service activity. **Prerequisite:** eligibility for Honors Program.

HNRS 340 - Schiffman Ethics in Society Lecture 3 hours

Each year a renowned scholar or public figure is invited to the main campus to speak on the role of ethics in society. This course is a careful review of the writings by this year's speaker as well as an investigation of the literature surrounding the topic of the guest's presentation. **Prerequisite:** eligibility for Honors Program. May be repeated.

HNRS 350 - Topics 3 hours

An investigation of some great idea or ideas in the liberal arts and sciences, a focus on an epoch or trend in cultural history, an in-depth study of an alternative culture or a myopic biography. Examples: Beauty, Chaos Theory, Evolution & Fundamentalism, The Civil Rights Movement, What Are Numbers?, theories of humor, redefining photographic truth, etc. **Prerequisite:** eligibility for Honors Program. May be repeated.

HNRS 484 - Honors 3 hours

Open to students who have been accepted as candidates for degrees with Distinction and who are registering for their final semester of coursework. **Prerequisite:** admittance to the Honors Program required.

HUMS 105 - Introduction to Human Services 3 hours

Introduction to the profession, practice and career options of human services.

HUMS 300 - Exploring Research 3 hours

Finding, understanding, critical analysis and communication of empirically based research for practice application. **Prerequisite:** MATH 150 or MATH 170.

HUMS 305 - Foundations of Counseling 3 hours

Counseling theories and methods for working with individuals. This course is a practice class, and there is much role-play in the classroom to practice new skills. **Prerequisites:** HUMS 105, sophomore standing.

HUMS 310 - Military Case Work 3 hours

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. **Prerequisite:** sophomore standing.

HUMS 325 - Case Management 3 hours

Introduction to case management theory, models of case management and skills necessary to function effectively as case managers. Content includes the use and case management implications of psychotropic medications. Students develop abilities to serve special populations in a case management role. **Prerequisite/Corequisite:** HUMS 105 or PSYC 101.

HUMS 330 - Ethics in the Human Services Profession 3 hours

Study of ethical practice as it relates to the field of human services. Core ethics, ethical decision making, and ethical dilemmas are discussed. **Prerequisites:** HUMS 105, junior standing and HUMS major.

HUMS 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in human services. Topics are approved by the Criminal Justice Administration and Human Services Department.

HUMS 335 - Working with Groups 3 hours

Theoretical foundations, knowledge, values and skills of human service practice as they apply to working with groups. **Prerequisite:** HUMS 105 or PSYC 101.

HUMS 340 - Working with Families 3 hours

Examination of family function and assessment using the major models, theories and perspectives of family and family therapy. Students learn how to apply those theories and perspectives to assess families in conjunction with other assessment tools such as ecomaps and genograms. **Prerequisite:** HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 345 - Working with Communities and Organizations 3 hours

The values, knowledge and skills of human service practice in the context of communities and organizations. **Prerequisite:** HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 350 - Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. **Cross-listed** as SOCI 350.**Prerequisite:** junior standing.

HUMS 356 - Directed Study

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of human services. This course requires the approval of the chair of the Criminal Justice Administration and Human

Services Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of human services courses, and a cumulative GPA of 3.0 or higher.

HUMS 365 - American Social Policy 3 hours

Emphasis on the nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy, and other topical issues. **Cross-listed** as SOCI 365. **Prerequisite:** junior standing.

HUMS 375 - Disabilities 3 hours

Examination of issues faced by persons with disabilities and the social injustice which they have historically experienced. Different theories or approaches used to understand the situation of persons with disabilities are examined. Particular issues and areas of need experienced by individuals having different types of disabilities (mobility, sensory, cognitive, etc.) are explored. It considers the consequences and dynamics of systemic barriers that threaten to compromise or exclude the participation of persons with disabilities in social, economic, and political processes. Various perspectives on equality are explored from the point of view of their impact on this vulnerable population. **Prerequisite:** sophomore standing.

HUMS 380 - Addiction 3 hours

Examination of substance use and the progressive nature of addiction. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, treatment methods and prevention are examined. **Prerequisite:** Sophomore standing.

HUMS 385 - Mental Health 3 hours

This course provides a look at mental health problems from a diagnostic perspective. Students

learn diagnostic criteria for mental health disorders, psychotropic medications and the role of the family. **Prerequisite:** PSYC 101, sophomore standing.

HUMS 390 - Child Welfare 3 hours

This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high-risk populations of children/youth and families. **Prerequisite:** sophomore standing.

HUMS 455 - Directed Study

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of human services. This course requires the approval of the chair of the Criminal Justice Administration and Human Services Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of human services courses, and a cumulative GPA of 3.0 or higher.

HUMS 495 - Senior Seminar 3 hours

Required as a culminating experience prior to graduation. Capstone course integrating prior learning while exploring current research, contemporary issues and areas of practice in human services. Grade of C or higher is required. Writing intensive. Emphases include exploration of self and creating expertise within an area of interest pertinent to the career and academic goals of the student. **Prerequisites:** Human Services major, senior standing and all core requirements completed (or concurrently enrolled). May be taken concurrently with HUMS 499.

HUMS 499 - Internship 3-6 hours

Students complete 45 hours of experiential work for each credit hour. Students typically work in a non-profit social service agency under the direct supervision of a designated agency

employee. Grades are assigned as S (satisfactory) or U (unsatisfactory). A monthly seminar examines professional and developmental issues related to the experience and assists students in integrating the knowledge, values and skills of practice in the human services field. **Prerequisites:** Senior standing; HUMS 495 taken previously or concurrently; completion of all HUMS core requirements; and a minimum of 2.5 cumulative GPA at time of registration of internship. Students may register for 3 or 6 credits.

JAPA 101 - Beginning Japanese I 3 hours

JAPA 101 emphasizes elementary proficiency in listening comprehension, oral expression, reading, writing and cultural understanding. **Prerequisite**: Not open to native speakers or students who have had three or more years of high school Japanese.

JAPA 102 - Beginning Japanese II 3 hours

Continuation of JAPA 101, with further development of language skills and cultural understanding. **Prerequisite**: JAPA 101 with a grade of C or higher or three years of high school Japanese. Not open to native speakers or students who have had four years of high school Japanese.

JAPA 103 - Intermediate Japanese I 3 hours

Continuation of JAPA 102, with further development of language skills and cultural understanding. Not open to native speakers. **Prerequisite**: JAPA 102 with a grade of C or higher or three years of high school Japanese.

JAPA 104 - Intermediate Japanese II 3 hours

Continuation of JAPA 103, with further development of language skills and cultural understanding. Not open to native speakers. **Prerequisite**: JAPA 103 with a grade of C or higher or three years of high school Japanese.

LEAD 200 - Introduction to Leadership Concepts 3 hours

An examination of the theory, evolution, practice and dynamics for leadership in contemporary society.

LEAD 499 - Applied Leadership Internship 3 hours

Students complete 45 hours of experiential work for each credit hour. Students work in conjunction with a faculty sponsor on approved learning goals. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI, and NSCI experiences is acceptable. **Prerequisites:** senior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Internship must be in same department as student's major.

LGST 301 - Alternative Dispute Resolution 3 hours

Examination of negotiation, mediation and arbitration as alternatives to the formal trial process in resolving legal disputes. **Prerequisite:** junior standing.

MGMT 150 - Introduction to Business 3 hours

Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.

MGMT 152 - Business Mathematics 3 hours

Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.

MGMT 230 - Principles of Management 3 hours

Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application.

MGMT 233 - Topics 1-3 hours

Specialized inquiry into topics not covered in the curriculum.

MGMT 254 - Business Communication 3 hours

Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to use this knowledge. **Prerequisite:** ENGL 133W.

MGMT 261 - Introduction to Human Resource Management 3 hours

This is a foundational course introducing students to the functional areas of Human Resource Management and the competencies needed to be a successful Human Resources professional. **Prerequisite:** MGMT 230.

MGMT 265 - Business Law I 3 hours

Fundamental principles of law relating to business activity. Use of cases. **Prerequisite:** sophomore standing.

MGMT 278 - Introductory Business Analytics 3 hours

Provides a framework that enables students to recognize, understand and apply the language, theory and models of the field of business analytics. Cross-listed as ACCT 278. **Prerequisite:** Beginning knowledge of Excel 2016, Word 2016.

MGMT 300 - The American Healthcare System 3 hours

A study of the evolution of the healthcare system in the United States and characteristics of the current system.

MGMT 311 - Public Administration and Policy 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. **Cross-listed** as PADM 311/POSC 311.**Prerequisite:** POSC 111.

MGMT 315 - Comparative Healthcare Systems 3 hours

A study of various healthcare systems in practice, throughout countries in the industrialized world, will be examined. This includes how health care systems are influenced by culture, and the religious and political philosophies of the regions/countries. Students will establish metrics for conducting quality comparisons across systems to evaluate pros and cons among the various systems.

MGMT 325 - Operations Management and Quality in Healthcare 3 hours

A study of aspects of operations management specific to the healthcare industry.

MGMT 338 - International Business 3 hours

Exploration of the challenges involved in multinational and international business. Course meets multicultural graduation requirement. **Prerequisites:** junior standing, MGMT 230.

MGMT 339 - Diversity in Organizations 3 hours

Successful inclusion is the outcome sought from good diversity management. Students will develop interpersonal skills needed to manage varying diverse work groups and the impact of cultural factors influencing behavior. Students will understand the business case for diversity leading to better problem solving. **Prerequisite:** MGMT 230.

MGMT 340 - Introduction to Healthcare Management 3 hours

Introduction to fundamental healthcare management principles; issues and considerations unique to a healthcare setting that influence management decisions. **Prerequisite:** MGMT 230.

MGMT 341 - Introduction to Entrepreneurship 3 hours

The focus of this course is to explore the development of innovative thinking, opportunity recognition, and idea generation as it pertains to the creation of new businesses. **Prerequisite:** Junior Standing.

MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

To sustain and grow in today's hypercompetitive and global society, firms must practice continuous innovation. This course offers students the opportunity to study the process of creating and managing ventures within stable, possibly bureaucratic settings. **Prerequisite:** Junior standing.

MGMT 348 - International Business Law 3 hours

This course will provide an overview of international rules, laws and regulations impacting business. This will include international law, international contracts and sales, international organizations, foreign trade, international marketing, international e-commerce, international labor and employment, and international intellectual property. **Prerequisite:** MGMT 265 Business Law.

MGMT 353 - Legal and Ethical Aspects of Healthcare 3 hours

An overview of key laws and ethical issues that affect the delivery of health care. **Prerequisites:** MGMT 265, MGMT 368W.

MGMT 354 - Public Relations Writing 3 hours

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. **Prerequisites:** MGMT 254.

MGMT 360 - Organizational Theory 3 hours

Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. **Prerequisite:** MGMT 230.

MGMT 362 - Organizational Behavior 3 hours

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. **Prerequisite:** MGMT 230 or PSYC 101.

MGMT 363 - Operations Management 3 hours

This course introduces students to the important functional area of operations management, in both manufacturing and service contexts. **Prerequisite:** MGMT 230.

MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours

This course explores how organizations strategically plan for changes in their workforce. This includes identifying talent acquisition strategies and selection systems to identify the best talent for their businesses. Staffing planning strategies include forecasting, gap analysis, retention, and succession planning. Approaches to performance management consider criteria and types of measurement. **Prerequisite:** MGMT 261.

MGMT 365 - Compensation and Benefits 3 hours

The focus of this course is "Total Compensation." Direct and indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, variable pay, executive compensation, benefit options, and government-mandated benefit. **Prerequisite:** MGMT 261.

MGMT 367 - Business Law II 3 hours

Continuation of Business Law I. **Prerequisite:** MGMT 265.

MGMT 368W - Business Ethics 3 hours

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration, Management Information Systems and Computer Information Systems majors. **Prerequisite:** MGMT 230.

MGMT 371 - History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as

large firms. It focuses upon economic trends that created a modern industrial order, wherein the corporation assumed a dominant position in the U.S. Significant attention is given to key leaders of the free enterprise system. **Cross-listed** as HIST 371. **Prerequisite:** junior standing.

MGMT 372 - Crisis Management 3 hours

This course introduces students to the fundamental principles of effectively preventing and responding to crises in organizations. Students focus on the skills required for effective crisis management and to the processes engaged in crisis intervention. Crisis at both the individual and systems level are examined. Students learn protocols for conducting crisis audits and assessments and methods for action planning and implementation and post-crisis evaluation. **Prerequisite:** MGMT 230.

MGMT 375 - Labor Relations 3 hours

The focus of this course is learning about the labor relations process and the role of management and labor unions. Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. **Prerequisite:** MGMT 261.

MGMT 385 - Business Project Management 3 hours

Whether one is a practitioner of project management or a participant in projects, understanding and applying project management skills and techniques is a fundamental need in today's world. This course address both managerial concepts and hands on application of software tools. Emphasis is placed on the key knowledge areas that are recognized within the discipline: project integration, scope, time, cost, quality, human resources, communication, stakeholder, risk and procurement management. Upon successful completion of the course, students will be able to apply project management techniques and use Microsoft Project to develop timelines, network diagrams and critical path analyses. Examinations, assignments and/or projects will be used to demonstrate understanding of course objectives. **Prerequisites:** MGMT 230 and Junior Standing.

MGMT 393 - Business Information Systems 3 hours

Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. **Prerequisites:** ACCT 281, CISS 170, MGMT 230 (may be taken concurrently) and junior standing.

MGMT 399 - Management Internship 1-12 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to his/her course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit

MGMT 400 - Financial Management in Healthcare 3 hours

An Examination of financial decisions and constraints unique to the healthcare industry. **Cross-listed** as FINC 400 . **Prerequisite:** FINC 350.

MGMT 422 - Small Business Management 3 hours

Students will learn about organizational structure, strategy development and management of a small business. They will create a business plan and learn how to pitch their plan to various types of stakeholders. **Prerequisite:** MGMT 341.

MGMT 430 - Management Science 3 hours

Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. **Prerequisites:** MATH 150 or MATH 170; MATH 250 or PSYC 224.

MGMT 433 - Topics 1-3 hours

Specialized inquiry into topics not covered in the curriculum.

MGMT 461 - Training and Development 3 hours

Study of learning, training and development and the alignment with strategic goals of an organization for achieving goals and talent management. The course focuses on individual development, organizational development, and change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change. **Prerequisite:** MGMT 261.

MGMT 479 - Strategic Management 3 hours

Culminating experience capstone course for majors in business administration. Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. **Prerequisites:** senior standing, completion of a minimum 33 hours of core requirements, including FINC 350, and at least six hours of upper-level courses within the identified major.

MGMT 480 - Case Studies in Healthcare Management 3 hours

Capstone Course for Healthcare Management Majors. Student will apply concepts learned throughout their program of study to case study scenarios. **Prerequisites:** MGMT 300 and MGMT 340.

MGMT 490 - Strategic Human Resource Management 3 hours

This is the capstone course for students completing the HR major. Students will understand the strategic role HR contributes to organizational objectives and complete a capstone project related to the functional areas of HR Management. **Prerequisite:** This course is taken upon completion of Business Core and HR Core curriculum.

MGMT 499 - Management Internship 1-3 hours

MKTG 210 - Principles of Marketing 3 hours

Survey of principles for providing value to consumers by segmenting and selecting target markets, assessing consumer needs, conducting marketing research, selling and servicing, and developing products and services all amidst the marketing environment.

MKTG 327 - Retail Management and Strategies 3 hours

Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. **Prerequisites:** MGMT 150, junior standing.

MKTG 331 - Consumer Behavior 3 hours

Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. **Prerequisite:** MKTG 210.

MKTG 332 - Public Relations 3 hours

Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. **Prerequisites:** MKTG 210.

MKTG 335 - Advertising and Sales Promotion 3 hours

Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. **Prerequisite:** MKTG 210.

MKTG 352 - Strategic Sales and Customer Experience Management 3 hours

This course overviews techniques and skills of strategic selling in various offline and online environments using varied approaches. It also covers managing the customer experience function and honing service management skills in different environments. Sales and Customer Service Management presentations required. **Prerequisite:** MKTG 210.

MKTG 354 - Public Relations Writing 3 hours

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. **Prerequisite:** MGMT 254.

MKTG 360 - Digital Marketing 3 hours

This course explores how the internet can be used effectively to strategically enhance the marketing activities of corporate enterprises, non-profits and government agencies. **Prerequisite:** MKTG 210.

MKTG 370 - Social Media 3 hours

The course researches, discusses, explores and demonstrates the ability to use emerging social media and marketing technologies for marketing and public relations uses within a for-profit or not-for-profit firm. Scholarly research writings from marketing and PR professional are reviewed and discussed. Students apply the online marketing and PR concepts in real time social media and marketing usage. Topics covered may include: blogs, Twitter, Facebook, wikis, podcasts, social bookmarking, RSS feeds, viral video, and other emerging web technologies. Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. **Prerequisite:** MKTG 210.

MKTG 378 - Marketing Communication Practicum 3 hours

Students will conclude this course with a basic understanding of marketing design principles as well as practical skills in the areas of writing, photography, and video for marketing purposes. These real-world skills will give students the tools needed to create basic marketing communication materials in a marketing environment. **Prerequisite:** MKTG 210.

MKTG 399 - Marketing Internship 1-12 hours

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to his/her course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit

MKTG 410 - Global Marketing 3 hours

Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. Course meets multicultural graduation requirements. **Prerequisite:** MKTG 210.

MKTG 441 - Marketing Research and Analytics 3 hours

This course will provide an understanding of how organizations can provide value by researching various aspects of the marketing environment using various data and sources. **Prerequisites:** MKTG 210 and MATH 250.

MKTG 460 - Public Relations Campaigns 3 hours

This is the capstone course for the Public Relations (PR) major. Students synthesize all that has been learned in prior marketing and public relations courses to develop a PR campaign for an actual client. This course is designed to help develop and refine critical thinking on the part of the student in selecting, creating and applying tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life case studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for those students close to graduation, who have mastered most or all of the skills courses and are ready to apply themselves to a genuine public relations problem. **Prerequisite:** MKTG 332.

MKTG 478 - Strategic Marketing 3 hours

Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. **Prerequisites:** MKTG 210 and senior standing.

MKTG 480 - Sports and Event Marketing 3 hours

Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. **Prerequisite:** MKTG 210.

MKTG 499 - Marketing Internship 1-3 hours

Internships in the Business Administration Department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** senior standing, cumulative GPA 3.0 or higher, completed a minimum of 24 hours in core courses; completed a minimum of nine Columbia College upper-level hours in Business Administration courses.

EDUC 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours

This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. Cross-listed as MATH 102 . **Prerequisite:** Grade of C or higher in MATH 104 , or higher MATH course; or a score of 19 or above on the math portion of the ACT; or 460 or above SAT score; or a passing score on the Columbia College math placement exam.

MATH 102 - Teaching and Learning Elementary Mathematics from an Advanced Perspective 3 hours

This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers and an introduction to probability and statistics. **Cross-listed** as EDUC 102. **Prerequisite:** Grade of C or higher in MATH 104, or higher MATH course; or a score of 19 or above on the math portion of the ACT; or 460 or above SAT score; or a passing score on the Columbia College math placement exam.

MATH 104 - Beginning Algebra 3 hours

Introduction to the fundamental concepts of algebra. Review of fractions, decimals and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course. Students must repeat the course if a grade of U, F, or D grade is awarded.

MATH 106 - Intermediate Algebra 3 hours

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. Students must repeat the course if a U, F or D grade is awarded. **Prerequisite:** a passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or 460 or above SAT score.

MATH 150 - College Algebra 3 hours

Fundamental algebraic concepts are examined in the context of real world applications. Linear, quadratic, polynomial, exponential, and logarithmic functions are explored with emphasis on their numerical, graphical, and algebraic properties. **Prerequisite:** grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT was taken before September 1989, a score of 20) or 500 or above SAT score, or a passing score on the Columbia College math placement exam.

MATH 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of number theory and modern algebra that underlie elementary and middle grade arithmetic and algebra, with a focus on collaborative learning and technology. **Cross-listed** as EDUC 155. **Prerequisites**: MATH 102 and MATH 150 (or higher).

MATH 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of geometric reasoning and measurements that underlie these concepts in elementary and middle school grades, with a focus on collaborative learning and technology. **Prerequisites:** MATH 102 and MATH 150 (or higher). Cross-listed with EDUC 165.

MATH 170 - Finite Mathematics 3 hours

This course presents a variety of applications of algebra to real-world problems and includes an introduction to set theory, probability and statistics. Topics include linear functions, systems of linear equations and inequalities, matrices, linear programming, basic counting and probability, and the mathematics of finance. **Prerequisite:** grade of C or higher in MATH 104 or higher level MATH course, or a

score of 20 or above on the math portion of the ACT or a score of 480 or above on the math portion of SAT, or a passing grade on the Columbia College math placement exam.

MATH 180 - Precalculus 3 hours

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric equations and trigonometric identities. **Prerequisite:** grade of B or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher SAT score or a passing score on the Columbia College math placement exam.

MATH 201 - Calculus and Analytic Geometry I 5 hours

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. **Prerequisite:** grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score or passing grade on the Columbia College math placement exam.

MATH 215 - Differential Calculus 3 hours

First of a four-session sequence covering calculus and analytic geometry. Focus on functions, limits, and use of derivatives to solve practical problems. **Prerequisite:** grade of C or higher in MATH 180 or a score of 26 or higher on the math portion of the ACT or 590 or above SAT score.

MATH 222 - Calculus and Analytic Geometry II 5 hours

The second part of the three-part calculus series. Transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. **Prerequisite:** MATH 201 with grade of C or higher.

MATH 225 - Discrete Mathematics I 3 hours

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to algorithms. **Prerequisite:** grade of C or higher in MATH 201.

MATH 226 - Integral Calculus I 3 hours

Second course of a four-session sequence. Focus on the use of integrals to solve a variety of practical problems. Topics include derivatives of exponential, hyperbolic, trigonometric functions and partial derivatives. **Prerequisite:** MATH 215 with a grade of C or higher.

MATH 235 - Integral Calculus II 3 hours

The third course in a three class calculus sequence. Topics include: Improper integrals, applications of integration, parametric equations and polar curves, series and sequences. **Prerequisite:** MATH 226 with a grade of C or higher.

MATH 250 - Statistics I 3 hours

Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. **Prerequisite:** Grade of C or higher in MATH 104 or higher level MATH course, or a score of 20 or higher on the math portion of the ACT, or a score of 480 or higher on the math portion of the SAT, or a passing score on the Columbia College math placement exam.

MATH 251 - Statistics II 3 hours

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of

variance and nonparametric methods. **Prerequisite:** MATH 250.

MATH 300 - Multivariate Calculus 3 hours

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. **Prerequisite:** MATH 222 or MATH 235.

MATH 303 - Linear Algebra 3 hours

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. **Prerequisite:** grade of C or higher in MATH 201.

MATH 304 - Introduction to Abstract Algebra 3 hours

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. **Prerequisites:** grade of C or higher in both MATH 222 and MATH 225.

MATH 305 - Number Theory 3 hours

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. **Prerequisites:** grade of C or higher in both MATH 222 and MATH 225.

MATH 325 - Discrete Mathematics II 3 hours

This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching

theory. **Prerequisite:** grade of C or higher in MATH 225.

MATH 330 - History of Mathematics 3 hours

The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. Course meets multicultural graduation requirement. **Prerequisite:** grade of C or higher in MATH 222.

MATH 331 - Foundations of Geometry 3 hours

This course provides students with the opportunity to broaden and deepen the understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. **Prerequisite:** grade of C or higher in MATH 222.

MATH 338 - Mathematical Statistics and Probability 3 hours

A calculus-based introduction to statistical methods starting with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. **Prerequisite:** MATH 250 and MATH 222; or MATH 235.

MATH 340 - Introduction to Probability Theory 3 hours

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. **Prerequisite:** grade of C or higher in MATH 222.

MATH 362 - Introduction to Automata Theory, Languages and Computation 3 hours

The study of formal languages, grammars, abstract computer models, and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. **Cross-listed** as CISS 362. **Prerequisites:** MATH 225 and CISS 240.

MATH 370 - Differential Equations 3 hours

Ordinary differential equations and systems with application to the sciences and engineering. **Prerequisite:** grade of C or higher in MATH 222 or MATH 235.

MATH 371 - Introduction to Complex Variables 3 hours

Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the Cauchy-Rieman equations, analytic functions, complex series, complex contour integration, residues, poles and conformational mapping. **Prerequisite:** grade of C or higher in MATH 222.

MATH 380 - Advanced Calculus 3 hours

Rigorous development of some central ideas in analysis including limits, continuity and differentiability. **Prerequisites:** grade of C or higher in MATH 222 or MATH 235; and C or higher in MATH 225.

MATH 399 - Math Teaching Internship 1-6 hours

This course is recommended for those students who plan to attend graduate school or who plan to teach secondary school mathematics. Students complete 45 hours of experiential work for each credit hour. Students will assist full-time day faculty members in teaching any 100- or 200-level mathematics course. The directing faculty member must approve the internship placement and will determine the role the intern will play in the observed course. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** MATH 222 and MATH 225 with a grade of B or higher, Junior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Students may register for no more than 6 mathematics internship credits during their time at Columbia College.

MATH 451 - Introduction to Cryptography and Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. **Cross-listed** as CISS 451. **Prerequisites:** MATH 225; CISS 245 or CISS 243.

MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours

A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels. Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. **Prerequisites:** senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 360 or EDUC 360.

MATH 494 - Senior Seminar in Mathematics 3 hours

A seminar course required as a culminating experience for mathematics majors. Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the

mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. **Prerequisite:** senior standing.

MSCI 1100 - Foundations of Officership 1 hour

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management.

MSCI 1110 - Introductory Military Science Laboratory I 1 hour

Field application of skills taught in Military Science 1100, to include leadership, land navigation, tactical skills and basic soldier skills. **Prerequisite:** MSCI 1100.

MSCI 1120 - Basic Leadership 1 hour

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling.

MSCI 1130 - Introductory Military Science Laboratory II 1 hour

Field application of skills taught in Military Science 1120, to include leadership, land navigation, tactical skills and basic soldier skills. **Prerequisite:** MSCI 1120.

MSCI 2200 - Individual Leadership Studies 2 hours

Students identify successful leadership characteristics through observation of others and self through experimental learning exercises. Students record observed traits (good and bad)

in a dimensional leadership journal and discuss observations in small group settings.

MSCI 2210 - Intermediate Military Science Lab I 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. **Prerequisite:** MSCI 2200.

MSCI 2220 - Leadership and Teamwork 2 hours

Study examines how to build successful teams, various methods for influencing action, effective communication in selling and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

MSCI 2230 - Intermed. Military Science Lab II 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon-level offensive and defensive operations. Practical application of night land navigation. **Prerequisite:** MSCI 2220.

MSCI 3160 - Death by a Thousand Cuts: Counterinsurgency/Insurgency the American Experience 3 hours

This course explores the problem of insurgency and counterinsurgency in terms of what we can learn from these conflicts. It examines counterinsurgency theory and practice, the Philippine Insurrection, Banana Wars, Vietnam War, Afghanistan, and Iraq.

MSCI 3161 - The American Experience in Vietnam 3 hours

This course was developed to provide students the opportunity to examine the American

experience in the Vietnam War, to search for meanings in this experience, and to arrive at their own conclusions concerning the impact of the war upon the nation. Moreover, it challenges the students to think critically about war and the use of military power to settle differences between nations. May be repeated for credit.

MSCI 3162 - Counterinsurgency in Asia 3 hours

This course explores the problem of insurgency and counterinsurgency in Asia in terms of what we can learn from these conflicts. The course examines the insurgency in the Philippine Insurrection 1899-1902, the Vietnam War, the Soviet-Afghan War, in Thailand, Sri Lanka and Malayan Emergency. May be repeated for credit.

MSCI 3163 - U.S. Military History in the Western Tradition 3 hours

Analysis of United States military history from the Colonial period to the present, (1609-2012). It is a comprehensive look into the evolution of warfare in America, military traditions and heritage, and technology. This course analyzes the following: American Revolution, War of 1812, Mexican American War, Civil War, Indian Wars, Spanish American War, World War I, Inter War Period, World War II, Korean War, Vietnam War, Gulf War, Afghanistan and Iraq. All cadets are required to take this course for commissioning. May be repeated for credit.

MSCI 3164 - National Building through a Barrel of a Gun 3 hours

This course was developed to provide students the opportunity to examine the dilemmas of military intervention, nation-building/peacekeeping operations and exit strategies. This course is designed to challenge students to think critically and arrive at their own conclusions about the use of military power to settle differences between nations, and use of military forces to conduct nation building.

MSCI 3165 - "Chasing Ghost", The History of Irregular Warfare 3 hours

This course explores the history of Irregular Warfare from the guerrilla perspective. The course examines the works of Mao Tse-Tung, Che Guevara, T.E. Lawrence and several other Guerrilla Leaders. You will analyze the evolution of Irregular Warfare through history and understand the complexities associated with the difficulties of countering and defecting Irregular Warfare.

MSCI 3230 - Leadership and Problem Solving 3 hours

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. **Prerequisite:** departmental consent.

MSCI 3240 - Leadership and Ethics 3 hours

Examines the role communications, values, and ethics play in effective leadership. Topics include ethical decisionmaking, considerations of others, spirituality in the military, and survey Army leadership doctrine. Emphasis on improving oral and written communication ability. **Prerequisite:** MSCI 3230.

MSCI 3250 - Leadership and Management 3 hours

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques. **Prerequisite:** MSCI 3240.

MSCI 3260 - Officership 3 hours

Study includes case study analysis of military law and practical exercises on establishing on ethical

command climate, service as an officer; capstone exercise. Leadership lab Students must complete a semester long Senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. **Prerequisite:** MSCI 3250.

MSCI 3270 - Advanced Transition to Lieutenant I 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. **Prerequisites:** MSCI 1100, MSCI 2200, MSCI 3230, and MSCI 3250 or department chair permission.

MSCI 3280 - Advanced Transition to Lieutenant II 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. **Prerequisites:** MSCI 1100, MSCI 2200, MSCI 3230, and MSCI 3250 or department head permission.

MUSI 101 - Music Seminar 0 hours

Zero-credit, pass/fail course requires that students enrolled in applied music lessons attend two Music Program convocations, music major cohort meetings as scheduled and a minimum of 6 department or community recitals per semester. Pass/fail is determined by attendance.

MUSI 120 - Music and the Human Experience 3 hours

This course explores classical music in the Western tradition as it relates to the broad spectrum of human experience from 1400 to modern times.

MUSI 123 - Music in World Cultures 3 hours

This course explores music as an aspect of human culture focusing on selected non-Western music styles of Asia, Africa, Eastern Europe and the Americas. Course meets multicultural graduation requirement.

MUSI 134 - Music Theory I 3 hours

Introduction to the fundamental materials of music. Includes a review of music fundamentals, the tonic, dominant, subdominant and leading tone triads, the triad in inversion, and the C clefs. **Prerequisites:** successful completion of Advanced Placement Music Theory in high school, satisfactory score on Music Placement Exam or a grade of C or better in MUSI 102 . **Corequisite:** concurrent enrollment in MUSI 135.

MUSI 135 - Aural Skills I 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. **Prerequisites:** successful completion of Advanced Placement Music Theory in high school, satisfactory score on the Music Placement Exam or a grade of C or better in MUSI 102 . **Corequisite:** concurrent enrollment in MUSI 134.

MUSI 160 - Jane Froman Singers 1 hour

The Jane Froman Singers, a select choral ensemble, is dedicated to the performance of advanced music ranging from Renaissance to contemporary works. Membership in the ensemble requires extensive rehearsal, performance, and travel. Students must complete four semesters of MUSI 160 or have obtained junior standing in order to take MUSI 360.

MUSI 170 - Show Choir 1 hour

This lightly choreographed show choir ensemble performs music ranging from popular standards to contemporary works written especially for the group. Numbering around 12-16 voices, this

group requires frequent performance at events on campus and in the community, as well as in featured cabaret style concerts each semester. **Prerequisite:** previous musical experience; audition required.

MUSI 171 - Applied Lessons Piano 1 hour

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 172 - Applied Lessons Piano 1 hour

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 174 - Class Piano I 3 hours

Class instruction in basic techniques for students with no prior training in piano. Daily practice required. Part I of II.

MUSI 180 - Chamber Choir 1 hour

The Chamber Choir serves as the primary lab choir for the beginning conducting class. The choir prepares and performs literature written for SSAA choirs (women) in odd spring semesters and TTBB choirs (men) in even spring semesters. Previous musical experience; audition required.

MUSI 181 - Applied Lessons Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice. Advanced courses extend the study and practice of proper techniques by using progressively technical vocal literature. Students must successfully complete each level twice before advancing to the next level. **Prerequisite:** ability to match pitch.

MUSI 182 - Applied Lessons Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice. Advanced courses extend the study and practice of proper techniques by using progressively technical vocal literature. Students must successfully complete each level twice before advancing to the next level. **Prerequisite:** ability to match pitch.

MUSI 183 - Musical Theater/Opera Workshop 1-3 hours

Provides practical experience in the performance of opera and/or musical theater. The material to be performed is selected according to the abilities and potential of the students. **Prerequisite:** audition required.

MUSI 184 - Class Voice I 3 hours

Elementary group lessons in voice. Basic vocal and music reading skills are addressed in addition to posture, breath control, tone production, and diction. Includes both group and individual singing of simple vocalizes and songs in English. Daily practice required. Part I of II. **Prerequisites:** ability to match pitch.

MUSI 220 - Exploring the Music of World Cultures 3 hours

This course is the study of music as a culture, introducing students to a study of music from an international and cross-cultural perspective. The course will explore commonalities in how music is defined, valued, and utilized in cultures around the world. The cultures and music of Western Europe, Africa, Australia, Asia, South America, and the US will be explored.

MUSI 223 - Music History I 3 hours

The History, style and musical forms of the Middle Ages, Renaissance, and the Seventeenth and Eighteenth centuries. Part I of II. **Prerequisites:** MUSI 134, MUSI 135.

MUSI 236 - Music Theory II 3 hours

A continuation of MUSI 134, expanding the tertian vocabulary to include all diatonic triads and secondary dominants, non-harmonic tones, diatonic seventh chords, and elementary modulation. Instruction includes binary and ternary forms. **Prerequisites:** a grade of C or higher in MUSI 134 and MUSI 135. **Corequisite:** concurrent enrollment in MUSI 237.

MUSI 237 - Aural Skills II 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. A continuation of MUSI 135. **Prerequisites:** a grade of C or higher in MUSI 134 and MUSI 135. **Corequisite:** concurrent enrollment in MUSI 236.

MUSI 273 - Applied Lessons Piano 1 hours

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 274 - Applied Lessons Piano 1 hour

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 275 - Class Piano II 3 hours

A continuation of MUSI 174, must be taken continuously until the student has successfully completed the Piano Proficiency Exam. Daily practice required. Part II of II. **Prerequisite:** MUSI 174.

MUSI 283 - Applied Lessons Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice. Advanced courses extend the study and practice of proper techniques by using progressively technical vocal literature. Students must successfully complete each level twice before advancing to the next level.

MUSI 284 - Applied Lessons Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice. Advanced courses extend the study and practice of proper techniques by using progressively technical vocal literature. Students must successfully complete each level twice before advancing to the next level.

MUSI 285 - Class Voice II 3 hours

Intermediate group lessons in voice. Intermediate vocal and music reading skills are addressed in addition to posture, breath control, tone production and diction. Includes both group and individual singing of simple vocalizes and songs in the singing languages. Daily practice required. Part II of II. **Prerequisite:** MUSI 184 with a grade of C or higher.

MUSI 300 - Diction for Singers 3 hours

This course introduces singers to the basic pronunciations of Italian, German, French and English as it applies to singing. Students will learn the International Phonetic Alphabet.

MUSI 322 - Masterpieces of Music 3 hours

In-depth study of the lives and musical styles of great composers. No knowledge of music is required and students are not expected to perform in front of the class.

MUSI 323 - Music of the United States 3 hours

Overview of the various types of music that have evolved through folk, popular and classical traditions in America from the Pilgrims to the present.

MUSI 326 - Music History II 3 hours

The history, style and musical forms of the early Romantic through the 20th century and after. Part II of II. **Prerequisite:** a grade of C or higher in MUSI 134, MUSI 135, MUSI 223, MUSI 236, and MUSI 237.

MUSI 338 - Music Theory III 3 hours

A continuation of MUSI 236, expanding the tertian vocabulary to all of the harmonic materials of tonal music. All diatonic and chromatic resources will be applied in creative projects. Instruction includes the formal structures of rondo, fugue, and sonata-allegro. **Prerequisites:** grade C or better in MUSI 236 and MUSI 237. **Corequisite:** concurrent enrollment in MUSI 339.

MUSI 339 - Aural Skills III 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation and part singing. A continuation of MUSI 237, to include the singing of more difficult tonal music to include modal, ethnic, and 19th and 20th century materials. **Prerequisites:** grade C or higher in MUSI 236 and MUSI 237. **Corequisite:** concurrent enrollment in MUSI 338.

MUSI 351 - Choral Arranging 2 hours

Principles and practices of arranging music for choral groups with emphasis upon producing usable arrangements. **Prerequisite:** students must have passed MUSI 134, MUSI 135, MUSI 236, MUSI 237, MUSI 338, MUSI 339, MUSI 440 , and MUSI 441 with a C or higher.

MUSI 352 - Introduction to Vocal and Choral Literature 3 hours

This course is designed to survey vocal and choral music literature from the perspective of historically significant masterworks and the utilitarian perspective of appropriateness for particular types of ensembles and educational settings. Skills of audition will be developed through guided practice in listening and score study. **Prerequisite:** None.

MUSI 353 - Basic Conducting 3 hours

This course is an introduction to basic conducting skills with an emphasis on the art and study of conducting, baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading. **Prerequisite:** None. **Corequisite:** MUSI 180/MUSI 380 .

MUSI 354 - Choral Rehearsal Techniques 3 hours

This course is organized around competencies every director of choral music should possess. Class readings, projects, activities, and discussions are designed to assist the student in acquiring these skills; concepts of teaching, rehearsing and administrating a choral program. **Prerequisite:** None. **Corequisite:** MUSI 160 /MUSI 360.

MUSI 355 - Advanced Conducting 3 hours

A continuation of the conducting studies begun in MUSI 353 this course addresses the development of advanced choral conducting skills, score preparation, rehearsal techniques, performance practice, and baton technique. **Prerequisite:** MUSI 353.

MUSI 360 - Jane Froman Singers 1 hour

The Jane Froman Singers, a select choral ensemble, is dedicated to the performance of advanced music ranging from Renaissance to contemporary works. Membership in the ensemble requires extensive rehearsal, performance and travel. Students must complete four semesters of MUSI 160 or have obtained junior standing in order to take MUSI 360.

MUSI 370 - Show Choir 1 hour

This lightly choreographed show choir ensemble performs music ranging from popular standards to contemporary works written especially for the group. Numbering around 12-16 voices, this group requires frequent performance at events

on campus and in the community, as well as in featured cabaret style concerts each semester. **Prerequisite:** previous musical experience; audition required.

MUSI 380 - Chamber Choir 1 hour

The Chamber Choir serves as the primary lab choir for the beginning conducting class. The choir prepares and performs literature written for SSAA choirs (women) in odd spring semesters and TTBB choirs (men) in even spring semesters. **Prerequisites:** previous musical experience; audition required.

MUSI 383 - Opera/Musical Theatre Workshop 1-3 hours

Provides practical experience in the performance of opera and/or musical theater. The material to be performed is selected according to the abilities and potential of the students. **Prerequisite:** audition required.

MUSI 400 - Recital 1 hour

This course is designed as the culminating experience for the music major. All recitals are preceded by a recital hearing six weeks prior to the recital date. A Passing grade for the hearing does not ensure a passing grade for the recital. The Bachelor of Arts in Music degree requires one 30-minute junior recital and one 60-minute senior recital. **Prerequisite:** junior standing. **Corequisite:** MUSI 284 or MUSI 274.

MUSI 440 - Music Theory IV 3 hours

A continuation of MUSI 338, including an introduction to techniques of the modern era with an emphasis on analysis of traditional structured procedures. **Prerequisites:** grade of C or higher in MUSI 338 and MUSI 339. **Corequisite:** concurrent registration in MUSI 441.

MUSI 441 - Aural Skills IV 1 hour

Students will pursue the development of musical independence, including sightsinging, ear training, rhythmic reading, dictation and partsinging. A continuation of MUSI 339 to

include singing more difficult tonal music including modal, ethnic and modern materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony and extended tertian structures. **Prerequisites:** grade of C or higher in MUSI 338 and MUSI 339. **Corequisite:** concurrent registration in MUSI 440.

MUSI 490 - Recital 1 hour

This course is designed as the culminating experience for the music major. All recitals are preceded by a recital hearing six weeks prior to the recital date. A passing grade for the hearing does not ensure a passing grade for the recital. The Bachelor of Arts in Music degree requires one 30-minute junior recital and one 60-minute senior recital. Offered fall and spring. **Prerequisite:** junior standing. **Corequisite:** MUSI 284 or MUSI 274.

NSCI 1100 - Introduction to Naval Science 3 hours

This course serves as an introduction to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service and the duties of a Junior Officer.

NSCI 1200 - Seapower and Maritime Affairs 3 hours

Seminars examine the application of seapower as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

NSCI 2110 - Naval Ships Systems I 3 hours

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear-powered systems.

NSCI 2130 - Evolution of Warfare 3 hours

Evolution of strategy, tactics, weapons and leadership from earliest beginning through the Vietnam period. Development of military policy, the impact of warfare on the political, social and economic structure of nations.

NSCI 2210 - Naval Ships Systems II 3 hours

Naval weapons systems, their employment and control, including the basic fire control problem, with emphasis on new systems.

NSCI 3120 - Marine Navigation 3 hours

Theoretical and practical application of the principles of marine navigation. Includes fundamentals of dead reckoning, piloting, tides and current, celestial navigation and electronic navigation.

NSCI 3130 - Amphibious Warfare 3 hours

History and development of amphibious warfare, principles of amphibious warfare techniques; their application in selected examples from modern.

NSCI 3140 - Leadership and Management 3 hours

This course provides a basic understanding of the interrelationship between authority, responsibility and accountability within a task-oriented organization. Students learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives. Students learn the importance of planning and follow-up. They develop a basic understanding of communication and counseling as it pertains to personnel management. Students gain basic understanding of effective leadership traits and how they should be applied to ensure accomplishment of a unit's objectives. Graded on A/F basis only. **Prerequisites:** NSCI 3220 or NSCI 3130; sophomore standing.

NSCI 3220 - Naval Operations 3 hours

Principles and concepts of naval operations: rules of the road, command and control in naval operations, communications, ASW warfare, international maritime law, and practical solution of relative motion problems. **Prerequisite:** NSCI 3120.

NSCI 4940 - Leadership and Ethics 3 hours

The curriculum provides a foundation in leadership, ethical decision making, the Law of Armed Conflict and the military justice system. Course explores ethical theories and helps students to build an ethical framework for decision making. Topic areas include: Kant, Utilitarianism, Stoicism, Constitutional Pardigm, Uniform Code of Military Justice and Law of Armed Conflict. Designed as a capstone course for juniors and seniors enrolled in NROTC it is open to all MU students. **Prerequisite:** junior standing.

HEAL 101 - Community Health Worker I 4 hours

This course will introduce the student to the roles, responsibilities and core competencies of the community health worker (CHW). The evolution of the CHW in the United States and throughout the world will be explored. Students will examine the topics of health, public health, social determinants of health and cultural humility. This course will cover the concepts of population health, disease prevention and health promotion. The role of CHWs in overcoming health inequalities and promoting social justice will be discussed. The student will learn how health care services are financed and public policy is made in the United States. Students will apply concepts learned in this course through home visits, client centered interviews and counseling as well as home environmental assessments in the community.

HEAL 102 - Community Health Worker II 4 hours

This course will introduce the student to the roles, responsibilities and core competencies of the community health worker (CHW). Students will examine the key concepts of health, public health, and population health as they relate to disease prevention and health promotion. Students will apply concepts learned in this course through home visits and client centered interviews in the community. Prerequisities: HEAL 101.

HEAL 103 - Community Health Worker Practicum 5 hours

This course is a practicum course designed to apply the knowledge and skills learned in the Community Health Worker I and II courses. Students will be engaged in the community in a variety of clinical settings such as the public health department, client homes, and health care facilities to name a few. Students will establish proficiency in the Community Health Worker Core Competencies throughout this practicum experience. **Prerequisite:** HEAL 102.

HEAL 110 - Introduction to Healthcare Professions 3 hours

This course will provide an overview of the health care system in the United States including population health, healthcare services, payment systems, medical and information technology as well as demographic changes. Students will explore the many different health care careers that are available today.

HEAL 130 - Medical Administrative Assistant I 3 hours

This course will provide the student with the knowledge, skills and behaviors required of a medical administrative assistant in today's healthcare arena. The medical administrative assistant's role related to the scope of practice will be explored. Students will learn how to use therapeutic communication across the life-span. Medical law and ethics will be examined. The student will gain an understanding of how

the medical administrative assistant plays a key role in administration functions, technology, handling telephone calls and scheduling in a medical practice.

HEAL 131 - Medical Administrative Assistant II 3 hours

This course will build on the knowledge gained in the Medical Administrative Assistant I course to provide the student with the knowledge, skills and behaviors required of a medical administrative assistant in today's healthcare arena. The basic principles of pharmacology related to the practice of the medical assistant will be explored. The student will gain an understanding of how the medical administrative assistant plays a key role in administrative functions, the health record, coding, health insurance and medical billing procedures in a medical practice. This course will also ensure that the medical assistant maintains competency in safety and emergency practices. **Prerequisite:** HEAL 130.

HEAL 132 - Medical Billing and Electronic Health Records 3 hours

This course provides the student a simulated experience in the various workflows that a medical assistant will encounter in most medical offices. Students will gain the knowledge and skills required in front office, clinical care as well as coding and billing responsibilities in a simulation-based software environment.

HEAL 133 - Introduction to Pharmacology 1 hour

This course will give students a basic understanding of pharmacology in the healthcare setting. Students will explore pharmacologic principles and a gain an understanding of the responsibility of administering medications in a safe manner and achieve proficiency in drug calculations. Multisystem and individual body system related drugs will be explored. **Prerequisite:** HEAL 131.

HEAL 134 - Medical Administrative Assistant Practicum 3 hours

This practicum course will provide hands-on experiences in the health care setting as a medical administrative assistant. The student will apply the knowledge, skills and behaviors learned throughout the medical assistant curriculum to a variety of outpatient and ambulatory care settings. Students will demonstrate mastery of key clinical procedures required of the medical administrative assistant.

NURS 208 - Nursing Fundamentals 6 hours

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process will be utilized to identify and provide the building blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation and information technology, life-span considerations, skills for supporting patient care, physical assessment, infection control, patient education, and safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. **Prerequisites:** Admission to the Bachelor Level Nursing program; BIOL 221, BIOL 221L, BIOL 326, BIOL 326L; CHEM 109 or CHEM 110 and CHEM 112 (BSN). **Prerequisite or Corequisite**: BIOL 223 and BIOL 223L (BSN).

NURS 209 - Introduction to Nursing 6 hours

This introductory course to nursing is designed to expose the student to the health care environment and to develop basic care skills. This course is required for those students applying to the nursing program. Important concepts and essential basic skills in clinical patient care for the beginning nursing student are discussed and practiced. Other topics include patient centered safety, study skills, test-taking strategies, information technology, medical terminology, math assessment and communication skills. Students with nursing experience may be able to receive Credit for Prior Learning through a test-out process. **Prerequisites:** BIOL 110; BIOL 110L; with a grade of C or higher. Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 210 - Fundamentals of Nursing 6 hours

This course is designed to introduce students to the fundamental concepts of nursing across the lifespan and the role of the registered nurse. The nursing process will be utilized to identify and provide the building blocks of nursing care in a variety of healthcare settings. Emphasis is placed on developing skills needed to assess, implement and monitor selected nursing interventions and technologies. Concepts presented include beginning professionalism, therapeutic communication, documentation, life-span considerations, basic introduction to skills for supporting patient care, physical assessment, infection control, patient education, safety and nursing interventions. These concepts are presented and practiced in the skills lab and in the clinical area. **Prerequisites:** Admission to the ASN Level Nursing program; NURS 209 if applicable. Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 211 - Mental Health Nursing 3 hours

This course is designed to provide the foundation for entry level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship will be highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education,

pharmacological and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations as resources and support mechanisms. **Prerequisites:** Admission to either the Associate or Bachelor Level Nursing program; NURS 210 (ASN) or NURS 208 (BSN). Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 212 - Pharmacology for Nursing 3 hours

This course is designed to provide the nursing student with a sound basis for the clinical application of pharmacology. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics and pharmacokinetics, with patient-related variables affecting pharmacotherapy are presented. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. Students who have had a previous Pharmacology course for nurses may apply for a course waiver. If the student has not had a previous Pharmacology course, the student may complete the test-out process, take this course in-seat, or take the course online with faculty approval. **Prerequisites:** Admission to either the Associate or the Bachelor Level Nursing program; NURS 209 and NURS 210 (ASN); MATH 150 (BSN). **Corequisite:** NURS 211 (ASN). Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 213 - Foundations of Professional Nursing 6 hours

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continue to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are covered.

Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principles of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgement, skills level and professional behaviors in the nursing student. This nursing course is offered to nursing students at the campus site they regularly attend. The lecture portion of the course may be offered by in-classroom instruction or by interactive video classroom technology. **Prerequisites:** admission to the Nursing Program; NURS 210, NURS 211, NURS 212. Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 300 - Foundations of Professional Nursing 6 hours

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Communication principles, nutrition and patient teaching continues to be discussed. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are also covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principle of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus. Accompanying skills lab and clinical experiences are designed to increase the knowledge, judgment, skills level and professional behaviors in the nursing student. **Prerequisites:** Admission to either the Associate or the Bachelor Level Nursing program; NURS 209, NURS 210 , and NURS 212 (ASN) or NURS 208, NURS 212 and NURS 314 (BSN). Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 301 - Medical Surgical Nursing I 6 hours

This course is designed to integrate knowledge and skills from previous nursing

courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition and culture/ethnic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories are presented. **Prerequisites:** Admission to either the Associate or Bachelor Level Nursing program; NURS 300 (BSN and ASN). Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 302 - Medical Surgical Nursing II 6 hours

This course is designed to introduce students to specialty areas and technology associated with care of critically ill medical surgical patients. Emphasis is placed on developing skills needed to plan, manage and provide patient care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and sociocultural principles are integrated throughout the course. **Prerequisites:** Admission to ASN or traditional BSN Nursing Program and NURS 301. Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 303 - Women's and Infants' Health 5 hours

This course is designed to provide the foundation for entry-level competence in women's and infants' health. Critical thinking skills and evidence-based practice concepts will be applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Communication, legal-ethical

concepts, patient education and pharmacological, nutritional and socio-cultural principles are integrated throughout the course. **Prerequisites:** Admission to either the Associate or the Bachelor Level Nursing program; NURS 210 (ASN), NURS 211, NURS 212, NURS 300, NURS 301 (ASN and BSN). **Corequisite:** NURS 491 (ASN). Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 310 - Professional Nursing Practice 3 hours

The focus of this course is to transition the student nurse to a professional nursing practice. Personal values, philosophy and goals are examined as part of the process of creating a professional portfolio. Content includes: historical, ethical, legal and theoretical foundations of nursing, social justice and diversity, and professional nursing issues and trends. This course is writing intensive. **Prerequisite:** Admission to either the Online RN to BSN or the Bachelor Level Nursing Program; NURS 208 (BSN).

NURS 311 - Pathophysiology 3 hours

This pathophysiology course provides an in-depth study of human pathological processes and their effects on homeostasis. The course is designed to promote the understanding and application of disease processes in the clinical settings. General concepts of disease include etiology, pathogenesis, and clinical significance. Pathophysiological concepts include cell injury, necrosis, inflammation, wound healing and neoplasia. These concepts are applied in a systems-oriented approach to disease processes affecting musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological, neurological and endocrine systems. **Prerequisite:** Admission to the Online RN to BSN; or admission to the Bachelor Level Nursing Program, and CHEM 109, BIOL 223, BIOL 223L, BIOL 326, BIOL 326L, BIOL 221 or BIOL 312, BIOL 221L or BIOL 312L.

NURS 312 - Principles and Applications of Human Nutrition 3 hours

This course emphasizes the basic principles of human nutrition related to nutrients and food sources and how they are utilized in the human body for growth and health throughout the lifespan. This course includes the study of assessment data, nutritional support, food and drug interactions, herbal remedies, weight management and nutritional interventions for various disease processes. This course also assesses contemporary nutrition issues. **Prerequisite:** CHEM 109 or CHEM 110 and CHEM 112, BIOL 110 and BIOL 110L, and MATH 150 (BSN).

NURS 313 - Health Assessment 3 hours

This course builds on pre-licensure nursing education to further develop the professional registered nurse for health assessments related to complex medical conditions and diverse populations of patients. By applying the nursing process, the registered nurse will develop assessment skills that expand clinical decision-making with an emphasis on primary and secondary prevention strategies. Assessment across the lifespan related to holistic health will be explored. **Prerequisite:** Admission to the RN to BSN Level Nursing program.

NURS 314 - Health Assessment in Nursing Practice 3 hours

This course assists the student to develop skills for health assessment as a registered professional nurse. Assessment skills will be developed for diverse and complex situations. The impact of variables will be addressed, such as nutritional status, developmental stage, cultural and spiritual factors, disease states and nursing concerns such as holistic intervention. By applying the nursing process, the registered nurse will develop assessment skills that expand clinical decision-making with an emphasis on primary and secondary prevention strategies. **Prerequisites:** Admission to the Bachelor Level Nursing program; NURS 208 (BSN).

NURS 409 - Nursing Research and Evidence-based Practice 3 hours

This theory course introduces the language and processes of research within the nursing profession. The research competencies to be examined include interpreting and using research in nursing practice, evaluating research, and conducting research. Course content focuses on retrieving, reading, evaluating, disseminating, and using research in nursing practice. This course will focus on current review of nursing literature and research utilization through evidence-based practice.
Prerequisites: Admission to the Online RN to BSN or the Bachelor Level Nursing program; MATH 250 or BIOL 224/PSYC 224/SOCI 224 (BSN).

NURS 410 - Community Health Nursing 3 hours

This course introduces the theoretical basis for community-oriented nursing practice. It emphasizes the application of community/public health concepts applied to promoting and preserving the health of the community. Diverse populations across the lifespan and throughout the continuum of the healthcare environment will be examined. Community assessment, epidemiology, environment, political action, and case management frameworks are used to guide evidence-based nursing care delivery to individuals, families and populations in community settings. **Prerequisites:** Admission to the RN to BSN Program; NURS 409.

NURS 411 - Community Health Nursing Assessment 3 hours

This course introduces the registered nurse to community assessment in nursing. This course requires the student to define a community in which they will observe, assess, analyze and prioritize needs and goals which promote health. A community assessment written presentation will include data collection, an analysis of the data and prioritization of health objectives. The student will define the community and obtain instructor approval of the project. This course is research-based and writing intensive.

NURS 413 - Leadership and Management in Nursing Practice 3 hours

This course provides an introduction to the fundamental principles of leadership and management pertinent to health care and nursing. Students will explore the interrelated processes of thinking systematically, developing reflective judgment and exercising leadership. Competencies necessary to succeed in a nursing leadership role in organizations and contemporary society are analyzed and applied to clinical scenarios. Students utilize self-reflection to assess their own leadership potential. Prerequisites: Completion of all degree requirements including all NURS courses: NURS 212, NURS 310, NURS 311, NURS 312, NURS 313, NURS 409, NURS 410, and NURS 411. This is the capstone course to be taken only after all other degree requirements have been met.

NURS 414 - Human Sexuality: Clinical and Comprehensive Applications 3 hours

This course provides the student with a clinical focus for examining human sexuality, intimacy and health/dysfunction. Physiological changes and psychological aspects throughout the lifespan will be presented as they relate to history, age and gender. Cultural differences and religious preferences will be emphasized. Health promotion, prevention and education will be applied to sexual issues and/or problems in various settings, designed to meet the needs of those students providing holistic care for their clients or for those desiring supplemental information.

NURS 415 - Cultural Awareness in Nursing Practice 3 hours

This course is designed to improve the holistic awareness, sensitivity and practice of the health care professional with culturally diverse populations. Health care beliefs, practices and traditions focused on health, wellness and illness will be explored from various cultural perspectives. This course will prepare students in their understanding of cultural intricacies to

achieve individualized, safe and effective culturally competent care. Course meets multicultural graduation requirement.

NURS 450 - Nursing in the Community 5 hours

This course includes both a didactic and clinical component. It introduces the theoretical basis for community-oriented nursing practice. It emphasizes the application of community/public health concepts applied to promoting and preserving the health of the community. Diverse populations across the lifespan and throughout the continuum of the healthcare environment will be examined. Community assessment, epidemiology, environment, political action, and case management frameworks are used to guide evidence-based nursing care delivery to individuals, families, and populations in community settings. The practicum introduces the student to community-oriented nursing practice. A community assessment/analysis project is completed. Upon completion and analysis of the community assessment the student is able to determine priority health objectives. In addition, an 80 hour clinical practicum will provide opportunities for community/public health nursing practice to individuals, families, and populations in community settings. **Prerequisites:** Admission to the Bachelor Level Nursing program; NURS 409, NURS 302, NURS 303. Additional lab fee for main campus day and Lake Ozarks offerings when applicable.

NURS 490 - Senior Nursing Practicum 2 hours

This capstone course is designed to provide the baccalaureate nursing student with an experiential learning practicum in a healthcare setting. The practicum allows the student to integrate practice related knowledge and skills. Students will assimilate knowledge of nursing research and evidence-based practice, leadership and management, and nursing theories to develop and implement a project that is designed to improve client outcomes. The practicum will be designed in collaboration with a faculty member and carried out in an appropriate

health care or community-based care setting. This course must be taken in the last term before graduation. **Prerequisites:** Admission to the Bachelor Level Nursing program; **Corequisties**: NURS 491; NURS 450 may be taken as a prerequisite or corequisite (BSN).

NURS 491 - NCLEX-RN Review 1 hour

This course prepares the student for the professional nurse licensing examination. As a pre-licensure program, this course is required to expose the student to adaptive testing and review of program content. **Prerequisites:** Admission to either the Associate or the Bachelor Level Nursing program; NURS 302 (ASN and BSN). **Corequisite:** NURS 303 (ASN) or NURS 490 (BSN).

PHIL 201 - Introduction to Philosophy 3 hours

An introduction to the matter and method of philosophy. Topics include the purpose of human existence, the nature of the good life, the existence of God, the purpose of government, the conditions and extent of knowledge, and the relationship between human existence and reality.

PHIL 202 - Asian Philosophy and Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. Course meets multicultural graduation requirement. **Cross-listed** as RELI 202.

PHIL 210 - Logic and Critical Thinking 3 hours

Overview of the principles and methods of critical thinking, inductive reasoning and deductive logic. Emphasis on the formulation and evaluation of ordinary language arguments.

PHIL 303 - History and Philosophy of Modern Science 3 hours

Evolution of scientific thought from 1600 A.D. to the present. **Cross-listed** as HIST 303. **Prerequisite:** HIST 102.

PHIL 310 - Symbolic Logic 3 hours

Study of the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic.

PHIL 321 - Ancient Philosophy 3 hours

Intensive study of treatises by major philosophers in the ancient world.

PHIL 322 - Modern Philosophy 3 hours

Intensive study of treatises by major philosophers.

PHIL 323 - Marx and Marxism 3 hours

A careful study of the works of Marx, Engels, Lenin, Guevara and others. Focus will be on understanding and evaluating textual arguments and on understanding the lasting impact of Marxism on intellectual traditions. **Prerequisite:** successful completion of one of the following: ENGL 212W, POSC 111, SOCI 111, HIST 102, HIST 112 OR PHIL 201.

PHIL 330 - Ethics 3 hours

An examination of the foundations of moral philosophy and a careful study of the three main ethical theories, i.e., consequentialism, deontology, and virtue theory.

PHIL 332 - Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on

recognition of moral problems and their resolution. **Cross-listed** as ENVS 332.

PHIL 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in philosophy. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

PHIL 350 - Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. **Cross-listed** as RELI 350. **Prerequisite:** PHIL 201 or RELI 101.

PHIL 358 - Existentialism 3 hours

An investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. **Prerequisite:** junior standing.

PHIL 390 - The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. **Cross-listed** as RELI 390. **Prerequisite:** Junior standing.

PHIL 401 - Significant Philosophers 3 hours

Careful study of one significant philosopher who has had a major impact on the history of philosophy. Students concentrate on understanding the philosopher as well as placing

him or her in an historical context. Emphasis is on systematic thinkers. **Prerequisite:** PHIL 321 or PHIL 322. May be repeated with instructor's permission.

PHIL 402 - Classical Political Philosophy 3 hours

Study of major writers in political philosophy from Plato to Machiavelli. **Cross-listed** as POSC 402. **Prerequisite**: Junior standing.

PHIL 403 - Modern Political Philosophy 3 hours

Study of major writers in political philosophy from Hobbes to the present. **Cross-listed** as POSC 403. **Prerequisite:** junior standing.

PHIL 430 - Philosophy of Law 3 hours

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. **Cross-listed** as POSC 430. **Prerequisite:** junior standing.

PHIL 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of philosophy. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Philosophy (PHIL) courses, and a cumulative GPA of 3.0 or higher.

PHIL 460 - Biomedical Ethics 3 hours

Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. **Prerequisite:** junior standing.

PHIL 490 - Thematic Seminar in Philosophy 3 hours

Culminating course for Philosophy majors. Each seminar is based upon a specific philosophical issue which is studied in depth. Students write and present a research paper. A grade of C or higher is required. **Prerequisite:** junior standing.

PHED 100 - Integrative Fitness I 0.5 hour

First 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwon-do, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique.

PHED 101 - Integrative Fitness II 0.5 hour

Second 8 weeks class. This course utilizes the NIA Technique, a mind-body approach to whole body aerobic fitness. The NIA Technique, Neuromuscular Integrative Action, is a movement form that combines Eastern and Western concepts and theories blending tai-chi, tae-kwondo, Aikido, Jazz, Duncan Dance, modern dance, Yoga, Feldenkrais and Alexander Technique.

PHED 108 - Beginning Weight Training and Conditioning I 0.5 hour

1st eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity.

PHED 109 - Beginning Weight Training and Conditioning II 0.5 hour

2nd eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity.

PHED 110 - Yoga 0.5 hour

An activity class designed to teach the basics of yoga practice to develop lifelong strength and flexibility.

PHED 111 - Beginning Tennis 0.5 hour

An activity class designed for the individual who wants to learn a lifetime activity.

PHED 112 - Indoor Racquet Sports 0.5 hour

A lifetime activity class (Badminton).

PHED 113 - Recreational Volleyball 0.5 hour

An activity class designed to teach the basics of recreational volleyball.

PHED 114 - Advanced Lifesaving 0.5 hour

A Red Cross certified course for people interested in lifeguarding.

PHED 115 - Outdoor Recreation 0.5 hour

An activity class focusing on outdoor lifetime activities.

PHED 116 - Cardiorespiratory Fitness I 1 hour

An activity class designed to introduce and improve the cardiorespiratory fitness and understanding of the student.

PHED 117 - Beginning Cardio-Respiratory Fitness II 1 hour

An activity class designed to introduce and improve the cardio-respiratory fitness and understanding of the student.

PHED 120 - Advanced Strength and Conditioning 2 hours

Provides students the advanced knowledge of the concepts, application, techniques and program design of strength and conditioning.

PHED 130 - Personal Training and Sports Nutrition 2 hours

Provides students with the basic knowledge of personal training and the nutritional needs for all levels of athletes. **Prerequisite:** PHED 120.

PHED 140 - First Aid & Cardiopulmonary Resuscitation (CPR) 2 hours

American Red Cross certification: basic first aid and Cardiopulmonary Resuscitation (CPR) procedures.

PHED 150 - Basic Care and Prevention of Athletic Injuries 2 hours

Introduction to fundamentals of care and prevention of athletic injuries and athletic training.

PHED 350 - Advanced Care, Prevention, and Rehabilitation of Athletic Injuries and Illnesses 3 hours

In-depth study of athletic-training techniques and rehabilitation of injuries and illnesses. **Prerequisite:** PHED 150.

PHYS 108 - Physical Science Survey 3 hours

Examination of the physical world and its basic underlying scientific principles. **Cross-listed** as CHEM 108. **Prerequisite:** C or better in MATH 106 or higher.

PHYS 108L - Physical Science Survey Laboratory 2 hours

Laboratory experience to complement PHYS 108. **Cross-listed** as CHEM 108L. **Prerequisite:** CHEM 108 /PHYS 108 or concurrent enrollment. PHYS 108 must be completed before PHYS 108L can be used for G.E. credit.

PHYS 111 - College Physics I 3 hours

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** MATH 150 or MATH 170 or MATH 180.

PHYS 111L - Physics I Laboratory 2 hours

Laboratory experiences to complement PHYS 111. Students majoring in Chemistry must earn a grade of C or higher. G.E. when taken with PHYS 111. **Prerequisites:** MATH 150 or MATH 170 or MATH 180; PHYS 111 (may be taken concurrently). Additional lab fee applicable to main campus day offerings.

PHYS 112 - College Physics II 3 hours

Second of a two-part algebra-based college physics sequence. Topics include: fluids, electricity, thermodynamics, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** PHYS 111.

PHYS 112L - Physics II Laboratory 2 hours

Laboratory experiences to complement PHYS 112. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** PHYS 111. Additional lab fee applicable to main campus day offerings.

PHYS 211 - Calculus-Based Physics I 5 hours

First part of a two-part calculus-based college physics sequence. The course covers the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. **Prerequisite:** MATH 201. Additional lab fee applicable to main campus day offerings.

PHYS 212 - Calculus-Based Physics II 5 hours

This is the second of a two-part calculus-based college physics sequence. The course covers the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. **Prerequisite:** PHYS 211. Additional lab fee applicable to main campus day offerings.

PHYS 401 - Introduction to Physical Chemistry/Chemistry Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include kinetic thermodynamics, chemical kinetics and quantum mechanics. **Cross-listed** as CHEM 401. **Prerequisites:** CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).

POSC 111 - American National Government 3 hours

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system.

POSC 215 - State and Local Government 3 hours

Surveys American governments on the sub-national level and focuses on the impact those governments have over citizens' lives.

POSC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 233 - Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. **Cross-listed** as CJAD 233. **Prerequisite:** must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours.

POSC 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or

application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 280 - American Political and Social Thought 3 hours

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. **Cross-listed** as AMST 280. **Prerequisite:** ENGL 133W.

POSC 292 - International Relations 3 hours

Theory and practice of how nations relate to each other. Course meets multicultural graduation requirement.

POSC 311 - Public Administration and Policy 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. **Cross-listed** as MGMT 311/PADM 311. **Prerequisite:** POSC 111.

POSC 312 - Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. **Cross-listed** as ENVS 312. **Prerequisite:** POSC 111.

POSC 315 - American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as environmental

policy, educational policy, health care policy and more. **Cross-listed** as PADM 315. **Prerequisites:** ENGL 133W, POSC 111.

POSC 317 - Politics of Russia and Eurasia 3 hours

Study of the government and politics of Russia and other countries of the former Soviet Union. The course will examine the historical legacy of communism and analyze the process of political and economic transition since the collapse of the Soviet Union. Course meets multicultural graduation requirement.

POSC 321 - Politics of Developing Nations 3 hours

This course examines theories and processes of political, economic and social development in the Global South. Course meets multicultural graduation requirement.

POSC 326 - International Law and Organizations 3 hours

Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. **Prerequisite:** POSC 292.

POSC 330 - Media and Politics 3 hours

Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. **Prerequisite:** POSC 111.

POSC 331 - European Politics 3 hours

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. Course meets multicultural graduation requirement.

POSC 332 - The American Presidency 3 hours

Presidential powers and their use and impact on American political life. **Prerequisite:** POSC 111.

POSC 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 333 - Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. **Cross-listed** as CJAD 333 . **Prerequisite:** Student must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

POSC 333 - Topics: Model United Nations 2 hours

Available to Members of the Columbia College United Nations team. Requires participation beginning in the fall when the team begins preparing for the spring Model United Nations simulation. Course may be repeated two times.

POSC 340 - Judicial Process 3 hours

Study of the state and federal court systems and the impact those systems have on American politics and society. **Prerequisite:** POSC 111.

POSC 350 - Legislative Process 3 hours

Study of Congress, its structure, procedures, role, and impact in American government. **Prerequisite:** POSC 111.

POSC 353 - Asian Politics 3 hours

Analysis of the government and politics of selected Asian countries and their economic and social systems. Course meets multicultural graduation requirement.

POSC 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 360 - U.S. Foreign Policy 3 hours

Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. **Prerequisite:** POSC 292.

POSC 361 - American Political Parties 3 hours

Practical and theoretical study of the American party system. Prerequisite: POSC 111 or HIST 121 and HIST 122.

POSC 370 - Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course will examine controversies in defining terrorism; explore the historical roots of terrorism; examine terrorist motivations, organization and strategies; and explore ways in which countries can respond to the threat of terrorism. **Cross-listed** as CJAD 370.

POSC 395 - Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. **Cross-listed** as PADM 395. **Prerequisites:** three previous courses in political science or public administration.

POSC 399 - Political Science Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Students may register for no more than 12 political science internship credits (POSC 399 and POSC 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** POSC 111; junior standing; minimum of 2.5 cumulative GPA at time of registration for internship.

POSC 402 - Classical Political Philosophy 3 hours

Study of major writers in political philosophy from Plato to Machiavelli. **Cross-listed** as PHIL 402. **Prerequisite**: Junior standing.

POSC 403 - Modern Political Philosophy 3 hours

Study of major writers in political philosophy from Hobbes to the present. **Cross-listed** as PHIL 403. **Prerequisite:** junior standing.

POSC 430 - Philosophy of Law 3 hours

Philosophical investigation into the concept of jurisprudence. The course covers both analytic jurisprudence, i.e. what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. **Cross-listed** as PHIL 430. **Prerequisite:** junior standing.

POSC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 440 - Constitutional Law 3 hours

Study of the Constitution's evolution through Supreme Court decisions. **Prerequisite:** POSC 111.

POSC 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. **Cross-listed** as PADM 495.
Prerequisite: POSC 395 or PADM 395.

POSC 499 - Advanced Political Science Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 political science internship credits (POSC 399 and POSC 499 combined) during their time at Columbia College. **Prerequisites:** minimum nine hours of political science coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration of internship.

PSYC 101 - General Psychology 3 hours

Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or higher.

PSYC 175 - Introduction to Theory-based Research and Writing 3 hours

Introduction to theory-based research and writing in social and behavioral sciences. **Cross-listed** as SOCI 175. **Prerequisite:** PSYC 101 or SOCI 111; grade of C or higher in ENGL 133W.

PSYC 220 - Cognitive Psychology 3 hours

A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making, and problem solving. **Prerequisites:** PSYC 101; and PSYC 175/SOCI 175 taken previously or concurrently.

PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as BIOL 224/SOCI 224. **Prerequisite:** grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).

PSYC 225 - *Quantitative Research Methods 3 hours

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. **Cross-listed** as SOCI 225. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites:** Grade of C or higher in PSYC 224/SOCI 224.

PSYC 230 - Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. **Cross-listed** as EDUC 230 . **Prerequisite:** PSYC 101.

PSYC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in psychology. Topics are approved by the Psychology and Sociology Department.

PSYC 235 - *Social Psychology 3 hours

Theories, methods and research on the nature and causes of individual behavior in social situations. **Cross-listed** as SOCI 235. **Prerequisite:** PSYC 101; and PSYC 175/SOCI 175 taken previously or concurrently.

PSYC 240 - Experimental Psychology 3 hours

Provides students with hands-on research experience and knowledge of experimental procedures through participation in representative experiments. **Prerequisite:** PSYC 101.

PSYC 260 - Introduction to Applied Psychology 3 hours

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.

PSYC 270 - Psychology of Emotion 3 hours

Study of brain based, sociocultural, and cognitive approaches to emotion, their structure and function and regulation within the social context, the influence of emotion on learning and memory, judgment process, attention, and emotion regulation. The course introduces theory and research in the study of emotion through archival research, writing, and presentation to peers. **Prerequisite:** PSYC 101 or PSYC 260.

PSYC 280 - Psychology of Sport 3 hours

Study of the impact of psychology in sport at both the coaching/teaching level and the athlete/participant level. The course will examine motivation, goal setting, anxiety and developmental changes that impact

physical performance. **Prerequisite:** PSYC
101 or PSYC 260.

PSYC 304 - Personality Theory 3 hours

Examination of the major personality theories,
including those proposed by Freud and his
followers, learning theorists, trait theorists, social-
learning theorists and humanists. Current
research into personality, using modern methods,
also reviewed. Day Program only. **Prerequisites:**
six hours of PSYC courses and junior standing.
$20 lab fee applicable to main campus day only.

PSYC 309 - Animal Behavior 3 hours

Basic principles of animal behavior with an
emphasis on the evolutionary forces that shape
behavior. **Cross-listed** as BIOL 309.
Prerequisite: six hours of PSYC coursework or
six hours of BIOL coursework.

PSYC 320 - Psychological Testing and Measurement 3 hours

Study of informal and standardized test
development, administration and evaluation
including the history of testing, concepts of
reliability, validity, utility and psychometrics of
intelligence, personality, clinical, counseling,
neuropsychological assessment and career
testing using the normative and criterion-
referenced approaches. **Prerequisites:** BIOL
224/PSYC 224/SOCI 224 and nine hours of
PSYC coursework.

PSYC 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and
developing qualitative research skills, examining
exemplars in the field, exploring the various
qualitative research methodologies such as
participant-observation and in-depth interviewing
and the theoretical and ethical dilemmas
associated with each. Data collection, writing field
notes and transforming such data into written
ethnographic documents are emphasized.
Cross-listed as ANTH 327/SOCI 327.
Prerequisite: Junior standing.

PSYC 328 - Independent Research 3 hours

Applying qualitative and/or quantitative research
methods in applied research to produce
manuscripts and academic conference
presentations. Conducting archival and
experimental or field research to answer research
questions. Using appropriate research skills,
producing written research findings in APA style
and presenting research findings at a conference
of academic peers. Course may be repeated two
times to complete research cycle. **Cross-listed**
as SOCI 328. **Prerequisite:** junior standing, 3.0
GPA, PSYC 224, PSYC 225.

PSYC 330 - Lifespan Developmental Psychology 3 hours

The study of physiological, environmental and
interactive variables influencing human
development from conception to death.
Prerequisites: PSYC 101; PSYC 175/SOCI 175.

PSYC 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic,
theory or application in Psychology. Topics are
approved by the Psychology and Sociology
Department.

PSYC 336 - Industrial/Organizational Psychology 3 hours

Examination of humans and work. Investigates
both theoretical models and application of
principles in relation to personnel, psychology,
organizational psychology, and the work
environment. **Prerequisite:** PSYC 101.

PSYC 340 - Ethics and Social Responsibility 3 hours

This course explores the basis of ethical
concepts and the meaning of social responsibility
in social and behavioral research. The course
also exposes students to potential ethical
dilemmas in research. Student will learn to
situate themselves in the broader social

implications of research findings. **Cross-listed** with SOCI 340.

PSYC 355H - Directed Study-Honors

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 371 - Neuroscience 3 hours

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. **Cross-listed** as BIOL 371. **Prerequisites:** six hours of PSYC courses or six hours of BIOL courses.

PSYC 372 - Sensation and Perception 3 hours

Introduction to the study of human senses and higher order perceptual processes. **Cross-listed** as BIOL 372. **Prerequisites:** six hours of BIOL or six hours of PSYC courses, and junior standing.

PSYC 381 - History & Systems of Psychology 3 hours

Overview of the historical antecedents and major theoretical and historical systems within psychology. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites:** PSYC 101, PSYC 175, and Sophomore standing.

PSYC 385 - Human Sexuality 3 hours

Exploration of sexuality from psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Human sexual behavior is openly discussed in this course and is illustrated in the

textbooks. **Cross-listed** as SOCI 385. **Prerequisite:** PSYC 101 or SOCI 111.

PSYC 391 - Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Cross-listed** as EDUC 391 . **Prerequisite:** PSYC 101.

PSYC 392 - Adolescent Psychology 3 hours

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. **Cross-listed** as EDUC 392. **Prerequisite:** PSYC 101.

PSYC 395 - Adult Psychology 3 hours

Physiological, behavioral, and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. **Prerequisite:** PSYC 101.

PSYC 396 - Child and Adolescent Development 3 hours

The study of children and adolescents from conception to young adulthood. Students study the maturational and environmental factors that shape the physical, cognitive, and socio-emotional development of the individual. **Cross-listed** with EDUC 396.

PSYC 399 - Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 399 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for

each semester hour. Course is graded S (Satisfactory) or U (Unsatisfactory).
Prerequisites: PSYC 101; 2.5 cumulative GPA.
Corequisite: junior standing.

PSYC 410 - Learning Theories 3 hours

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology.
Prerequisites: six hours of PSYC coursework and junior standing.

PSYC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in psychology. Topics are approved by the Psychology and Sociology Department.

PSYC 450 - Abnormal Psychology 3 hours

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms, and treatment. Fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed.
Prerequisites: PSYC 175, nine hours of psychology courses, and Junior standing.

PSYC 455 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 456 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This

course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 457 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.
Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. Research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. **Prerequisites:** junior standing; PSYC 175 or SOCI 175; 3 additional hours of PSYC courses.

PSYC 472 - Psychopharmacology 3 hours

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants, and mood stabilizers. **Cross-listed** as BIOL 472. **Prerequisites:** junior standing; six hours of PSYC or BIOL coursework.

PSYC 480 - Group Process 3 hours

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal, and ethical issues associated with paraprofessional and professional practices. **Prerequisites:** PSYC 101 and PSYC 460.

PSYC 495 - Integrative Psychology 3 hours

Required as a culminating experience prior to graduation. Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Students enrolled in this Senior seminar are required to take the Major Field Test for Psychology. Grade of C or higher is required for this course and all prerequisite courses. **Prerequisites:** Senior standing, Psychology major; PSYC 101, PSYC 175, PSYC 224/BIOL 224/SOCI 224, PSYC 225/SOCI 225, PSYC 381.

PSYC 499 - Advanced Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 499 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (S) or U (Unsatisfactory). **Prerequisites:** nine hours of PSYC coursework; 3.0 GPA in PSYC courses; cumulative 3.0 GPA. **Corequisite:** senior standing.

PADM 311 - Public Administration & Policy 3 hours

Examination of the growth, structure, role, methods and policy of the national bureaucracy and its role in American Government and society. **Cross-listed** as MGMT 311/POSC 311. **Prerequisite:** POSC 111.

PADM 315 - American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy, and more. **Cross-listed** as POSC 315. **Prerequisites:** ENGL 133W, POSC 111.

PADM 320 - Non-Profit Organization and Management 3 hours

Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with privatge bords, public advocacy and more. **Prerequisites/corequisites:** MGMT 311/PADM 311/POSC 311.

PADM 325 - Public Financial Resources Management 3 hours

Exposes students to the budgetary process for public-sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. **Prerequisite/corequisite:** PADM 311/POSC 311/MGMT 311 .

PADM 330 - Public Human Resources Administration 3 hours

Course focuses on human resources management in the public sector and addresses issues such as the recruitment, selection and evaluation of employees as well as topics such as collective bargaining, employee discrimination, employee development and more. Prerequisite/corequisite: PADM 311/POSC 311/MGMT 311.

PADM 335 - Methods of Public Decision Making 3 hours

How theoretical, philosophical, scientific, political, and social factors influence decision making in the public sector and methods used by public sector managers to make those decisions. **Prerequisite/Corequisite:** PADM 311/MGMT 311/POSC 311.

PADM 340 - Values and Ethics in Public Administration 3 hours

Course covers issues related to the ethical practices of public administrators including the proper role of unelected bureaucrats in government and how they relate to citizens. Students are exposed to philosophical arguments related to ethical behavior. Course does not satisfy the general education ethics requirement. **Prerequisite/corequisite:** PADM 311/POSC 311/MGMT 311.

PADM 395 - Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. **Cross-listed** as POSC 395. **Prerequisite:** three previous courses in political science or public administration.

PADM 399 - Public Administration Internship 3-6 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office responsible for administering public policy on the national, state, or local level or in the office of a non-profit organization. Students pursuing the Bachelor of Arts in Public Administration must enroll for three semester hours and students pursuing the Bachelor of Science must enroll in six hours. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory).**Prerequisites:** POSC 111; MGMT 311/PADM 311/POSC 311; junior standing; minimum 2.5 cumulative GPA at time of registration of internship.

PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. **Cross-listed** as POSC 495. **Prerequisite:** PADM 395 or POSC 395.

RELI 101 - Religion and Human Experience 3 hours

Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences. Course meets multicultural graduation requirement.

RELI 124 - The Bible as Literature 3 hours

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy.

RELI 201 - Religious Classic Texts 3 hours

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture. Course meets multicultural graduation requirement.

RELI 202 - Asian Philosophy & Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan.

Course meets multicultural graduation requirement. **Cross-listed** as PHIL 202.

RELI 350 - Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. **Cross-listed** as PHIL 350. **Prerequisite:** PHIL 201 or RELI 101.

RELI 381 - History of Christianity: Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. **Cross-listed** as HIST 381. **Prerequisite:** HIST 101 or HIST 111.

RELI 382 - Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. **Cross-listed** as HIST 382. **Prerequisite:** HIST 102 or HIST 112.

RELI 390 - The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. **Cross-listed** as PHIL 390. **Prerequisite:** Junior standing.

RELI 400 - Religion and Science 3 hours

A study of the contemporary encounter of science and religion in the light of their historical background, aims, methods, points of conflict and possible dialogue. Subjects include: logos and mythos, the case of Galileo, Newton, Darwinism, Einstein's religion, creation and Big Bang, Creationism and Design, Anthropic Principle, contingency and necessity, God, secular humanism. **Prerequisite:** junior standing.

SOCI 101 - Social Justice 3 hours

Exploration of issues surrounding social justice, including human rights, democracy, freedom, happiness, equality, peace, violence, tolerance, and social responsibility. Introduction to reasoning and logic. Intellectual empathy.

SOCI 111 - General Sociology 3 hours

Introductory study of small and large scale human social interaction and social organizations. Course meets multicultural graduation requirement.

SOCI 112 - General Anthropology 3 hours

This course explores the diversity of humanity both in the past and in the present. Anthropology provides a uniquely broad understanding of humankind by integrating the study of human evolution, ancient civilizations, languages, and cultures from around the world. Based on a wide range of case-studies, this course explores what it means to be human, and how it is differently experienced in societies and cultures around the world. Course meets Multicultural graduation requirement. **Crosslisted** with ANTH 112.

SOCI 175 - Introduction to Theory-based Research and Writing 3 hours

Introduction to theory-based archival research processes and skills used in social and behavioral sciences research to produce manuscripts. Proposing research

questions and conducting archival research. Using appropriate skills, producing written research findings in APA/ASA style and presenting research findings in a forum of peers. Students majoring in Psychology or Sociology must earn a grade of C or higher. Core curriculum for PSYC and SOCI majors. **Cross-listed** as PSYC 175. **Prerequisite:** PSYC 101 or SOCI 111; grade of C or higher in ENGL 133W.

SOCI 210 - The Sociology of Gender 3 hours

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education and politics. **Cross-listed** as WMST 210.

SOCI 212 - Cultures in the World 3 hours

This course explores the concept of culture and its diversity in the world. Taking a comparative approach based on case studies from different world regions, and paying particular attention to how cultures change over time, this course explores some of the major themes of cultural anthropology, including the cultural construction of reality, identity, language, social hierarchy, art, and kinship and gender relations. **Cross-listed** as ANTH 212. Course meets Multicultural graduation requirement.

SOCI 214 - Family 3 hours

Survey of structures, functions, processes, and problems in the contemporary family.

SOCI 216 - American Social Problems 3 hours

Nature and impact of contemporary social problems.

SOCI 218 - Social Deviance 3 hours

Introduction to theories and models of deviant behavior. Reinforcement of the sociological perspective on human behavior. Social control and the construction of categories of deviance.

Analysis of social conditions which impacts rates of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants.

SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as BIOL 224/PSYC 224. **Prerequisite:** grade of C or higher in MATH 150 or higher level math course (excludes MATH 200).

SOCI 225 - *Quantitative Research Methods 3 hours

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. **Cross-listed** as PSYC 225. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites:** Grade of C or higher in PSYC 224/SOCI 224.

SOCI 230 - Sports and Society 3 hours

Survey of social theories and projected role of the patterns of sports and heroism in society.

SOCI 235 - *Social Psychology 3 hours

Theories, methods and research on the nature and causes of individual behavior in social situations. **Cross-listed** as PSYC 235. **Prerequisite:** PSYC 101; and PSYC 175/SOCI 175 taken previously or concurrently.

SOCI 270 - Minority Cultures and Relations 3 hours

Survey of historical and contemporary minority/majority relations among various racial, ethnic, and gender groups. Focus on the social construction of race and ethnicity. Course meets the multicultural graduation requirement. **Cross-listed** as ANTH 270.

SOCI 310 - Women and Society 3 hours

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. **Cross-listed** as WMST 310.

SOCI 321 - Criminology 3 hours

Emphasis on sociological theories concerning the nature, sources, control, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, drug crimes, corporate crimes, political crimes and vice. Critical examination of current law enforcement and correctional policies and practices. **Prerequisite:** junior standing.

SOCI 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. **Crosslisted** as ANTH 327/PSYC 327. **Prerequisite:** Junior standing.

SOCI 328 - Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. **Cross-listed** as PSYC 328. **Prerequisite:** junior standing, 3.0 GPA, PSYC 224, PSYC 225.

SOCI 331 - Juvenile Delinquency 3 hours

Emphasis on sociological theories concerning the nature, sources, control, and prevention of juvenile delinquency. Topics include current trends in U.S. juvenile crime rates; media coverage of juvenile delinquency; patterns of victimization; characteristics of crimes committed by juveniles. Critical examination of current juvenile correctional policies and practices. Comparison of various treatment models in juvenile delinquency. **Prerequisite:** junior standing.

SOCI 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in sociology. Topics are approved by the Psychology and Sociology Department.

SOCI 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. Course meets Multicultural graduation requirement. Cross-listed as ANTH 336 /WMST 336. Prerequisite: Junior standing.

SOCI 340 - Ethics and Social Responsibility 3 hours

This course explores the basis of ethical concepts and the meaning of social responsibility in social and behavioral research. The course also exposes students to potential ethical dilemmas in research. Student will learn to situate themselves in the broader social implications of research findings. **Cross-listed** with PSYC 340.

SOCI 341 - Religion and Society 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. Course meets multicultural graduation requirement. **Crosslisted** as ANTH 341. **Prerequisite:** Junior standing.

SOCI 345 - Environment and Society 3 hours

This course explores the interaction between social processes and the natural environment. Taking a multidisciplinary approach (sociology and anthropology), and building on theoretical perspectives and cross-cultural case studies, this course investigates the increasing pressure of human activities on the environment, the globalization of environmental challenges, the privatization of natural resources (water, forests, energy sources, but also genes and genetically modified organisms), the policies encouraging this privatization process, and the recent growth of environmental social movements. **Cross-listed** as ANTH 345. **Prerequisite:** junior standing.

SOCI 350 - Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigate the research on death and dying and the role of the elderly in our society. Additionally, generate an understanding of the theoretical perspectives on aging. **Cross-listed** as HUMS 350. **Prerequisite:** junior standing.

SOCI 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 365 - American Social Policy 3 hours

Emphasis on the nature and development of American social policy, including the history of current structures of social welfare services, the role of policy in service delivery and analyses of current social policy issues including family policy, health care policy, drug policy, tax policy, and other topical issues. **Cross-listed** as HUMS 365. **Prerequisite:** junior standing.

SOCI 375 - Social Movements 3 hours

Emphasis on sociological analysis of social movements of twentieth century America. Emphasis on the application of sociological theories to the conditions that facilitate social movements, from their development to how success is measured. Case studies of the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights movement, ethnic identity movements, anti-globalization movements, Occupy Wall Street, and other movements. **Cross-listed** as AMST 375. **Prerequisite:** junior standing.

SOCI 380 - Mass Media and Society 3 hours

Emphasis on critical examination of contemporary mass media, including television, film, advertising and news. Sociological theories of mass media. History of mass media. Social impacts of mass media. Political influences on mass media. Information flows in democratic societies. Sexism, racism, classism, heterosexism, and ethnocentrism in mass media. Advertising and consumerism. Popular culture. The internet. Offered odd spring. **Prerequisite:** Junior standing.

SOCI 381 - Music and Society 3 hours

This course explores music as a social and cultural activity. Taking a global, comparative, and inter-disciplinary approach (sociology and anthropology), it investigates the social dimensions of the production and reception of music. Particular attention will be given to issues of race, gender, identities, and technology. How do music and societies mutually influence and shape each other? How is music related to people's sense of identity, socio-economic structures, and beliefs? Music will be explored as an art form that both reveals and serves as a medium of social change. **Prerequisites:** Junior standing. **Cross-listed** as ANTH 381.

SOCI 385 - Human Sexuality 3 hours

Exploration of sexuality from psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. **Cross-listed** as PSYC 385. **Prerequisite:** PSYC 101 or SOCI 111.

SOCI 388W - Fashion and Society 3 hours

Critical examination of fashion as an institution, shaping individual choices, and communicating social values and norms. Attention is paid to how fashion serves as a tool for individual expression and as a way to showcase social affiliation. Fashion is analyzed as both an art form and as a powerful industry. Topics include: Art and industry; Body; Consumerism; Dressing in modern society; Global style; Individual and group identity; Inequality; Social movements; Trends. Cross-listed as WMST 388W.

SOCI 401 - The City 3 hours

In-depth analysis of the challenges that cities face in the 21st century, including social, economic, political, and environmental issues. Meets GE Writing Intensive requirement. Meets GE Environmental Stewardship requirement. **Prerequisite:** Junior standing.

SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized and practiced in different cultures and at different

times. Focusing on several world regions (Africa, Asia, the Middle East, and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. Course meets Multicultural graduation requirement. **Cross-listed** as ANTH 412. **Prerequisite**: junior standing.

SOCI 421 - Class, Status, and Power 3 hours

Emphasis on social stratification systems and social inequalities, including the areas of economic class, ethnicity, gender and sexuality. Analysis of theories of power in constructing and maintaining systems of social inequality; the creation of wealth and poverty in the U.S. and globally; sources and consequences of ethnic and gender inequalities; and the stratification system surrounding sexualities. **Prerequisite:** junior standing.

SOCI 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in sociology. Topics are approved by the Psychology and Sociology Department.

SOCI 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 456 - Directed Study 1-3 hours

SOCI 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 460 - Classical Social Theory 3 hours

Reinforcement of major schools of thought in sociology from the Enlightenment through World War II. Emphasis on theoretical thinking in sociology and analysis of the underlying principles and major works of Comte, Marx, Spencer, Weber, Durkheim, Simmel, Martineau, Perkins Gilman, Du Bois, Mead, The Frankfurt School, Parsons. **Prerequisite:** junior standing.

SOCI 470 - Contemporary Social Theory 3 hours

Survey of contemporary social theory, beginning in post- World War II era through the current era of poststructuralism, feminist sociology, critical race theory and queer theory. Includes the study of C. Wright Mills, Jurgen Habermas, Pierre Bourdieu, Immanual Wallerstein, Anthony Giddens, Michel Foucault, Theda Skocpol, Dorothy Smith, Adrienne Rich and Patricia Hill Collins. **Prerequisite:** junior standing.

SOCI 485 - Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are

among the topics covered. **Cross-listed** as WMST 485. **Prerequisite:** junior standing.

SOCI 495 - Integrative Seminar 3 hours

Culminating experience for the major. A capstone course to apply prior learning to probing major areas of research in sociology. **Prerequisites:** senior standing; Sociology major; SOCI 111, SOCI 224 and SOCI 327.

SOCI 499 - Internship 1-3 hours

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. **Prerequisites:** sociology major, senior standing, 3.0 or higher GPA in Sociology courses.

SPAN 101 - Elementary Spanish I 3 hours

Spanish 101 emphasizes elementary proficiency in listening, oral expression, and reading and writing of Spanish, as well as basic understanding of Spanish speaking cultures.

SPAN 102 - Elementary Spanish II 3 hours

Spanish 102 is a direct continuation of Spanish 101 with further development of the four language skills and continued introduction to Spanish speaking cultures. **Prerequisite:** SPAN 101 with a grade of C or higher, or two years (four semesters) of high school Spanish. Not open to native speakers.

SPAN 103 - Elementary Spanish III 3 hours

Spanish 103 reinforces and expands the skills of listening comprehension, oral expression, reading, writing and cross-cultural understanding. **Prerequisite:** SPAN 102 with a grade of C or

higher, or four years (eight semesters) of high school Spanish. Not open to native speakers.

SPAN 104 - Elementary Spanish IV 3 hours

Spanish 104 focuses on advanced Spanish grammar, conversation and composition, as well as the exploration of the cultures of Spanish-speaking countries based on selected readings. The class is taught in Spanish. Emphasis is on conversation, writing, and reading. **Prerequisite:** SPAN 103 with a grade of C or higher. Not open to native speakers.

SPAN 110 - Spanish for Medical Personnel 3 hours

Introduction to Spanish grammar with emphasis on basic communication; vocabulary for hospital use; knowledge of cultural characteristics of Spanish-speaking groups within the U.S. Occasional offering.

SPAN 111 - Spanish for Law Enforcement Personnel 3 hours

Introduction to Spanish grammar for basic communication; emphasis on law enforcement terminology, legal instructions. Introduction to cultural characteristics and heritage of Spanish-speaking groups within the U.S.

SPAN 112 - Spanish for Social-Service Workers 3 hours

Introduction to Spanish grammar with emphasis on basic communication; vocabulary emphasizes social problems; government aid to the disadvantaged, medical health, diet and problems of consumers.

SPAN 203 - Spanish Conversation I 3 hours

Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading and writing, as well as a review of elementary and intermediate

Spanish-level grammatical points. **Prerequisite:** SPAN 104 with a grade of C or higher.

SPAN 204 - Spanish Composition/Conversation and Culture 3 hours

Oral and written composition; review of more difficult grammatical constructions and idioms. Oral practice in everyday Spanish, discussion, idiomatic usage, listening, comprehension, speaking, as well as the introduction of elementary-level Spanish-American and Peninsular literature. **Prerequisite:** SPAN 104 with a grade of C or higher.

SPAN 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Spanish. This course requires the approval of the chair of the Language and Communication Studies Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of English courses, and a cumulative GPA of 3.0 or higher.

SPAN 305 - Advanced Spanish Conversation and Composition 3 hours

Intensive study of comprehension, pronunciation and grammar, with brief written compositions and oral dialogues. **Prerequisite:** SPAN 102.

SPAN 306 - Commercial Spanish 3 hours

Composition of Spanish business correspondence; translating technical writing and commercial documents; documentary credits; international business transactions. **Prerequisite:** SPAN 305.

SPAN 499 - Internship 1-12 hours

Qualified students have the opportunity to work during the summer months in an international trade setting.

COLL 177 - Study Tour Experiences 1 hour

Short term study abroad experience.

COLL 180 - Introduction to Study Abroad: Orientation and Cultural Preparation 1 hour

This eight-week course is designed to introduce students to various study abroad countries, cultures, and programs offered at Columbia College. This course will help students with logistical procedures that include the application process, finances, immigration policies and travel preparation. Other topics the course will cover are geared towards helping students become culturally competent and successful students abroad. By the end of the course, students will have a stronger understanding of how to deal with issues such as culture shock, stereotypes, and varying communication styles.

COLL 277 - Study Tour Experiences 1-3 hours

Short term study abroad experiences. Subject matter will vary within the department's field of study. **Prerequisite:** determined by instructor. Course may be repeated.

COLL 377 - Study Tour Experiences 1-3 hours

Short term study abroad experiences. Subject matter will vary within the department's field of study. **Prerequisite:** determined by instructor. Course may be repeated.

COLL 477 - Study Tour Experiences 1-3 hours

Short term study abroad experiences. Subject matter will vary within the department's field of study. **Prerequisite:** determined by instructor. Course may be repeated.

WMST 210 - The Sociology of Gender 3 hours

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education and politics. **Cross-listed** as SOCI 210.

WMST 310 - Women and Society 3 hours

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. **Cross-listed** as WMST 310.

WMST 322W - Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meaning of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. **Cross-listed** as HIST 322W. **Prerequisite:** junior standing.

WMST 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. Course meets Multicultural graduation requirement. Cross-listed as ANTH 336/SOCI 336. Prerequisite: Junior standing.

WMST 343W - Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. **Cross-listed** as COMM 343W. **Prerequisite:** Sophomore standing.

WMST 373W - Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. **Cross-listed** as HIST 373W.

WMST 388W - Fashion and Society 3 hours

Critical examination of fashion as an institution, shaping individual choices, and communicating social values and norms. Attention is paid to how

fashion serves as a tool for individual expression and as a way to showcase social affiliation. Fashion is analyzed as both an art form and as a powerful industry. Topics include: Art and industry; Body; Consumerism; Dressing in modern society; Global style; Individual and group identity; Inequality; Social movements; Trends. Cross-listed as SOCI 388W.

WMST 485 - Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia, analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. **Cross-listed** as SOCI 485. **Prerequisite:** junior standing.

Catalog Non-Curricular Change Document

This document outlines significant changes that were made to the catalog from last year's catalog.

These are Non-Curricular changes, please see sharepoint for Curriculum updates

To see all of the changes, please see the complete Catalog.

1. Nationwide locations are now referred to as Columbia College Global locations, with the name change now reflected throughout the catalog.
2. The About Columbia College section was updated to reflect campus location changes, student and alumni number changes, and resource number changes.
3. In Academic Honors, the words "with advisor approval" was added to the rule that allows honor's students to take unlimited credit hours without paying an overload fee.
4. In Accrediting Agencies, the number of Columbia College locations was updated.
5. Admissions Policies were updated to include to following information:
   - Prospective students applying within two weeks of a session start date may not allow enough time to complete requirements and secure financial aid.
   - International Student Admissions: Housing availability clarified; International students admitted to Elgin, Salt Lake and Denver registration restrictions clarified; English proficiency requirements updated.
   - Non-degree –seeking students cannot change to degree-seeking status in the middle of a semester.
   - High School Dual Enrollment definition clarified
   - High School Dual Credit: Definition, application process and qualifications outlined.
6. The Admissions Policies Pertaining to Special Programs page was revamped with the admissions procedures and specific processes for Teacher Certification Programs, the Associate of Science in Nursing Program, RN-to-BSN Online Program, Bachelor of Science in Nursing Program and Certificate Programs.
7. In Advising and Registration, the Registration Policies sections were updated to include statements about possible financial implications of dropping or withdrawing from a course.
8. In Applying for Financial Aid, eConsent was added as a step to the process.
9. The Articulation Agreements page was updated to include all current partners.
10. On the CC Global Resources page, information for the Enrollment Service Center was added. Information about MOBIUS membership was also added to the Stafford Library section.
11. On the Grading and Academic Standing page, the Assessment section was updated with new Writing Seminar and First Year Experience course requirement. The Main Campus Day Grade Appeal process was also updated.
12. In the International Programs section, the number of hours each semester was updated and CPT eligibility requirements were updated.
13. On the Main Campus Day Aid Information page, we've updated the Scholarships, Grants and Awards section.
14. In the Main Campus Day Resources page, a section was added for the Enrollment Services Center and Center for Student Leadership.
15. On the Main Campus Day Student Affairs page, the Grossnickle Career Services section was updated with contact info and information on their new Handshake software. The Housing Requirement section was also updated with the new policy. Student Health Services was updated and a section was added for Student Medical Insurance Policy.
16. In the Main Campus Evening Aid Information section, multiple scholarships/awards were removed and new ones were added.
17. On the Online and CC Global Student Affairs page, the Grossnickle Career Services section was updated with contact info and information on their new Handshake software.
18. On the Resources page, the number of alumni was updated, Enrollment Services Center information was added, and library numbers were updated. Parking Permits information and Bookstore/Textbook policy was updated.
19. On the Return of Title IV Funds page, we updated the determining earned aid section to include what happens when a student withdrawals multiple times.

20. On the Student Conduct page, policy on the Alcohol and Controlled and/or Illicit substances was updated. The Behavioral Misconduct policy was also updated along with the Disciplinary Procedures. The General Student Grievance Policy was also updated.
21. On the Tuition Rates and Payment Policies, the rates were updated for the current year.
22. The State Regulatory Information and Complaint Process section, we've updated each state to have their own page with updated information.

Graduate Catalog

2019-2020

Table of Contents

Graduate Catalog 2019-2020

Mission

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

Vision

Our vision is to be a highly innovative institution of higher education, dedicated to excellence in both its traditional and nontraditional programs nationwide.

Values

We believe all students deserve access to affordable, quality education. We believe higher learning should be individualized, innovative and flexible. We believe a liberal arts core curriculum produces globally engaged citizens who are creative, curious and ethical. We believe people of all beliefs and backgrounds should engage in civil discourse and discovery.

This catalog is published for the purpose of providing information about the College and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations to the College. Columbia College reserves the right to change prices, curricula, policies and practices as described in this catalog as circumstances, efficiency of operation and fiscal contingencies may require.

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law, including race, religion, gender, nationality, ethnicity, age, sexual orientation, marital status, veteran status or disability in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. The following office has been designated to handle inquiries regarding the nondiscrimination policies: Office of Human Resources, Columbia College, 1001 Rogers St., Columbia, MO 65216; (573) 875-7495.

About Columbia College

Columbia College, a private, coeducational institution, offers associate, baccalaureate and master's degrees that prepare students of differing backgrounds for entry level or advanced positions in various occupations and professions. Founded in 1851 by charter of the Missouri legislature and then named Christian Female College, Columbia College assumed its current name and became coeducational in 1970. Although it retains a covenant with the Christian Church (Disciples of Christ), Columbia College is a nonsectarian institution.

The college is accredited by the Higher Learning Commission and holds a specialized accreditation in its education program. Students may enroll in day, evening or online education classes at the home campus in Columbia, Missouri, or through Columbia College Global (CCG) at one of our many nationwide locations.

Degree requirements, course objectives and academic standards at each CCG location are the same as those established for students on the main campus in Columbia, Missouri. Classes at extended locations are taught primarily by adjunct faculty who meet the qualifications for appointment by the full-time faculty of each academic department, based at the Columbia campus. The credentials of adjunct faculty are reviewed by

academic department chairs who determine the courses they are qualified to teach; faculty who are determined qualified by the departments are then approved by the Dean of the course's School.

Course goals and objectives are prescribed by full-time faculty. They develop master syllabi for all courses and recommend textbooks to be used. The Vice President for Columbia College Global, along with the director of each CCG campus, has the responsibility of recruiting faculty and ensuring the academic programs and instruction at the campuses are of the highest quality. The campus classrooms are housed in appropriate facilities and are equipped with computers with internet access, projectors and other equipment in support of academic courses and programs of study.

Columbia College educates more than 27,000 students each year and has more than 89,000 alumni.

College Profile

Classification:	Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
Location:	Home campus in Columbia, Missouri (population 100,000 plus more than 30,000 students at three separate colleges), on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airline to Columbia Regional Airport. Nationwide campuses located throughout the U.S. and in Cuba: <u>Alabama:</u> Redstone Arsenal; <u>California:</u> Lemoore, Los Alamitos, San Diego, San Luis Obispo; <u>Cuba:</u> Guantanamo Bay; <u>Colorado:</u> Denver; <u>Florida:</u> Jacksonville, NAS Jacksonville, Orlando, <u>Georgia:</u> Fort Stewart, Hunter Army Air Field; <u>Illinois:</u> Crystal Lake, Elgin, Freeport, Lake County; <u>Missouri:</u> Fort Leonard Wood, Jefferson City, Kansas City, Lake Ozark, Moberly, Rolla, Springfield, St. Louis; <u>New York:</u> Fort Drum, Hancock Field; <u>Oklahoma:</u> Fort Sill; <u>Texas:</u> Fort Worth, Mesquite; <u>Utah:</u> Salt Lake City; <u>Washington:</u> NS Everett/Marysville, Whidbey Island.
Degrees Conferred:	Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of General Studies, Bachelor of Science, Bachelor of Fine Arts, Master of Arts in Teaching, Master of Business Administration, Master of Education and Master of Science in Criminal Justice.
School Code/FICE #:	002456
Campus:	36 buildings on a 40-acre campus four blocks from downtown Columbia, and also includes a building downtown.
Library:	Print: More than 64,000 items including 100 print periodicals and 1,900 audio-visual items. Electronic: More than 220,000 e-books, 32,000 streaming videos, 142,000 streaming audio discs and 60 databases. Member of MOBIUS statewide consortium.
Enrollment:	More than 1,000 full and part-time day students, representing 30 states and 45 foreign countries; more than 2,000 evening and graduate students and more than 24,000 Nationwide and Online students per year.
Alumni:	More than 89,000 Columbia College alumni.
Athletics:	Member, American Midwest Conference of the NAIA (men's and women's soccer, basketball, cross country, track and field, and golf; men's baseball and lacrosse; women's volleyball, softball, and bowling) and a variety of intramural sports.

Accrediting Agencies

Columbia College is accredited by the Higher Learning Commission. Approved for teacher preparation by the Missouri State Department of Elementary and Secondary Education. Associate in Science degree in Nursing approved by the Missouri State Board of Nursing.

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Telephone: (312) 263-0456 or (800) 621-7440
E-mail: info@hlcommission.org

Department of Elementary and Secondary Education
P.O. Box 480
Jefferson City, MO 65102
Telephone: (573) 751-6504
E-mail: gale.hairston@dese.mo.gov

Missouri State Board of Nursing
3605 Missouri Boulevard
P.O. Box 656
Jefferson City, MO 65102-0656
Telephone: (573) 751-0681 E-mail: nursing@pr.mo.gov

Principles of Excellence: Columbia College, to include over 30 locations, fully complies with Executive Order 13607 establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. The College is dedicated to continuing our long-standing partnership with military and veteran communities.

Servicemembers Opportunity Colleges (SOC): Columbia College is a charter member of the Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network System (DNS) for all branches. The SOC Consortium consists of colleges and universities committed to expanding and improving voluntary postsecondary educational opportunities for servicemembers worldwide. SOC Consortium members subscribe to principles and criteria to ensure quality academic programs are available to active-duty military students, their family members, and veterans. A list of current SOC Consortium member institutions can be found on the SOC website.

2019 - 2020 Academic Calendars

Fall and Spring Semester Academic Calendar
Early and Late Fall Academic Calendar
Early and Late Spring Academic Calendar
Early and Late Summer Academic Calendar

Columbia College

2019-2020 Academic Calendar

Fall Semester August 26 – December 14, 2019

February 1	Deadline for students to submit 2019-2020 FAFSA for Missouri Access Grant
July 29	Deadline for new freshmen international students to ap ply & submit all required materials for admission(Day s tudents only)
July 29	Deadline for cancelling housing contract (Day students, if approved for off-campus living)
July 31	Day student deadline for making payment arrangements and/or making first payment (if applicable) for Fall classes (class schedules will be canceled if payment is not made)
August 1	Deadline to submit housing contract (Day students only)
August 21	Move-in for new residential Day students, 1:00 pm
August 22	Orientation for new students and parents 10:00 am5:00 pm; New Student Pinning, 1:15 pm
August 25	Last day to register before classes begin
August 26	Start of semester
August 26	Classes begin
August 28	Last day to add classes
September 2	Labor Day: classes cancelled; offices closed (library closed Sept. 1– Sept. 3)
September 3	Last day to drop a course (not applicable to Day total withdrawal)
October 5	Family Day/Homecoming
October 18	Midterm (Day students only)
October 18	Day Student Fall Break: day classes cancelled, offices and library open
October 22	Midterm grades for all Day 100- and 200-level courses entered online by 12:00 noon
October 28- Nov 1	Day Student Advising Week: students meet with advisor to determine Spring 2020 classes

November 4	Registration for Spring 2020 begins for currently enrolled seniors, Honors students and military members
November 6	Day Registration for Spring 2020 begins for currently enrolled juniors
November 7	Day Registration for Spring 2020 begins for currently enrolled sophomores
November 8	Day Registration for Spring 2020 begins for currently enrolled freshman and non- degree students
November 15	Last day to withdraw with grade of "W"
November 15	Residence halls close at 6:00 pm (except by special arrangement)
November 25-29	Thanksgiving Break: day classes do not meet; offices and library closed Nov. 28-30
December 1	Residence halls open at 12:00 noon
December 2	Classes resume
December 6	Last day of day classes; last day to complete a total withdrawal from all classes
December 6	Deadline for cancelling housing contract (if approved for off-campus living)
December 9-12	Final examinations
December 13	Nurses' Pinning Ceremony, 6:30 pm
December 13	Residence halls close at 12:00 noon (except by special arrangement)
	Winter Class Break: offices and library open 8:00 am5:00 pm, Monday-Friday
December 14	COMMENCEMENT, 12:00 noon
December 14	End of semester
December 17	Final grades entered by 12:00 noon

Spring Semester January 6– April 25, 2020

December 6   Deadline for new Day students to submit housing contracts December 9   Deadline for new students to apply & submit all required

materials for admission and returning students to apply for readmission (deadline does not apply to Program

Transfers)(Day students only)

December 18	Day student deadline for finalizing financial arrangements and making payment (if applicable) to hold Spring classes (classes will be canceled if payment is not made)

January 4	Residence Halls open, 12:00 noon
January 5	Last day to register before classes begin
January 6	Start of semester
January 6	Classes begin
January 8	Last day to add classes
January 13	Last day to drop a course (not applicable to Day total withdrawal)
January 20	Martin Luther King, Jr. Day: classes do not meet; offices and library closed
February 28	Midterm (Day students only)
March 3	Midterm grades for all Day 100- and 200-level courses entered online by 12:00 noon
March 20	Residence halls close at 6:00 pm (except by special arrangement)
March 23-27	Spring Break: day classes cancelled; evening and graduate classes are in session
March 29	Residence halls reopen at 12:00 noon
March 30	Last day to withdraw from classes with a grade of "W"
March 30	Day classes resume
March 30-April 3	Day Student Advising Week: students meet with their advisor to determine their Fall 2020 classes
April 6	Day Registration for Fall 2020 begins for currently enrolled seniors, Honors students and military members
April 8	Day Registration for Fall 2020 begins for currently enrolled juniors
April 9	Day Registration for Fall 2020 begins for currently enrolled sophomores
April 10	Day Registration for Fall 2020 begins for currently enrolled freshman
April 17	Last day of Day classes; last day to complete a total withdrawal from all classes
April 20-23	Final examinations
April 24	Residence halls close at 12:00 noon (except by special arrangement)
April 24	Nurses' Pinning Ceremony, 6:30 pm
April 25	Ivy Chain, 9:30 am
April 25	COMMENCEMENTS, 11:30 pm and 4:00 pm
April 25	End of semester
April 28	Final grades entered by 12:00 noon

Early Fall Session August 26 – October 19, 2019

July 8	Registration begins for graduate, seniors, military and new students
July 10	Registration begins for returning juniors
July 11	Registration begins for returning sophomores
July 12	Registration begins for returning freshmen and nondegree seeking students
August 26	Start of session
August 26	Classes begin
August 28	Last day to add undergraduate and graduate classes
September 2	Labor Day: offices closed; in-seat classes cancelled; (library closed Sept. 1-Sept. 3)
September 3	Last day to drop classes
October 4	Last day to withdraw from classes with grade of "W"
October 19	Classes end
October 19	End of session
October 22	Grades entered by 12:00 noon

Late Fall Session October 21 – December 14, 2019

July 8	Registration begins graduate, seniors, military and new students
July 10	Registration begins for returning juniors
July 11	Registration begins for returning sophomores
July 12	Registration begins for returning freshmen and nondegree seeking students
October 21	Start of session
October 21	Classes begin
October 23	Last day to add undergraduate and graduate classes
October 28	Last day to drop classes
November 28-29	Thanksgiving Break: in-seat classes cancelled; offices and library closed Nov. 28-29
December 2	Last day to withdraw from classes with grade of "W"
December 14	Classes end
December 14	End of session
December 17	Grades entered by 12:00 noon

Early Spring Session January 6 – February 29, 2020

November 4	Registration begins graduate, seniors, military and new students
November 6	Registration begins for returning juniors

November 7	Registration begins for returning sophomores
November 8	Registration begins for returning freshmen and nondegree seeking students
January 6	Start of session
January 6	Classes begin
January 8	Last day to add undergraduate and graduate classes
January 13	Last day to drop classes
January 20	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
February 14	Last day to withdraw from classes with grade of "W"
February 29	Classes end
February 29	End of session
March 3	Grades entered by 12:00 noon

Late Spring Session March 2 – April 25, 2020

November 4	Registration begins graduate, seniors, military and new students
November 6	Registration begins for returning juniors
November 7	Registration begins for returning sophomores
November 8	Registration begins for returning freshmen and nondegree seeking students
March 2	Start of session
March 2	Classes begin
March 4	Last day to add undergraduate and graduate classes
March 9	Last day to drop classes
April 10	Last day to withdraw from classes with grade of "W"
April 25	Classes end
April 25	End of session
April 28	Grades entered by 12:00 noon

Early Summer Session April 27 – June 20, 2020

March 16	Registration begins graduate, seniors, military and new students
March 18	Registration begins for returning juniors
March 19	Registration begins for returning sophomores
March 20	Registration begins for returning freshmen and non-degree seeking students
April 27	Start of session

April 27	Classes begin
	Library summer hours: Monday-Thursday, 8:00 am10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am5:00 pm; Sunday, 2:00-10:00 pm
April 29	Last day to add undergraduate and graduate classes
May 4	Last day to drop classes
May 25	Memorial Day: offices closed; library closed both May 24 & May 25; in-seat classes cancelled
June 5	Last day to withdraw from classes with grade of "W"
June 20	Classes end
June 20	End of session
June 23	Grades entered by 12:00 noon

Late Summer Session June 22 – August 15, 2020

March 16	Registration begins graduate, seniors, military and new students
March 18	Registration begins for returning juniors
March 19	Registration begins for returning sophomores
March 20	Registration begins for returning freshmen and nondegree seeking students
June 22	Start of session
June 22	Classes begin
	Library summer hours: Monday-Thursday, 8:00 am10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am5:00 pm; Sunday, 2:00-10:00 pm
June 24	Last day to add undergraduate and graduate in-seat classes
June 29	Last day to drop classes
July 4	Independence Day: offices and library closed, in-seat classes cancelled
July 31	Last day to withdraw from classes with grade of "W"
August 15	Classes end
August 15	End of session
August 18	Grades entered by 12:00 noon

Resources

Alumni Association

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 89,000 members around the world. Its mission is to foster lasting relationships and to sustain the College's traditions. Columbia College students become members of the CCAA upon graduation. There is no fee or registration process.

Career Services Center

The Grossnickle Career Services Center has trained personnel to assist students with all aspects of career planning and development. Specific services are designed to promote professional and personal success including a carefully guided assessment of students' skills, abilities, values, achievements and interests which can aid in effective career planning. Additionally, the Career Center meets with students and alumni in person, over the telephone or electronically to advise on a broad range of topics from resume and cover letter preparation, job search techniques, interview practice, graduate school assistance and much more. Career Services can also assist students in locating and applying for internships as well as processing internships for credit for eligible students.

Columbia College offers a dynamic and easy-to-use online career management system called Handshake. This system is free to all students and alumni and will lists jobs and internships all throughout the country as well provides resources and information about hiring events. Columbia College offers career assistance to all graduates and works to help students conduct successful job searches; however, employment upon program completion is not guaranteed. For more information contact the Grossnickle Career Services Center or visit our website at www.ccis.edu/careercenter.

Computer Purchase

Students who anticipate buying a computer for use at college are encouraged to purchase a standard laptop model through the Columbia College website, http://www.dell.com/ccis.

CougarTrack

CougarTrack allows students access to CougarMail (the official means of communication for the college) and to their Columbia College records via the internet. Students may view their Columbia College transcripts, grades, student schedules, and more. Enrollment processes, to include registration and adding and dropping classes, are also available through CougarTrack. Once students have completed an enrollment process online, an e-mail confirmation of their activity is sent, which should be reviewed carefully for accuracy. Contact the Office of the Registrar at (573) 875-7600 with questions.

E-mail, Internet Access and Anti-Virus Software

Students are assigned e-mail accounts for all college-related communications. Students must authenticate their accounts using their student ID number at: http://accounts.ccis.edu. Students may access CougarMail by logging in to CougarTrack or at the Gmail login page. Be sure to enter your full email address and your CougarTrack password. CougarMail is a free service to all students and is a lifetime account for graduates. Internet access is available to students for use as a resource in the student computer lab and lab classrooms, Stafford Library and the residence halls. A wireless network is available for laptop and portable/mobile devices. Students using computers on the College network must have the latest version of anti-virus software. Registered students are eligible for free Microsoft Office 365. A link to free Microsoft Office 365 and anti-virus software is available in CougarTrack, under Help-Technology Solutions Center.

Enrollment Service Center

The Enrollment Service Center is the one-stop for financial aid, bill payment, and registration inquiries. Click here for office hours and contact information.

Honor Societies

Kappa Delta Pi

Kappa Delta Pi is a national education honorary society. Eligibility for membership requires enrollment in an institution offering an education degree and having the intent to continue academically and professionally in the field of education; demonstration of leadership attributes and evidence of completion of a bachelor's degree in education with a minimum cumulative GPA of 3.2.

Sigma Beta Delta

An international honor society in business, management, and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum GPA of 3.5 and at least 30 semester hours at Columbia College.

Library

The J.W. and Lois Stafford Library, located at the main campus, provides a place for students to study individually or in groups and includes extensive electronic holdings in support of the college's curriculum. Stafford Library serves as the primary library for all locations and is open more than 90 hours a week with librarians available to provide assistance and answer questions at all times for persons visiting the library or by phone, e-mail, chat or text. Library instruction is provided to individuals or to classes. The library classroom is used for group study and library instruction. Computers, wireless printer, scanner and copy machines are available for student use.

The library's collection supports the curriculum of Columbia College with more than 64,000 physical items (books, videos, compact discs, etc.), 100 print magazine, journal, and newspaper titles, as well as more than 100,000 full-text electronic journals, 220,000 electronic books, 32,000 streaming videos and 142,000 streaming audio discs. All of the library's electronic collections are accessible remotely 24 hours/day via the library website. Electronic delivery of inter-library loan articles is also available.

Columbia College is a member of the MOBIUS Consortium. This membership provides Columbia College students taking classes at a Missouri location or residing in Missouri access to more than 29 million items in more than 75 academic, special or public libraries. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

Click here for library hours. Hours are subject to change when classes are not in session and during holidays.

Contact Information:
Phone: (573) 875-7381, (800) 231-2391 x7381
E-mail: library@ccis.edu; https://library.ccis.edu/

Student Accessibility Resources

Student Accessibility Resources (SAR) leads the campus in the creation of inclusive learning environments and facilitates access through innovative services, programs, and partnerships. Disability is an aspect of diversity that is integral to our society and to the Columbia College community. The SAR office collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the college community.

After admission to the college, students who want to explore reasonable academic accommodations are encouraged to contact SAR to explore the possibilities and options without feeling a need to commit to utilizing any resources.

Student Accessibility Resources can be reached at (573) 875-7626 or by emailing SAR@ccis.edu. The office is located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons. For more information please visit Student Accessibility Resources.

Technology Solutions Center

The Technology Solutions Center is available to students via phone or face-to-face. Help desk analysts are available to assist students with Internet connectivity and telephone issues in the residence halls, issues with accessing CougarMail and CougarTrack, or other Columbia College owned systems. Please click here for Technology Services hours of operation.

Main Campus Graduate Only Bookstore

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of clothing, snacks, and school supplies. If taking undergraudate classes at our traditional campus in Columbia, or are taking nursing courses at the Lake of the Ozarks location textbooks are available from Barnes and Noble. New, used and select titles are available for rent and digitally. Textbook refunds are based on the policies listed below. No refund will be issued without a valid receipt for all textbooks. Textbooks must be in the original condition.

The Bookstore hours are posted on the Bookstore door; on their website and available via phone greeting.

Contact Information:

	Columbia College Bookstore
Address:	Atkins-Holman Student Commons
	1009 Rogers Street
	Columbia, MO 65216
Phone:	(573) 875-7341
FAX:	(573) 442-0747
E-mail:	ccis@bkstore.com
Website:	http://ccis.bncollege.com
	Facebook.com/ColumbiaCollegeBookstore

Refund Policy:

For all courses a full refund will be given with a receipt if the textbook is returned within the first week of classes.

- Textbooks must be in original condition, including all components in packages.
- Merchandise other than textbooks may be refunded with a valid receipt within thirty days.
- Merchandise must be in original condition, unopened with tags.
- Refunds will be issued in the original form of payment.
- The textbook buyback period is during finals week. This is the best time to sell back textbooks.
- TI-83 calculators will not be considered for buyback.

Computer Classrooms

Technology Services maintains two instructional use classrooms in Buchanan Hall. Classes using computing resources, such as English, Computer Programming and Accounting are conducted in these facilities. Students may complete assignments outside of class using the computer resources in the Student Computer Lab. An instructional lab is also available in the Tenth Street Center and in Federal Hall.

Counseling Services

Counseling Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 210). In Columbia, confidential counseling is provided free of charge by licensed professionals to assist students with personal, developmental, or psychological concerns related to personal growth and making academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress and time management, developing healthy relationships, sleep issues, conflict resolution, grief, eating disorders, drug and alcohol abuse, attention difficulties, and more. Counseling Services is a confidential resource for dating violence, domestic violence, sexual violence and harassment. Our office also provides referrals to community resources when appropriate. For additional information and online resources, see the counseling services webpage: www.ccis.edu/counselingservices. Appointments are available Monday - Friday; to make an appointment please call 573-875-7423.

Student Computer Lab

Technology Services maintains the Buchanan Hall Student Computer Lab, equipped with computers, scanners, and monochrome and color high speed laser printers. It is available to currently enrolled students on a walk-in basis and offers extended hours. Software used in classroom instruction is available to students, and e-mail and Internet access is also provided.
The Student Computer Lab multi-media room is equipped with three computers: two Dell and one Apple, a color printer, a black and white printer, and scanners. These computers have video and photo editing software installed. This room is available for group study.

Tenth Street Center offers an open lab with computers and high speed laser printers during various hours.

The Technology Solutions Center has digital cameras and digital video cameras available for check out. Cameras may be checked out for a period of 24 hours. For more information about camera checkouts, contact the Technology Solutions Center at (573) 875-4357.

Parking Permits

Students who park on campus in Columbia, MO are required to have a parking permit. Parking is free and the permit must be displayed in the vehicle. Parking permits can be ordered online at CCIS.edu/ParkingPermits. Log in to your CougarTrack account to complete the form with the vehicle registration information including vehicle, make, model, year, color and license plate number. All parking permits will be mailed. Contact the Enrollment Service Center at (573) 875-7252 for more information.

Recreation

The AHSC Commons, Southwell Sports Complex, Gene and Fran Koepke Fitness Center, common areas and residence hall lounges are available for a variety of recreational activities. The Fitness Center is located in Southy Building. It includes free weights, machine weights and cardio equipment. The courts at Southwell Sports Complex are available for basketball, tennis and volleyball. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, classrooms, Dulany Hall and the AHSC Commons are available upon approval to any officially recognized student organization for meetings and programs. Reservations are made on a first-come, first-served basis. More information is available in the Plant and Facilities Office. Please click here for Gene and Fran Koepke Fitness Center hours of operation.

Recreational areas within the immediate region include Cosmo Park, Peace Park, Pinnacles Park, Arrow Rock and Rock Bridge Memorial State Park. The Lake of the Ozarks, a major tourist area, is sixty miles south of Columbia. St. Louis and Kansas City are each 125 miles from Columbia on Interstate 70.

Student Health Services

Student Health Services is located on the second floor of the Atkins-Holman Student Commons (AHSC, Room 206). Health services are available to day and evening students. Student Health Services strives to provide students of Columbia College with excellent high-quality medical care that promotes student health and academic success in a non-discriminatory and supportive atmosphere. It is staffed by a board certified advanced practice registered nurse (APRN). The nurse practitioner provides a wide range of health care services including diagnosis and treatment of most acute illnesses or minor injuries. Medical care and most services are free to students. Some fees may apply for testing and injections. Appointments are preferred and are available Monday - Friday; to make an appointment please call 573-875-7423. For more information refer to the Student Health Services Website.

Elizabeth Toomey Seabrook Writing Center

The Elizabeth Toomey Seabrook Writing Center, located in 101 Wightman, provides free educational support services to help students enrolled at Columbia College develop and maintain writing skills needed for academic success. These services are offered by appointment to current students who can come to the center for face-to-face writing consultations. Students can get help with:

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    Brainstorming ideas and developing a thesis
- Adding depth to analysis and organizing an essay
- Revising and editing
- Avoiding plagiarism and mastering various citation styles

Click here for Writing Center hours and essay writing assistance. For more information, contact Kate Denehy at (573) 875-7614 or mcdenehy@ccis.edu.

CCG Graduate Only Textbooks

Textbook Policy

Columbia College ("College") students have different options to access textbooks each semester as described in this policy. In addition, students are informed of their options to access textbooks in the College Catalog and on the College's website.

The options for students to access textbooks vary depending on the venue of their courses (i.e., Traditional vs. Nontraditional). Many students who receive federal financial aid can apply available aid to purchase textbooks through the last day to add classes; however, students must be awarded financial aid before they can utilize the financial aid funds for textbook purchases.

In all cases, students are required to have the required textbooks for the start of each course and failure to do so may impact their ability to satisfactorily complete coursework.

I. Columbia College Nontraditional Venue Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered at CC Global (i.e., nontraditional venues). Most textbooks for CC Global courses are digital textbooks that students have access to through the College's learning management system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start date. In the event a digital textbook is not available, a printed copy of the textbook will be provided to the student. The printed textbook will be shipped to the student at least seven days before the course start date, or within 24 hours of registration being finalized for the course, should the student register within 13 days of the course start date.

Nontraditional venue students who also simultaneously enroll in a traditional venue course will follow the nontraditional venue textbook program for nontraditional venue courses.

A. Opting In
By default, all eligible students taking a course through CC Global will be enrolled in the nontraditional venue textbook program for that course. This program is not available to Traditional "Day" students. A student who opts out of the nontraditional venue textbook program, but who would like to reenroll in the program will have the opportunity to opt in at the beginning of each academic year. Students who desire to opt back in to the nontraditional venue textbook program at a time other than the beginning of an academic year may appeal to the Enrollment Services Center. Students are allowed one appeal and whether to grant the appeal is entirely at the discretion of the College. Students who receive textbooks as part of their tuition do not have to submit a request for a textbook voucher to receive the required textbooks for courses.

B. Opting Out

CC Global students may elect to opt out of the nontraditional venue textbook program by communicating this intent to their academic advisor and by submitting a completed Textbook Program Opt-out form before enrolling in courses at the College for the semester. After communicating intent to opt out to their academic advisor, the student will receive an email from the academic advisor with a link to the opt out form. Opting out of receiving textbooks through the nontraditional venue textbook program applies to all courses for which the student registers after opting out. Once a student registers for at least one course for the

semester, the next opportunity to opt out is before registering for the following semester. Students who opt out will receive a $20 per credit hour reduction on their student account and will be responsible for obtaining all required textbooks and required materials on their own. Students receiving Military Tuition Assistance who opt out of the Textbook Program will not receive a $20 per credit hour reduction on their student account because their textbook cost is in addition to tuition and covered by a $20 per credit hour institutional grant. Students who receive reduced tuition rates pursuant to the College's Employee Educational Grant or Graduate Education Grant and opt out will not be charged $20 per credit hour for the nontraditional venue textbook program regardless of their tuition reduction amount; these students who opt out of the nontraditional venue textbook program are responsible for purchasing required materials on their own.

Robert W. Plaster School of Business

Business Administration, MBA with Emphasis Areas

Emphasis areas include: Accounting and Human Resource Management.

Program Description

The Master of Business Administration (MBA) offers a balance of theory and practice. The mission of the MBA program is to prepare working adults in the early stages of their careers in small or middle-sized organizations with the knowledge, skills, and personal characteristics that will enhance performance in their present occupation, and prepare them for advancement to upper-level management in the future.

A principle strategy for achievement of this overall goal is to employ a balanced educational approach that includes a rich mixture of business theory and practice. The MBA program complements management development activities which, in combination, prepare working adults for advancement within an organization. To this end, the MBA program enhances career opportunities in the management of business firms or other formally organized enterprises. Therefore, the program centers on a professional approach which balances business theory with practice in the search for knowledge, skills, and methodologies that are useful in formulating strategies for the future in an uncertain and often turbulent business environment.

Program Requirements

Degree requirements include common core courses and integrate foundation courses for a minimum of 36 semester hours. The foundation courses must be among the first 18 hours of course work in the MBA program.

Required Graduate Foundation Courses (12 sem. hrs)

- BUSI 508 - Decision Science for Business 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours

Required Graduate Core Courses (24 sem. hrs)

BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Business Communication Theory and Practice 3 hours
- BUSI 506 - Legal and Ethical Environment for Business 3 hours
- BUSI 522 - Organizational Theory and Practice 3 hours

- BUSI 526 - Human Resource Management and Theory 3 hours **or**

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    - MSCJ 526 - Human Resource Management and Theory 3 hours

    - BUSI 528 - International Business 3 hours
    - BUSI 544 - Marketing Strategy 3 hours
    - BUSI 595 - Strategic Management 3 hours [1]

Minimum Total Semester Hours: 36 sem. hrs

[1] *Capstone Course: The capstone course is required of students as the culminating experience for the MBA Program, and students must have completed thirty hours in the MBA Program before enrolling in this course. Students must earn a B or higher in this course in order to graduate.*

Emphasis Areas

Students who wish to add an emphasis area to their current degree must do so through the Graduate Admissions Office. An email from the student's CougarMail account must be sent to admissions@ccis.edu in order to change from the general MBA program to an MBA with an emphasis area. Once the request is submitted, the Graduate Admissions office will review the student record to determine if additional prerequisites are needed. Once the change is made, the student will be notified by his/her campus and will receive an updated degree plan.

Accounting Emphasis

The Accounting Emphasis of the MBA program is designed for those candidates who wish to prepare for a professional career in Accounting, and/or sit for the CPA exam. An undergraduate degree in Accounting, or equivalent coursework, as outlined below, is required as a prerequisite.

Emphasis Requirements

Required Graduate Foundation Courses (9 sem. hrs)

- BUSI 508 - Decision Science for Business 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 570 - Managerial Finance 3 hours

Required Graduate Core Courses (21 sem. hrs)

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 506 - Legal and Ethical Environment for Business 3 hours
- BUSI 581 - Federal Income Tax-Business Entities 3 hours [2]
- BUSI 584 - Intermediate Accounting III 3 hours [2]

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        BUSI 585 - Fund and Governmental Accounting 3 hours [2]

- BUSI 588 - Advanced Financial Accounting 3 hours [2]
- BUSI 590 - Integrative Accounting Seminar 3 hours [1] Elective Graduate Courses (6 sem.

hrs)

Any two of the remaining BUSI courses (except BUSI 562 - Managerial Accounting 3 hours, which is only for students not in the accounting emphasis).

Minimum Total Semester Hours: 36 sem. hrs

[1]   Capstone Course: The capstone course is required of students as the culminating experience for the MBA Program, and students must have completed 30 hours in the MBA program before enrolling in this course. Students must earn a B or higher in this course in order to graduate.

[2]   Undergraduate Substitution Courses: Certain undergraduate accounting courses can serve as substitutions for graduate-level accounting courses. Students who have completed ACCT 481, ACCT 384, ACCT 485, or ACCT 488 may substitute these courses for BUSI 581, BUSI 584, BUSI 585, or BUSI 588 respectively if they received a grade of B or higher in the undergraduate courses. The courses must have been completed within seven years of the time of admission to the MBA program and prior to admission to any Columbia College graduate program. Once the student is admitted to any master's program, he/she may not complete undergraduate accounting courses to substitute for graduate- level accounting courses. The request for substitution must be made during the first session after admission, using the MBA Accounting Undergraduate Substitution Form. Additional BUSI courses must then be substituted as elective courses to complete the 36 hours necessary for the MBA degree. For coursework taken at an institution other than Columbia College, an official transcript must be submitted to verify the course equivalency.

Human Resource Management Emphasis

The emphasis in Human Resource Management of the MBA program is designed for those candidates who wish to prepare for a professional career in Human Resource Management.

Emphasis Requirements

Required Graduate Foundation Courses (12 sem. hrs)

- BUSI 508 - Decision Science for Business 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours

Required Graduate Core Courses (15 sem. hrs)

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Business Communication Theory and Practice 3 hours
- BUSI 522 - Organizational Theory and Practice 3 hours
- BUSI 526 - Human Resource Management and Theory 3 hours
  BUSI 595 - Strategic Management 3 hours [1]

Elective Graduate Courses Required (9 sem. hrs)

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Human Resource Management Emphasis must include BUSI 530 - Employment Law 3 hours and 2 of 3 Electives Required

- BUSI 530 - Employment Law 3 hours (Required)
- BUSI 531 - Organizational Training and Development 3 hours
- BUSI 534 - Management of Compensation and Benefits Plans 3 hours
- BUSI 535 - Recruitment, Selection and Placement Strategies 3 hours

Minimum Total Semester Hours: 36 sem. hrs

[1]Capstone Course: The capstone course is required of students as the culminating experience for the MBA Program, and students must have completed 30 hours in the MBA program before enrolling in this course. Students must earn a B or higher in this course in order to graduate.

Assessment

Competent performance as a manager requires both context and judgment. As a result, assessment will rely less on purely knowledge-based experiences and more on the student's ability to prepare for and master various "roles" and situations that competent professionals encounter in their work. The goal in assessment is to use methods that replicate authentic challenges and conditions rather than isolated drills or tests. Use of the case method and discussion learning is a primary component of courses in the MBA program.

Skilled managers recognize that judgment in adapting knowledge to the situation at hand is, perhaps, more important than the acquisition of knowledge alone. Therefore, students will be challenged to perform or execute tasks or processes using a knowledge base effectively and in a novel or creative way. The process adapts to changing environmental situations - much like those that are dealt with on a day-today basis in the course of managing a formal organization. The assessment process not only provides the opportunity to evaluate the completion of performance tasks but also measures skills and personal characteristics that are essential for managers and to foster further learning.

Projects and assignments other than tests will be emphasized. The process requires the student, under time constraints, to present his or her case clearly, concisely, and persuasively, a skill that is invaluable to effective managers. The principle product of the MBA program will be a graduate who has learned how to think strategically and critically and is able to present his or her thoughts orally or in writing in a competent manner. The relevant measure becomes the student's capacity to apply critical thinking and analytical skills in whatever occupation is chosen.

The most critical element of the assessment process occurs as part of the student's culminating experience. Both product and process components that form key outcomes or performance tasks must be completed satisfactorily as part of the culminating experience (BUSI 595 - Strategic Management 3 hours).

Case work from BUSI 595 affords the opportunity for students to demonstrate competency in each area of study covered in the MBA program. With the approval and guidance of the instructor, the student may also experience a real-world analysis and presentation of material specific to the student's place of employment. Each component of the case work is measured against standards and these standards are included in the course syllabus for BUSI 595. Students refer to their study of Strategic Management and case analysis as the process for demonstrating critical thinking, judgment, analytical skill, and the ability to communicate in writing and/or orally.

School of Humanities, Art and Social Sciences

Criminal Justice, MSCJ with Emphasis Areas

Emphasis areas include: Law Enforcement Administration and Corrections Administration.

Program Description

The Master of Science in Criminal Justice (MSCJ) is designed primarily for practitioners in the field of criminal justice interested in developing and/or enhancing administrative skills. The program is also designed to meet the analytical and theoretical needs of students who will continue with doctoral or law studies. The degree emphasizes four foundational areas: trends in criminal justice, policy development and analysis, research design and ethics in criminal justice. Understanding derived from these courses provides graduate students a solid foundation for dealing with the many critical issues confronting the contemporary criminal justice administrator. Courses are structured in a hands-on format, encouraging maximum student interaction while at the same time encouraging the development of useful action skills.

Degree Requirements

The degree requirements include 12 hours of foundation courses, 15 hours of core courses, and 9 hours of elective courses totaling 36 semester hours.

Required Criminal Justice Foundation Courses (12 sem. hrs)

- MSCJ 500 - Research Design 3 hours
- MSCJ 501 - Current Issues and Future Directions in Criminal Justice 3 hours
- MSCJ 510 - Legal and Ethical Issues in Criminal Justice 3 hours
- MSCJ 530 - Legal Aspects of Criminal Justice Administration 3 hours

Required Core Courses (15 sem. hrs)

- MSCJ 524 - Criminal Justice Policy Development and Evaluation 3 hours

- MSCJ 526 - Human Resource Management and Theory 3 hours **or**
- BUSI 526 - Human Resource Management and Theory 3 hours

- MSCJ 535 - Budgeting and Planning for Criminal Justice Managers 3 hours
- MSCJ 561 - Crisis Intervention 3 hours
- MSCJ 595 - Emergent Issues in Criminal Justice Leadership 3 hours

Criminal Justice Electives (9 sem. hrs)

- MSCJ 525 - Comparative Criminal Justice Systems 3 hours
- MSCJ 533 - Topics in Criminal Justice 3 hours
- MSCJ 543 - Development of Standard Operating Procedure 3 hours
- MSCJ 550 - Readings in Criminal Justice Administration 3 hours
  MSCJ 567 - Seminar in Juvenile Justice 3 hours

Total Semester Hours: 36

Management Emphasis Areas in Criminal Justice Administration

Students majoring in the Master of Science in Criminal Justice degree program desiring a greater focus in management skills may choose an emphasis in Law Enforcement Administration (LEA) or an emphasis in Corrections Administration (CA) as part of their degree completion plan. The management emphasis areas will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area.

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Both the Law Enforcement Administration and the Corrections Administration emphasis areas consist of successful completion of three of the four designated graduate courses associated with that area (9 semester hours total). To qualify for the awarding of the emphasis, each course comprising the specialty area must be completed with a minimum grade of "B". Management emphasis areas include:

Law Enforcement Administration Emphasis

Required Emphasis Courses

Students choose 9 hours (3 courses) from the following (taken in lieu of MSCJ electives):

- MSCJ 543 - Development of Standard Operating Procedure 3 hours
- MSCJ 550 - Readings in Criminal Justice Administration 3 hours
- MSCJ 577 - Law Enforcement Administration 3 hours
- MSCJ 579 - Law Enforcement and the Community 3 hours

Correction Administration Emphasis

Required Emphasis Courses

Students choose 9 hours (3 courses) of the following (taken in lieu of MSCJ electives):

- MSCJ 543 - Development of Standard Operating Procedure 3 hours
- MSCJ 550 - Readings in Criminal Justice Administration 3 hours
- MSCJ 587 - Corrections Administration 3 hours
- MSCJ 589 - Community Corrections 3 hours

Partners in Corrections Equivalency Program

Criminal Justice graduate faculty have developed an equivalency program for MSCJ students that can receive up to nine (9) graduate hours of college credit for management training received through the National Institute of Corrections.

Graduate students accepted into the MSCJ Program who select the MSCJ Corrections Administration emphasis and can demonstrate that they have successfully completed the National Institute of Corrections "Management Development for the Future" series 70- hour course will receive 9 hours of course equivalency toward the completion of their MSCJ degree. The specific courses for which equivalency credit will be given are (1) MSCJ 587 - Corrections Administration 3 hours, (2) MSCJ 589 - Community Corrections 3 hours and (3) MSCJ 550 - Readings in Criminal Justice Administration 3 hours.

Once all other coursework for the MSCJ degree has been successfully completed, these nine (9) hours will be awarded to enable the student to graduate with the Master of Science in Criminal Justice with an academic emphasis in Corrections Administration.

Focused Academic Sequence: Baccalaureate or Graduate

A *Focused Academic Sequence* (FAS) is a sequence of study (minimum of two courses) for which there is no academic degree major, minor or certificate. The FAS may be developed and implemented to quickly and effectively respond to a student's specific needs. Any student may request an FAS to meet any baccalaureate or graduate academic need for which there is no present academic degree, major, minor, concentration, emphasis, or endorsement.

In a formal business memorandum, addressed to the academic department chair(s) and jointly signed by the student and the faculty member working with the student, a FAS must be requested. A FAS request, taking the form of a specific educational objective, or objectives, and specification of the completed coursework necessary for meeting the objective, or objectives, must be approved by the chair(s) of the department(s) in which coursework is to be completed. The chair of the academic department in which the student is pursuing an academic major is responsible for monitoring the student's FAS progress, and for notifying the Executive Vice President and Dean for Academic Affairs (EVPDAA) when the FAS has been completed and a letter of completion is justified. The EVPDAA issues the "Letter of Completion" and authorizes the Office of the Registrar Office to enter notice of the letter in the student's academic transcript.

Assessment

The Master of Science in Criminal Justice (MSCJ) is designed primarily for practitioners in the field of criminal justice interested in developing and/or enhancing administrative and leadership skills. The program is also capable of accommodating the analytical and theoretical needs of students who will continue with doctoral or law studies. The program's curriculum was designed with feedback provided by a nine member curricular advisory board.

The degree emphasizes four foundational areas: trends in criminal justice, research design, ethics and legal considerations in criminal justice management. Understanding derived from these courses provides graduate students a solid foundation for dealing with the many critical issues confronting the contemporary criminal justice administrator. Courses are structured in a hands-on format, encouraging maximum student interaction while at the same time encouraging the development of useful action skills. During each course, students are requested to evaluate the quality of instruction received in each class. Data from student evaluations is used to improve curriculum and pedagogy.

The Department has developed the following program learning goals for graduates of the Master of Science in Criminal Justice program:

1. To acquire increased skills in writing in a criminal justice context.
2. To acquire increased and improved skills in public speaking.
3. To enhance decision-making, organizational, and leadership skills.
4. To obtain real world critical thinking/problem solving skills as they relate to criminal justice and public policy.
5. To study recent developments and trends in criminal justice.
6. To apply experience and research to the development of public policy and acceptable criminal procedure.

7. To gain knowledge of comparative criminal justice policy and procedures and possible applications in an American criminal justice setting.

The Department's Capstone Course, MSCJ 595, is the primary site for gathering of program assessment information. Product and process components that form key outcomes or performance tasks relevant to the degree must be completed successfully as part of this culminating experience. Course work in MSCJ 595 requires submission of multiple case studies and other work which applies course concepts from all of the Master's degree course work to leadership-based scenarios.

Students in MSCJ 595 will also be given a Program Assessment Instrument, which requests the students to submit answers to questions designed to assess the quality of the MSCJ program. Information and data obtained through these and other assessment activities is used to improve curriculum and pedagogy.

Education

Teaching, MAT

Program Description

For the Master of Arts in Teaching Program, Columbia College and the Education Faculty have endorsed national certification of teachers, and have adopted the five core proposals of the National Board for Professional Teaching Standards (NBPTS) as goals of the program. These core propositions are:

1. Teachers are committed to students and their learning;
2. Teachers know the subjects they teach and how to teach those subjects to students;
3. Teachers are responsible for managing and monitoring student learning; 4. Teachers think systematically about their practice and learn from experience; and
5. Teachers are members of learning communities.

To help students reach these goals, Columbia College believes that truly effective teaching must be modeled, not just taught. Therefore faculty are encouraged to engage students in active learning, problem solving, interactive dialogue and questioning, and constant exploration of what is and what could be. Students are supported in their efforts: to identify and evaluate relevant issues as they relate to various aspects of teaching and learning; to engage in critical and creative thinking with colleagues, peers and professors; to develop as whole persons, valuing individualism, uniqueness and diversity of others; to consistently use reflection and research as the foundation for decision making; and, to value and promote professionalism and a commitment to learning that is never ending.

Students who are seeking teacher certification would apply to the MAT Post-Baccalaureate Teacher Certification Program. Those who do not meet graduate admission requirements may qualify for the Undergraduate Post-Baccalaureate Teacher Certification Program offered at select locations. Note that teacher certification is only offered through specific Missouri locations and is not available online.

MAT Degree Program Requirements

1. Students must meet the satisfactory academic progress requirements of the College.
2. Students must complete a minimum of thirty-six graduate semester hours. The program is comprised of a core of three courses and three courses in each of the three areas of curriculum and instruction, psychological and philosophical foundations, and measurement and evaluation.
3. Transfer credit for courses already completed before admittance to the program may be substituted for required courses upon recommendation of the Education Department. After being admitted, the student must complete all course work at Columbia College, unless specific permission is obtained from the MAT Graduate Program Coordinator. A maximum of nine graduate hours may be accepted in transfer. Petitions for consideration of transfer credit must be made prior to the successful completion of 12 hours of graduate course work at Columbia College.
4. To complete the program, students are expected to do the following:

1. Within the first session on campus, meet with an advisor to discuss course selection and plans for degree completion.
2. Complete EDUC 500 - Research Design, and EDUC 504 - Curriculum Design and Evaluation as early in the program as possible.
3. Students may not register for EDUC 508 - Integrative Project until they are within one session of completion of the MAT and have the approval of their advisor and course instructor. Students who register for EDUC 508, but do not complete the course in one session, will receive a grade of Incomplete. Subsequently, students must enroll in EDUC 508E - Integrative Project Extension each session with the fee of $100 per enrollment until the project is completed and accepted. Continuous enrollment in EDUC 508E is mandatory and is capped at the maximum extension of three consecutive terms.
4. Clinical experiences are available for a maximum of six hours of graduate credit. The purpose of clinical experiences is to provide an opportunity to do field research or to conduct professional practice; the experience must not duplicate previous experience or be a part of a regular teaching assignment. This is an option at select campuses only.
5. Completion of the degree means more than the accumulation of the required course hours. Students must be aware that the integrative project requires acceptance as demonstrated by a satisfactorily written portfolio and oral presentation.

Required MAT Core Courses (15 sem. hrs)

Complete the following courses:

- EDUC 500 - Research Design 3 hours
- EDUC 504 - Curriculum Design and Evaluation 3 hours
- EDUC 508 - Integrative Project 3 hours
- EDUC 555 - Development, Gender and Cultural Differences 3 hours
- EDUC 560 - Theories of Learning 3 hours

MAT Elective Courses (21 sem. hrs)

Complete 21 additional hours from EDUC graduate level course not previously applied.

Minimum Total Semester Hours: 36 Assessment

The five core propositions of the National Board for Professional Teaching Standards (NBPTS) provide the goals for the Master of Arts in Teaching Program. These core propositions are:

1. Teachers are committed to students and their learning.
2. Teachers know the subjects they teach and how to teach those subjects to students.
3. Teachers are responsible for managing and monitoring students learning.
4. Teachers think systematically about their practice and learn from experience.
5. Teachers are members of learning communities.

Students completing the MAT program document their professional growth and accomplishment of the propositions through a portfolio. The portfolio is evaluated by a committee of two faculty members. The portfolio must also be presented orally to the committee. A grade of B or better is required. Outcomes data are collected in various courses and in an exit interview. These data are used to guide appropriate changes and improvements in the MAT program in order to better meet students' needs for course scheduling, course offerings, learning activities for the accomplishment of course objectives, use of technology, etc.

Educational Leadership, MED with Emphasis Areas

Program Description

The Master of Education, Educational Leadership Program is designed for candidates who wish to prepare for school leadership in the areas of School Principal or Instructional Leader. This degree program emphasizes the multifaceted-roles in the changing paradigms of school leadership. It consists of a core curriculum of 6 hours and 4 emphases area providing an additional 30 hours of electives per emphasis.

The Master of Education, Educational Leadership courses are designed to meet the Professional Standards for Education Leaders. The coursework is foundational, theoretical, applicable, and uses a common language for results aligned to a standards-based approach for determining performance levels. The courses are primarily designed for students who are currently working in the field of education and desire advancement in their careers.

This degree program prepares students to take the State of Missouri's School Leaders Licensure Exam. The program meets the requirements for the Missouri Initial Principal Certification. Students who plan to enroll in this degree program are responsible for verifying that the program meets licensure requirements for the State Department of Education for the state in which they reside.

Emphasis areas include: Missouri Principal Certification K-8 or 9-12, Missouri Instructional Leadership, Reading Specialist Certification, Missouri Instructional Leadership, Gifted Certification, Instructional Leadership, Coaching (Missouri certification is not available for the coaching emphasis area).

Principal Initial Certification Emphasis
The Principal Initial Certification Emphasis also requires a valid Missouri teaching certificate*, two years of teaching experience, and passing scores on all state of Missouri assessments. It is up to the student to check their state or country for reciprocity.

Instructional Leadership, Reading Specialist Emphasis
Special Reading certificate also requires a course in Child Psychology and Adolescent Psychology (or a 3-hr combined course in Child and Adolescent Psychology); a 3-hr course in Psychology and/or Education of the Exceptional Child; a course in Counseling Techniques; a valid Missouri teaching certificate*; two years of teaching experience; and passing score on all state assessments.

Instructional Leadership, Gifted Certification Emphasis
Gifted Education certificate also requires a valid Missouri teaching certificate* and two years of teaching experience.

*Note: The school principal certificate program, special reading certificate, and gifted certificate are for Missouri certification only. In order to add on one of these certificates, the student must already hold a Missouri teaching certificate. Out-of-state students who wish to obtain a Missouri teaching certificate based off of their state's teaching certificate must apply through the Non-Missouri Graduate Application process. (Educator Certification [DESE] will evaluate transcripts based on current Missouri requirements and does not guarantee immediate issuance of a Missouri certificate. DESE's fee for this application is $100.)

An undergraduate degree with teacher certification in one or more areas, plus two years of teaching experience, is a prerequisite. Initial Principal Licensure is given at the level of teaching certification and experience.
Students who would like to acquire the degree and already have an MAT degree may apply up to 9 hours from their MAT toward the additional degree.

Program Requirements

1. Students must meet the satisfactory academic progress requirements of the College.
2. Students must complete a minimum of thirty-six graduate semester hours in an approved course of study. The program is composed of a core of 6 hours of courses required of all students, and an emphasis consisting of 30 hours. Students must choose one or more of the emphases listed.

Students who wish to complete more than one emphasis will have more than 36 hours upon completion.

Required Graduate Core Courses (6 sem. hrs)

- EDUC 502 - Foundations and Psychology of Educational Leadership 3 hours *

- EDUC 562 - Behavior Management Techniques 3 hours Required for Reading Specialist Emphasis Area **or**
- EDUC 564 - Classroom Management 3 hours

Principal Initial Certification Emphasis

The Principal Initial Certification Emphasis also requires a valid Missouri teaching certificate, two years of teaching experience, and passing scores on all state of Missouri assessments. It is up to the student to check their state or country for reciprocity.

Note: The school principal certificate program, special reading certificate, and gifted certificate are for Missouri certification only. In order to add on one of these certificates, the student must already hold a Missouri teaching certificate. Out-of-state students who wish to obtain a Missouri teaching certificate based off of their state's teaching certificate must apply through the Non-Missouri Graduate Application process. (Educator Certification [DESE] will evaluate transcripts based on current Missouri requirements and does not guarantee immediate issuance of a Missouri certificate. There is a DESE fee for this application.)

- EDUC 500 - Research Design 3 hours
- EDUC 504 - Curriculum Design and Evaluation 3 hours
- EDUC 546 - Perspectives on Families, Community, and Political Involvement in Public Schools 3 hours
- EDUC 565 - Advanced Application Learning Science 3 hours
- EDUC 569 - Data-Based Decision Making for Instruction 3 hours
- EDUC 581 - School Law for Education Leaders 3 hours *
- EDUC 583 - Elementary and Secondary Principalship 3 hours *
- EDUC 587 - Supervision 3 hours *
- EDUC 608 - Education Leadership Practicum 3 hours
- EDUC 611 - Administrative Problem Solving in the Field 3 hours

Instructional Leadership, Reading Specialist Emphasis

A course in Child Psychology, Adolescent Psychology, or a combined 3 hour course in Child and Adolescent Psychology is also required for this emphasis area. A valid Missouri teaching certificate is required, and two years of teaching experience.

Note: The school principal certificate program, special reading certificate, and gifted certificate are for Missouri certification only. In order to add on one of these certificates, the student must already hold a Missouri teaching certificate. Out-of-state students who wish to obtain a Missouri teaching certificate based off of their state's teaching certificate must apply through the Non-Missouri Graduate Application process. (Educator Certification [DESE] will evaluate transcripts based on current Missouri requirements and does not guarantee immediate issuance of a Missouri certificate. There is a DESE fee for this application.)

- EDUC 515 - Language Development of the Exceptional Child 3 hours

- EDUC 558 - Advanced Techniques of Reading Methods 3 hours
- EDUC 559 - Adv. Intervention For Struggling Readers 3 hours
- EDUC 574 - Evaluation of Individual Achievement and Aptitude 3 hours
- EDUC 578 - Adolescent Literacy Theory and Technique 3 hours
- EDUC 585 - Theory and Philosophy of Instructional Coaching 3 hours
- EDUC 586 - Techniques and Strategies of Instructional Coaching 3 hours
- EDUC 590 - Analysis and Correction of Reading Disabilities 3 hours
- EDUC 614 - Reading Specialist Practicum for Elementary Teachers 3 hours
- EDUC 616 - Reading Specialist Practicum for Middle & Secondary Teachers 3 hours

Instructional Leadership, Gifted Certification Emphasis

A valid Missouri teaching certificate is required, and two years of teaching experience.

Note: The school principal certificate program, special reading certificate, and gifted certificate are for Missouri certification only. In order to add on one of these certificates, the student must already hold a Missouri teaching certificate. Out-of-state students who wish to obtain a Missouri teaching certificate based off of their state's teaching certificate must apply through the Non-Missouri Graduate Application process. (Educator Certification [DESE] will evaluate transcripts based on current Missouri requirements and does not guarantee immediate issuance of a Missouri certificate. There is a DESE fee for this application.)

Complete the following courses:
- EDUC 500 - Research Design 3 hours
- EDUC 529 - Curriculum and Instruction for Gifted Students 3 hours
- EDUC 530 - Administration and Super-vision of the Gifted Program 3 hours
- EDUC 531 - Survey of the Gifted and Talented 3 hours
- EDUC 549 - Meeting the Affective Needs of Gifted Students 3 hours
- EDUC 574 - Evaluation of Individual Achievement and Aptitude 3 hours
- EDUC 615 - Practicum for the Gifted and Talented 3 hours Choose three of the five following courses:
- EDUC 523 - Critical and Creative Problem Solving 3 hours
- EDUC 548 - Communications-Counseling, Conferencing, and Confronting 3 hours
- EDUC 555 - Development, Gender and Cultural Differences 3 hours
- EDUC 585 - Theory and Philosophy of Instructional Coaching 3 hours
- EDUC 586 - Techniques and Strategies of Instructional Coaching 3 hours

Instructional Leadership, Instructional Coaching Emphasis

A valid teaching certificate is required, and two years of teaching experience. Missouri Certification is not available for this emphasis area.

- EDUC 500 - Research Design 3 hours
- EDUC 504 - Curriculum Design and Evaluation 3 hours
- EDUC 546 - Perspectives on Families, Community, and Political Involvement in Public Schools 3 hours

- EDUC 548 - Communications-Counseling, Conferencing, and Confronting 3 hours **or**
- EDUC 587 - Supervision 3 hours

- EDUC 555 - Development, Gender and Cultural Differences 3 hours
- EDUC 565 - Advanced Application Learning Science 3 hours
- EDUC 582 - Evaluation of Teaching Effectiveness 3 hours
- EDUC 585 - Theory and Philosophy of Instructional Coaching 3 hours
- EDUC 586 - Techniques and Strategies of Instructional Coaching 3 hours

- EDUC 605 - Instructional Coaching Practicum 3 hours

Assessment

Achievement and Proficiency will be determined through development and oral defense of a Standards based portfolio, based on the Professional Standards for Education Leaders. Anticipated length of the portfolio is approximately 80-100 pages, including artifacts which delineate standards as they are applied in the selected setting through the Practicum for each area.   The PSEL Standards are adopted by the National, Association of Elementary School Principals, The National Association of Secondary School Principals, and the University Council of Education Administration, and are appropriate for all Leadership Emphasis Areas.

Minimum Total Semester Hours: 36 hrs

Transfer credit for courses already completed before admittance to the program may be substituted for required courses upon recommendation of the Education Department. After being admitted, the student must complete all course work at Columbia College unless specific permission is obtained from the M.Ed. Graduate Program Coordinator. A maximum of nine graduate hours may be accepted in transfer. Petitions for consideration of transfer credit must be made prior to the successful completion of 12 hours of graduate course work at Columbia College.

Art Education (K-12) Certification

Students pursuing teacher certification in Art Education must complete the Art Education (Grades K12) Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2019-2020 checklist is below:

- Art Education (K-12) Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Additional information regarding teacher certification can be found in Other MAT Programs.
Note: Post-Baccalaureate students are eligible to take courses required for their certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);

- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail).
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail).
- Completed application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information.)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-20 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Elementary Education (1-6) Certification

Students pursuing teacher certification in Elementary Education must complete the Elementary Education (Grades 1-6) Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2018-2019 certification checklist is below:

- Elementary Education (1-6) Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Additional information regarding teacher certification can be found in Other MAT Programs.

Note: Post-Baccalaureate students are eligible to take courses required for their certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);
- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail);
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail);
- Completion of application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information.)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-20 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Middle School Education (5-9) Certification

Students pursuing teacher certification in Middle School Education must complete the Middle School Education (Grades 5-9) Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2019-2020 certification checklists are below:

- Middle School Education (5-9) Language Arts Checklist
- Middle School Education (5-9) Mathematics Checklist
- Middle School Education (5-9) Science Checklist
- Middle School Education (5-9) Social Studies Checklist
- Middle School Education (5-9) Speech/Theatre Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Additional information regarding teacher certification can be found in Other MAT Programs.
Note: Post-Baccalaureate students are only eligible to take courses required for certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);
- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail);
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail);
- Completion of application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.

- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-20 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Music Education (K-12) Certification

Students pursuing teacher certification in Music Education must complete the Music Education (Grades K12) Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2019-2020 certification checklist is below:

- Music Education (K-12) Checklist

For questions regarding your checklist requirements, please contact your education advisor.

Additional information regarding teacher certification can be found in Other MAT Programs.

Note: Post-Baccalaureate students are eligible to take courses required for their certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);
- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail);
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail);
- Completion of application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information.)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-20 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Secondary Education (9-12) Certification

Students pursuing teacher certification in Secondary Education must complete the Secondary Education (Grades 9-12) Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2019-2020 certification checklists are below:

- Secondary Education (9-12) Biology Checklist
- Secondary Education (9-12) Business Checklist
- Secondary Education (9-12) Chemistry Checklist
- Secondary Education (9-12) English Checklist
- Secondary Education (9-12) General Science Checklist
- Secondary Education (9-12) Mathematics Checklist
- Secondary Education (9-12) Social Studies Checklist
- Secondary Education (9-12) Speech/Theatre Checklist

For questions regarding your checklist requirements, please contact your education advisor.
Additional information regarding teacher certification can be found in Other MAT Programs.

Note: Post-Baccalaureate students are only eligible to take courses required for certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);
- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail);
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail);
- Completion of application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information.)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-2020 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Special Education (K-12) Certification

Students pursuing teacher certification in Special Education must complete the Special Education Certification Checklist coursework in order to meet professional education and content area requirements as set by the Missouri Department of Elementary and Secondary Education. The 2019-2020 certification checklist is below:

- MAT Special Ed Cert.

For questions regarding your checklist requirements, please contact your education advisor.

Additional information regarding teacher certification can be found in Other MAT Programs.

Note: Post-Baccalaureate students are eligible to take courses required for their certification. Noncertification courses are not covered by federal or state financial aid.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Admission to the program is required prior to enrollment in certain EDUC courses. (Course descriptions state if admission to TCP is a prerequisite). Students pursuing teacher certification may not enroll in Education or content area courses as pass/fail unless the course is a designated pass/fail* course by the Education department.

*Undesignated courses taken as pass/fail will be considered as a grade of C for GPA calculations if passed.

Students who seek admission to the program must have:

- Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505 (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 560 [or their undergraduate equivalents]);
- Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of lower than C in the professional education and content area courses (See note above regarding pass/fail);

- GPA of 3.0 or above on all professional education courses with no grade lower than C (See note above regarding pass/fail);
- GPA of 3.0 or above on all content area courses with no grade lower than C (See note above regarding pass/fail);
- Completion of application materials for admission to the Teacher Certification Program which include the Statement of Responsibility and the Guideline Agreement.

Retention Criteria:

- Complete at least six (6) hours of professional education each year.
- Complete required field experiences and receive favorable evaluations from cooperating teachers and faculty supervisors.
- Maintain a cumulative GPA of 2.75 or above after acceptance to the program.
- Maintain a cumulative GPA of 3.0 or above in professional education and content area courses.
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department.

Other Coursework:

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Grading and Academic Standing). Additional courses may need to be repeated if overall, professional education, or content area GPAs are below the program requirements. (NOTE: MAT Post-Bacc students who receive two grades of C will be dismissed from the program. See dismissal information.)

Other Important Information:

Post-Baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2019-2020 FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."

Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."

Question #48. Are you a master's or doctorate student? Student must answer, "No."

Other MAT Programs

DESE Alternative Route to Certification Program

Students who have a baccalaureate degree relating to secondary certification areas may be eligible for a Temporary Authorization Certificate to teach in Missouri and may be eligible to negotiate a program of study at Columbia College to maintain Temporary Certification. This is a program defined by the Missouri Department of Elementary and Secondary Education (DESE).

Students seeking the alternative route to certification must apply as Post-Baccalaureate within the Graduate Program.

Post-Baccalaureate Certification Programs

Students who have completed a baccalaureate degree may be eligible for admission to Columbia College's Post-Baccalaureate Programs for Teacher Certification. A candidate for Post Baccalaureate Teacher Certification must present evidence of the following:

Complete the MAT Post-Baccalaureate Core within the first 18 hours:

EDUC 542 - Law, Ethics and Education 3 hours/EDUC 200 Law, Ethics and Education 3 hours

EDUC 560 - Theories of Learning 3 hours/EDUC 230 Theories of Learning 3 hrs

EDUC 505 - Instructional Theory and Techniques 3 hours/EDUC 300 Instructional Theory and Techniques 3 hrs

EDUC 550 - Human Development 3 hours/EDUC 391 Human Development 3 hrs **or**
EDUC 392 Adolescent Psychology

- A baccalaureate degree (3.0 GPA minimum). Included in the degree must be general education coursework that has been determined by the Office of the Registrar to be sufficient to meet Columbia College standards;
- Admission as a Post-Baccalaureate student. Once admitted, Post-Baccalaureate students must:

- Maintain a minimum GPA of 3.0 in all Professional Education courses with no grade lower than B (See Grading and Academic Standing);
- Maintain a minimum GPA of 3.0 in all content area courses with no grade lower than B (See Grading and Academic Standing);
- Complete application materials for admission to the Teacher Certification Program (to be obtained from the Certification Officer by appointment) that include: Request for Admission, GPA Worksheet, and two letters of recommendation (one from the Education Department and one from outside the Education Department).

Columbia College offers Teacher Certification Programs in:

- Art Education (K-12)
- Music Education (K-12)
- Special Education (K-12)
- Elementary Education (1-6)
- Middle School Education (5-9)
  (Content areas: Language Arts, Mathematics, Science, Social Studies, Speech/Theatre)
- Secondary Education (9-12)
  (Content areas: Biology, Business (non-vocational), Chemistry, English, General Science, Mathematics, Social Studies, Speech/Theatre)

Post Baccalaureate graduate students seeking teacher certification may take certification courses at the graduate level when available. The graduate equivalent courses are listed on the following checklists in brackets after the course title.

NOTE: Not all certification courses have graduate-level equivalencies.

Admission Policies

Policies Pertaining to Graduate Admissions:

The standards of admission to Columbia College graduate programs require evidence of personal integrity and responsibility, academic preparation and leadership potential. Each graduate program has multiple admission categories. Criteria for admission apply to all categories of any graduate program at Columbia College unless otherwise specified.

Graduate applicants are expected to present undergraduate coursework achievement commensurate with graduate program requirements. It is required that applicants have completed a sound undergraduate degree program from a regionally accredited institution(s). Applicants may apply for full program admission during their final semester, session or quarter of undergraduate academic study. Each applicant's record is carefully examined to determine if the student has potential for successful completion of a master's degree program at Columbia College.

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs or activities. Columbia College reserves the right to deny or rescind admission at its sole discretion. Please note that Columbia College reserves the right to use photographs of its students in publications & media that promote the college.

By submitting an application, you are giving your express written consent for Columbia College to contact you regarding our educational programs and services using email, telephone or text - including our use of automated technology for calls and periodic texts to the wireless number you provide. Message and data rates may apply. This consent is not required to purchase goods or services and you may always call us directly at 573-875-7515 or 877-999-9876.

Columbia College's mission is to provide quality education in a variety of flexible formats to fit the needs of all of our students. As such, by submitting an application, applicants understand that their program may require a combination of in-seat and online coursework and may not be available at all locations.

In compliance with the Clery Act, the College discloses crime statistics for crimes committed on campus, in certain off-campus buildings, or on property owned/controlled by the College during the last three years. The Annual Security Report and Fire Safety Report can be obtained in paper copy by contacting the Campus Safety Office and electronic versions can be obtained by visiting the following link: http://web.ccis.edu/Offices/CampusSafety/ReportsandStats.aspx.

Columbia College reserves the right to randomly check any and all applications for a criminal, suspension or dismissal history. Applicants with a felony or misdemeanor conviction must provide details regarding the crime(s). Applicants with a suspension or dismissal, involving academic or disciplinary action from a previous college/university, must provide details regarding the instance(s).

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Admission Deadlines

Columbia College has a rolling admissions policy and allows applicants to submit applications anytime throughout the academic year. Please note, applicants applying within two weeks of the start of a session may not have time to complete all admission requirements for review or get financial aid in place before the start of the session.

Admissions Procedures

In general, the admission requirement for full admission to Columbia College graduate programs is a cumulative undergraduate GPA of 3.0, for students' entire academic career. Students with a cumulative GPA lower than 3.0 may be eligible for conditional admission, as described in the individual program sections. Please note: GMAT and GRE are not used in graduate program admission review.

To be considered for full or post-baccalaureate admission to the Columbia College Graduate Program, an applicant's file must include the steps and materials outlined below.

Note: All official college transcripts should be submitted electronically to EvalTrans@ccis.edu *or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.*

All unofficial and non-transcript documents can be submitted electronically (graduate@ccis.edu) or sent to: Recruiting & Admissions Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Every applicant to any Columbia College program or Location, must complete the following steps for admission. Additional requirements may apply to specific applicant status (i.e. full, post-bacc, non-degree, readmit, international, etc.). See specific applicant status policies below for more information.

1. Submit a completed application at www.ccis.edu/apply
2. Authenticate identity (see Student Authentication section below)
3. Provide proof of graduate program readiness & pre-requisite completion (see policies below)
4. Provide supportive documentation including but not limited to resume, and goal statement (see policies below) Proof of Graduate Program Readiness:

Official transcripts must be submitted from all of the following in order to evaluate for the required 3.0 cumulative GPA, pre-requisites & college readiness:

- All institutions where a bachelor's degree was earned
- All institutions where any of the required prerequisite courses were completed
- All non-U.S. institutions where any coursework was completed *Note: All other transcripts may be submitted as unofficial copies.*

If interested in transferring master's level credit into their graduate program, students can submit official master's transcripts for transfer credit evaluation to the Office of the Registrar after admission. Transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Supportive Documentation
The following documents are required as support for the graduate application:

1. A personal goal statement of 300-500 words.
The goal statement should establish a correlation between the goals of the graduate degree program and the applicant's personal and professional goals. *Note: MAT and M.Ed. applicants should base their personal statement on their teaching philosophy and leadership goals.* These can both be uploaded within the online application or sent in after application submission by emailing it to graduate@ccis.edu.

2. Current resume.

Applicants may upload this directly within the application or email it to graduate@ccis.edu.

Additional Program Requirements

M.Ed. applicants:

In addition to the Admission Procedures and requirements for admission, applicants for the M.Ed. must:

- The personal goal statement that is submitted (in steps above) must demonstrate that the applicant has goals and personal qualities which are compatible with the goals and competencies focused upon in the program. This statement must illustrate the candidate's professional competency thus far, including impact on students and student achievement; and
- Current US teaching certificate. It is a state requirement that principal licensure is not recommended until teachers have at least two years of experience; **MAT applicants:**

As part of the Admissions Procedures and requirements for admission, applicants for the MAT should note:

- The personal goal statement submitted as part of the admission requirements must elaborate upon the general admission personal goal statement, and demonstrates that the applicant has goals and personal qualities which are compatible with the goals and competencies focused upon in the program.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Student Authentication

All Columbia College applicants are required to authenticate their identity as part of the admissions review process. Main Campus Day Program admits will complete authentication as part of the registration and enrollment, rather than during admission review.

In order to be used for identity authentication, government-issued photo identification (e.g. driver's license, passport, permanent resident card, etc.) must be valid and current. Expired identification will not be accepted for authentication. The applicant's full name, date of birth, and other directory information must match their application and student file (as applicable).

Some applicants may be exempt from authentication. However, proof of citizenship status (i.e. permanent resident card, naturalized citizen certificate, etc.) is still required for admission review, including applicants who are exempt from authentication. Military service members (active duty, guard, and reserve) applicants from all branches are exempt from the authentication policy as they are verified and approved by the US Military. Veterans, spouses, and dependents of military members, however, still need to complete identity authentication as part of their application to Columbia College.

To complete authentication, applicants must show a government-issued photo identification and verify their identity. Applicants may complete authentication in one of the following ways:

1. *Photo with ID:* Applicants can take a photo (i.e. selfie) with their government-issued, photo ID, with their ID next to their face in the photograph. The detailed information on their ID must be legible. It is recommended that in addition to this photo, an image of the ID also be submitted for review. Photos can be submitted to Admissions@ccis.edu for verification.
   a. *Photo Guidelines:* Submit a color photo taken within the last month. Take a clear image of your face. No shadows or filters commonly used on social media should be used. Do not have any distracting or image-altering accessories (i.e. hats, sunglasses, etc.). Exhibit a neutral facial expression or natural smile. Ensure both eyes are open. Do not digitally alter your photo.
2. *Video Session:* Applicants not located near a Location may show their government-issued photo ID to their Admissions Counselor in a scheduled video meeting via webcam (i.e. Skype or Zoom).
3. *At Location:* Applicants with access to a Columbia College Nationwide Location may show their government-issued photo ID to a full-time staff member at their Location.
4. *Notary Form:* A Notary Public will confirm the applicant's identity by making a copy of the applicant's government-issued photo ID and providing their signature (and notary stamp as applicable) on the Notary Public ID Authentication Form. This signed and completed form must be submitted to Admissions@ccis.edu for verification.

New applicants with recent changes to their legal name must provide a government-issued photo ID with updated name or provide documentation (i.e. marriage license) to verify their recent name change. Applicants seeking readmission to Columbia College (i.e. applicants with a student record) must also complete the Name Change Request Form with the Office of the Registrar in order to update their student record with Columbia College.

Admission Requirements

All categories are not available in every program or at all Columbia College locations. Refer to the categories below for admission options for the Master of Arts in Teaching (MAT), Master of Education (MED), Master of Business Administration (MBA), and Master of Science in Criminal Justice (MSCJ).

Full Program Admission

Students applying for Full Program admission to any graduate program must complete all Admissions Procedures, as outlined above, and successfully complete the pre-requisites (if applicable) for their specific program prior to admission. The MAT and MED programs do not have additional pre-requisites for full program admission.

MBA Pre-requisites:

The following MBA prerequisite courses must be completed and students must have no more than one

grade of C in any of the undergraduate prerequisites course in order to be considered for full

admission ACCT 280*Accounting I   3 hrs

ACCT 281*	Accounting II	3 hrs
MKTG 210	Principles of Marketing	3 hrs
MGMT 230	Principles of Management	3 hrs
FINC 350*	Business Finance	3 hrs

MBA Accounting Pre-requisites:

In addition to the five general MBA prerequisites, admission to the Accounting emphasis of the MBA program requires the following undergraduate prerequisites with grades of B or higher.

ACCT 381	Federal Income Tax-Individuals	3 hrs
ACCT 382	Intermediate Accounting I	3 hrs
ACCT 383	Intermediate Accounting II	3 hrs
ACCT 385	Accounting Information Systems	3 hrs
ACCT 386	Cost and Managerial Accounting	3 hrs
ACCT 489	Auditing I	3 hrs

MSCJ Pre-requisites:

To be reviewed for admission, applicants must meet the following criteria:
- A baccalaureate degree in criminal justice

Post-Baccalaureate Admission

Students who hold a baccalaureate degree from a regionally accredited college or university but who have not completed necessary undergraduate prerequisites for the respective graduate program may be admitted as post-baccalaureate (post-bacc) and enroll in undergraduate courses.

Students who are being reviewed for post-bacc program admission to any graduate program must complete all Admissions Procedures, as outlined above.

Note: Applicants cannot be admitted as both a Conditional and Post-Baccalaureate status. If Post-Bacc students do not meet minimum GPA requirements in addition to missing pre-requisites, their application will be reviewed by the Dean of the program School for admission approval.

Students admitted under the status of post-baccalaureate must complete the requirements of the status in order to be fully admitted to their graduate program. Once a student's post-baccalaureate requirements have been successfully completed, the student's record will automatically be updated to reflect full admission at the beginning of the next academic semester (i.e. Fall, Spring or Summer). The student will be notified of this change, and will then be eligible for graduate course enrollment.

For MAT only: Once admitted to Columbia College, students completing post-baccalaureate courses fall under the same program retention requirements as full program students. The consequences for earning grades of C or lower in post-baccalaureate undergraduate courses are the same as those listed for graduate courses (see Grading and Academic Standing).

Conditional Admission

For MSCJ only: Applicants possessing a baccalaureate degree in a field other than criminal justice may apply and be considered for admission as a Post- Baccalaureate and must complete the following MSCJ prerequisite courses with an earned grade of B or higher in each course in order to be considered for full admission.

CJAD 101	Introduction to Criminal Justice	3 hrs
CJAD 415	Criminal Procedures	3 hrs

Applicants who do not meet minimum cumulative 3.0 GPA admission requirements may be considered for conditional admission. (A cumulative GPA calculation is done using a straight 4.0 grading system with no consideration of pluses and minuses in the calculation.) Students last 60 hours of undergraduate coursework are evaluated for conditional admission. Grades, goal statement, and resume will all be considered carefully. Applicants should submit all materials for full program admission, and explain in their goal statement any circumstances that support their candidacy for admission to the college's graduate programs.

All pre-requisites must be completed prior to review as a conditional applicant. Applicants may be approved for conditional admission at the discretion of the Dean of the program's School.

Note: Applicants cannot be admitted as both a Conditional and Post-Baccalaureate status.

Additional degree-specific requirements for conditional admission are listed below:

- MBA: Conditional admission is based on appropriate professional experience or other preparation. Students must earn a grade of B or higher in each of the first two graduate courses (6 hours) for which they are enrolled. When this condition has been met, students will automatically be updated to full program status.
- MSCJ: Conditional admission is based on appropriate professional experience or other preparation. Students may enroll in a maximum of six (6) hours under the category and must earn a grade of B or higher in all courses. When this condition has been met, students will automatically be updated to full program status.

- MAT: Conditional admission is based on appropriate professional work and teaching experience and/or potential for academic success at the graduate level. Students who are granted conditional admission are limited to one course per session until a GPA of 3.0 has been maintained through six (6) hours of coursework. When this condition has been met, students will automatically be updated to full program status.
- MED: Conditional admission is based on appropriate professional work and teaching experience and/or potential for academic success at the graduate level. Students who are granted conditional admission are limited to one course per session until a GPA of 3.0 has been maintained through six (6) hours of coursework. When this condition has been met, students will automatically be updated to full program status.

Students admitted conditionally must complete the requirements of the program in order to be fully admitted to their graduate program. Once a student's conditional requirements have been successfully completed, the student's record will automatically be updated to reflect full admission at the beginning of the next academic semester (i.e. Fall, Spring or Summer). The student will be notified of this change, and will then be eligible for graduate course enrollment.

International Student Admissions

An international student is categorized as a foreign-born person who is not a citizen, national, or permanent resident of the United States, nor individuals who have been granted asylum or refugee status. Applicants who have applied for residency or citizenship must provide all application materials necessary to be considered for international admission until residency or citizenship has been granted. The College does not extend admission to undocumented persons. (Students who are currently granted classification as Deferred Action for Childhood Arrivals (DACA) are exceptions.

Persons in F-2 status may apply for admission to the College as non-degree or degree-seeking students. Spouses holding an F-2 Visa may enroll part-time, and dependents holding an F-2 Visa may enroll full-time. There are several other visa types that are eligible for full-time study at the College. International applicants should contact the Recruiting & Admissions Division for enrollment eligibility information.

International students seeking a SEVIS I-20 Form from the College for an F-1 visa are eligible for graduate admission through the Main Day Campus, Denver Campus, or Salt Lake Campus only. Housing contracts are only available for students applying to the traditional Main Day Campus in Columbia, MO. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States.

International Student Admission Criteria

International applicants are required to submit the following materials to be considered for graduate admission. All documents and fees must be received before Columbia College will issue an I-20 Form. Application materials should be sent to: Recruiting and Admissions Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

To be reviewed for admission to the any of the approved Locations (Main Campus Evening, Denver Campus
& Salt Lake Campus only), international students must complete the Admissions Procedures AND

- Provide proof of English Proficiency (as outlined in the English Proficiency Requirements policies) AND

- Supplemental International Documents, including:
  o Submit the SEVIS Supplement form.
  o Submit official bank documents to provide evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
  o Copy of valid passport

o Complete a Transfer Recommendation Form* and furnish a copy of a valid visa, I-94, and I-20 from the last school attended if transferring to the College from an institution in the U.S.

Students who have studied graduate-level work at international universities/colleges may petition to receive graduate transfer credit. International institutions will be checked for regional accreditation; if an institution does not have regional accreditation, then the institution will be evaluated per the Office of the Registrar international credentialing process (see Evaluation of Credit and Testing for additional information on the transfer process.)

Please note: Once admitted, international admits to the following locations (Main Campus Evening, Salt Lake, Denver) will be unable to register for courses until these documents have been received & approved by the International Center. Depending on applicant status, specific documents will be required upon arrival.

Because of the legal requirement that international students must take a specific proportion of their classes in a face-to-face setting, not all degree programs are available to international students. Please consult with the Director of the International Center before deciding on a program.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

English Proficiency Requirements

All applicants whose native language is not English (regardless of citizenship) as provided on their application must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency:

		Minimum Score Requirements
Test Type	**Institutional Code**	**Graduate Program**
TOEFL-iBT* (Internetbased)	**6095**	Score of 80 or above; subset scores must meet or exceed 20 in each area
TOEFL-PBT* (paper-based)		Score of 550 or above; subset scores must meet or exceed 55 in each area
IELTS	-	Overall band score of 6.5 or above, with no individual band score below 6

Submitted results cannot be older than two years prior to the desired enrollment date.

Columbia College will also consider the following evidence of English language proficiency for applicants:

- A grade of C or higher from an English composition course completed at a regionally-accredited U.S. institution and deemed equivalent by the Office of the Registrar to the Columbia College ENGL 133 course.
- Successful completion of an accredited U.S. bachelor's or master's degree program.
- Serving as an active duty, reserve or National Guard military member in any branch of the US armed forces (Marine Corps, Coast Guard, Air Force, Army, or Navy). Veterans who have served honorably on active duty in the armed forces are also included in this provision.
- Successful completion of specified programs with approved partnerships.

- Readmission to Columbia College, who have previously met English Proficiency requirements at the graduate level.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom.

Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Transfer Students

Students who have earned graduate credit at another regionally accredited institution may submit a request for evaluation of transfer credit. Requests must be submitted prior to the successful completion of 12 hours of graduate coursework at Columbia College. To be considered, the credit must be completed with grades of B or higher within the last seven years. No more than nine semester hours of graduate degree requirements may be fulfilled by transfer coursework. Students who wish to request transfer credit must contact their campus for instruction and additional details. Detailed information about transfer of credit can be found here: Evaluation of Credit and Testing.

Readmission

Students have an overall timeframe of seven years, from the date of admission, to complete their entire graduate program. Catalog policies, procedures, and degree requirements in effect at the time of readmission will govern all decisions regarding subsequent procedures and requirements.

Students have one year, from the date of admission, to enroll in courses. If students do not enroll within one year of admission, or if students are absent from a graduate program for six consecutive sessions (or longer), they must submit a new application in order to be readmitted. Students must be in good academic and financial standing to be readmitted. Supporting documentation (transcripts, resume, goal statement) is good for the entire seven-year program time limit and does not have to be resubmitted unless:

- Any of the documentation was missing from the original application file

AND/OR

- The student has received credit at any other institution since the original date of admission to Columbia College

AND/OR

- The student is being readmitted under a time extension to the original seven-year program time limit.

Academic and financial status restrictions are checked upon application review. Students will be notified by their campus of readmission decision or pending restrictions. Students with outstanding payments at Columbia College may be denied admission until financial obligations are resolved. (Students may contact the Enrollment Service Center directly to determine if there is a balance due). Students serving suspension or not in good academic standing may be denied admission until appeal processes have been completed.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College, including conflicting information across multiple applications and/or cumulative application materials.

Non-Degree Seeking

Students who hold a baccalaureate degree but do not wish to earn a graduate degree at Columbia College may enroll in graduate courses as non-degree seeking students. Non-degree seeking students with a bachelor's degree may complete a maximum of twelve (12) semester hours of graduate-level coursework. There is no limit to the number of hours a non-degree seeking student can take if the student has an advanced degree. Non-degree students are not eligible for federal financial aid. *Students enrolling at Columbia College under this non-degree status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree seeking students cannot change/update to degree seeking in the middle of an academic semester.*

For all programs, official transcripts from degree-granting institutions (undergraduate and, if applicable, graduate) and institutions where any of the required prerequisite coursework was completed are required. All other transcripts may be submitted as unofficial copies. To be reviewed for non-degree graduate admission, applicants must complete the Admissions Procedures AND provide the following programspecific requirements:

- **MBA Non-Degree:** Non-degree seeking students must submit a resume and a completed application for graduate admission, accompanied by a personal goal statement (300-500 words). Students must present a minimum 3.0 undergraduate cumulative grade point average.
- **MED Non-Degree:** Those applying as non-degree seeking students must submit a resume and a completed application for graduate admission, accompanied by a copy of current teaching certification.
- **MAT Non-Degree:** Those applying as non-degree seeking students must submit a resume and a completed application for graduate admission.
- **MSCJ Non-Degree:** Non-degree seeking students must submit a resume and a completed application for graduate admission.

Non-degree seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree seeking students who do not enroll in one or more consecutive semesters (Main Campus Day) or six consecutive sessions (Main Campus Evening and Nationwide/Online locations), must reapply for non-degree admission. Non-degree seeking students are not eligible for financial aid.

International students who wish to enroll part-time at Columbia College may be considered for admission as a non-degree student. Students must be degree seeking to be eligible for a SEVIS I-20 Form from the College at applicable locations. Non-degree seeking international students must show proof of English proficiency.

Enrollment for non-degree seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). *Non-degree seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s).* Failure to meet these preliminary requirements may result in being dropped from the course(s).

Changing Locations (Location Transfer)

Students attending online, nationwide or main campus evening can cross enroll or update/change their location without needing to reapply. Students are encouraged to meet with an advisor at their current location prior to changing locations. By meeting with an advisor, students will be able to make an informed decision prior to changing locations and taking into consideration possible impacts to:

- Institutional aid
- Degree program availability
- Course availability

- Degree completion

If you are an applicant/admitted student and are not currently enrolled, please contact the Admission Office to change before enrolling in classes. **Note that this process** *cannot* **be completed by logging into your previously submitted application.**

Students wishing to change master's degree programs cannot do so by completing the change of location-they must complete a new application. Contact the Recruiting & Admissions Division for more details.

Pre-Graduate Students

Students who have earned over ninety (90) undergraduate semester hours toward the baccalaureate degree at a regionally-accredited college or university who wish to start their graduate studies early may apply for admission in the Pre-Graduate category. Pre-Graduate students may complete a maximum of nine (9) graduate hours without full program acceptance. After completion of the baccalaureate degree and up to nine (9) graduate semester hours, Pre-Graduate students must submit complete application materials to be considered for full program admission (see Full Admission policies). Pre-Graduate students are subject to the same academic regulations and requirements as all degree-seeking students. MAT and MSCJ PreGraduate students may enroll in designated courses only. MSCJ Pre-Graduate status is limited to main campus students only.

- **MAT:** Students in the BEACON program who have earned 90 hours of credit or more, and who will finish their bachelor's degrees through these programs at Columbia College, may apply for PreGraduate status. Applicants must meet all other qualifications for the Teacher Certification Program, including cumulative GPA of 3.0, passing scores on all sections of the MoGEA exam, and a passing score on the appropriate MOCA exam. Applicants for Pre-Graduate status must submit a completed and signed application for graduate admission, and transcripts from all colleges and universities attended. Those accepted as Pre-Graduate students may take up to nine (9) semester hours of graduate coursework toward certification. In order to complete EDUC 698 Graduate Student Teaching (MAT Only), students admitted with Pre-Graduate status must complete their bachelor's degrees and must reapply in order to be considered for Post-Baccalaureate admission to the MAT Program. Graduate coursework taken toward certification requirements does not fulfill Education Certification Minor requirements for students in the BEACON program.

- **MSCJ:** Students applying for Pre-Graduate status must submit a completed and signed application for graduate admission accompanied by transcripts from all colleges and universities attended. Applicants must have earned more than 90 undergraduate semester hours toward the baccalaureate degree at a regionally accredited college or university and have an overall GPA of 3.0. Eligible degree programs are those closely related to the criminal justice area at regionally accredited colleges or universities. Those accepted as Pre-Graduate status students may take up to nine (9) semester hours of graduate coursework in the MSCJ program while observing all existing MSCJ program requirements.

Teacher Certification Program

Columbia College offers a variety of teacher certification programs. All candidates for the teacher certification programs are expected to meet general admission requirements to Columbia College. (See Admissions Requirements for more details.) Not all programs for teacher certification are available at all Columbia College locations. See specific program details in catalog and on our website at www.ccis.edu. Contact the Recruiting & Admissions Division for more program specific information.
Note: Acceptance to Columbia College does not guarantee acceptance to the teacher certification course sequence.

Admission to the teacher certification program is on a moderately selective basis. Additional details regarding selection criteria for the teacher certification course sequence is available online at https://www.ccis.edu/departments/education/teachercertificationprogram.aspx.

<u>Master's Post Bacc</u>

The Columbia College Master's Post Baccalaureate program (MAT.PB) is designed for students who already hold a bachelor's degree and wish to pursue teacher certification along with a master's degree. *(This program, with graduate level courses is currently only offered through the main campus in Columbia, Missouri. Students at the Lake Ozark or St. Louis locations may be admitted if they wish to commute to enroll in graduate courses.)*

Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505. Post-baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 550 (or their undergraduate equivalents);

Attained a cumulative GPA of at least 2.75 (includes all coursework, Columbia College and other) with no grade of less than C in the professional education and content area courses; (Note: State overall GPA requirements will increase from 2.5 to 2.75 and content area and professional education GPAs will increase from 2.8 to 3.0 beginning with the Spring 2017 semester. See Dismissal on Grading and Academic Standing page for more information.)

Completion of application materials for admission to the Teacher Certification Program. (Application materials are available on the Education Department website.) https://www.ccis.edu/departments/education/teachercertificationprogram.aspx.

<u>Undergraduate Post-Bacc</u>

The Columbia College Undergraduate Post-Baccalaureate Certification Program (UPB.CERT) is designed for students who already hold a bachelor's degree and wish to pursue teacher certification but not a master's degree. This program is available through the main campus in Columbia as well as at two nationwide locations - Lake of the Ozarks and St. Louis, Missouri. *(Not all certificate options are available at all three campus locations.)*

Students interested in applying to the undergraduate program must follow the undergraduate admissions procedures as outlined in the undergraduate catalog.

Application Procedures

Application Process

To be considered for full admission to the Columbia College Graduate Program, an applicant's file must include the materials outlined below. All documents should be submitted electronically or sent to: Graduate Admissions, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

Graduate programs and individual graduate level courses may be offered at selective Columbia College Global Campuses. Students interested in taking graduate courses at nationwide campuses should contact the respective location for information. Go to www.ccis.edu/nationwide/ for a map of nationwide locations. To be considered for Full or Post-Baccalaureate admission (see the Admissions Categories on Admission Policies page) to any Columbia College graduate program, all of the following must be submitted to the Graduate Admissions Office:

1. Completed application for graduate admission: http://www.ccis.edu/apply.
2. Official transcripts from the following:
   o   From all institutions where a bachelor's degree was earned o   From all institutions where a master's degree was earned
   o   From all institutions where any of the required prerequisite courses were completed o   From all non-U.S. institutions where any coursework was completed o   *All other transcripts may be submitted as unofficial copies.*

3. Three complete Columbia College graduate program recommendation forms. All should attest to the applicant's ability to successfully perform graduate work and at least 80% of the quantified descriptors should be in the two highest categories. A recommender is someone with a professional (i.e. supervisors, co-workers, etc.) or academic relationship to you. Recommenders may not be close friends or family members. Recommenders' names and email addresses are required to be listed on the application form. Once the application is submitted, an electronic recommendation form will automatically be emailed to each recommender listed.
4. A personal goal statement of 300-500 words. The goal statement should establish a correlation between the goals of the graduate degree program and the applicant's personal and professional goals. MAT and M.Ed. applicants should include a personal statement of teaching philosophy and leadership goals.
5. Current resume.
6. Authenticate identity (see section below on Student Authentication)

The application, recommendation letters, personal goal statement and resumé should be uploaded and submitted using the online application. To be guaranteed consideration for enrollment in a session, the completed file needs to be received no later than two (2) weeks prior to the beginning of any academic session.

M.Ed. applicants: In addition to the application procedures and requirements for admission, applicants for the M.Ed. must:

- Submit a personal career goal summary which elaborates upon the general admission personal goal statement, and demonstrates that the applicant has goals and personal qualities which are compatible with the goals and competencies focused upon in the program. This statement must illustrate the candidate's professional competency thus far, including impact on students and student achievement; and

- Have a baccalaureate degree and teacher certification. It is a state requirement that principal licensure is not recommended until teachers have at least two years of experience;

- Complete a Psychology of the Exceptional Child course (EDUC 390 or EDUC 525 if taken through Columbia College);

- Possess a cumulative GPA of 3.0 or higher on a 4.0 scale from a regionally accredited degreegranting institution.

Note: Prospective students not meeting these criteria may be eligible for conditional admission.

MAT applicants: In addition to the application procedures and requirements for admission, applicants for the MAT must:

- Submit a personal career goal summary which elaborates upon the general admission personal goal statement, and demonstrates that the applicant has goals and personal qualities which are compatible with the goals and competencies focused upon in the program; and

- Have earned a cumulative GPA of 3.0 or higher on a 4.0 scale from a regionally accredited degreegranting institution, or a combination of scores on the verbal and quantitative sections of the Graduate Record Examination adding up to 300.

MBA applicants: Students with a cumulative GPA of less than 3.0 from a regionally accredited institution may submit for consideration a GMAT score of 550 or higher. Students who have not completed the appropriate concept courses (or their equivalent) in their baccalaureate degree must complete these courses as a post-baccalaureate student before being considered for full admission to the MBA program. Please click here to view a complete list of MBA post-baccalaureate courses.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Student Authentication

Students will be required to authenticate their identity prior to being reviewed for admission. A student with access to a Columbia College campus may show a government issued photo identification to a college staff member in order to authenticate their identity. Students who are not located near a campus will be required to authenticate their identity using a service provided by ProctorU, which has been established for online students or others, as designated by the college, to be able to authenticate their identity online. The authentication site for Columbia College can be accessed at www.proctoru.com/ccis. Students will need to click on the "Authenticate" tab at the top right portion of the page, setup a ProctorU account, and schedule an authentication session. The process can take from 15-30 minutes. You will need to have a government issued photo ID, student ID number, as well as access to a web cam available. To assist in navigation of the authentication process, a walk-through of the necessary steps is provided to guide you. Additional contact information is provided on the "Columbia College | ProctorU Student Authentication" page should you have issues at any step in the process. Once your authentication is complete Columbia College will receive notification from ProctorU and your student account will be updated accordingly.

English Proficiency Requirements

To be considered for full admission, all students who do not speak English as a native language (regardless of citizenship) must provide official scores from an English proficiency or standardized admission test. Appropriate scores from the following exams demonstrate English language proficiency:

Test Type	Institutional Code	Minimum Requirement	
		Undergraduate Program	Graduate Program
TOEFL-iBT* (Internetbased)	6095	Score of 72 or above; scores of less than 16 in any individual subset will require enrollment in a corresponding EAP course during the student's first semester.	Score of 80 or above; subset scores must meet or exceed 20 in each area
TOEFL-PBT* (paperbased)		Score of 530 or above; scores of less than 53 in any individual subset will require enrollment in a corresponding EAP course during the student's first semester	Score of 550 or above; subset scores must meet or exceed 55 in each area
IELTS	--	Score of 6.0 or above; scores of less than 5.5 in any individual band will require enrollment in a corresponding EAP course during student's first semester	Overall band score of 6.5 or above, with no individual band score below 6
Submitted results cannot be older than two years prior to the desired enrollment date.			

Please note that credentials are reviewed carefully to confirm that applicants have the requisite English language proficiency to succeed academically at Columbia College. Therefore, the Admissions Office reserves the right to require additional documentation to verify English language proficiency.

Applicants from the following countries are required to submit SAT/ACT scores in lieu of English proficiency: Australia, Canada (English speaking provinces), Ireland, Malta, New Zealand, and the United Kingdom.

Columbia College does not offer beginning-level English as a Second or Other Language (ESOL).

Columbia College will also consider the following evidence of English language proficiency:

- A grade of "C" or higher from an English composition course completed at a U.S. Institution and deemed equivalent to the Columbia College ENGL 111 course.

International Student Application Procedures

International applicants are required to submit the following materials to be considered for graduate admission. All documents and fees must be received before Columbia College will issue an I-20 Form. Application materials should be sent to: Graduate Admissions, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

1. A completed and signed application for graduate admission.
2. Proof of English language proficiency as evidence by a TOEFL score of at least 550 on the paperbased exam or 80 on the Internet-based exam. The minimum IELTS score required to demonstrate English language proficiency is an overall band score of 6.5 with no individual band below a 6. See English Proficiency Requirements chart.
3. Official, original transcripts in the native language from each undergraduate and graduate college or university attended, as well as English translations that are notarized by the translator.
4. Three completed Columbia College graduate program recommendation forms. All should attest to the applicant's ability to successfully perform graduate work and at least 80% of the quantified descriptors should be in the two highest categories. Applicants should utilize the recommendation forms available during the application process.
5. A personal goal statement which establishes a correlation between the goals of the graduate degree program and the applicant's personal and professional goals and a summary of relevant work experience. Applicants must also submit a current, professional resume.
6. Official bank documents attesting to the applicant's or the sponsor's ability to pay tuition, books, supplies, fees, and living expenses for one year. Students must also complete a SEVIS Supplement form. The total cost of attendance will be determined on an annual basis by Columbia College.
7. Students transferring to Columbia College from an institution within the United States must complete a Transfer Eligibility Form and furnish a copy of a passport, valid visa, I-94 and I-20 from the last school attended.

International applicants attending the Columbia, MO, Elgin, IL, Denver, CO or Salt Lake, UT campuses may speak with their local campus representatives for information on admissions requirements and the issuance of I-20 Forms.

Students who have studied graduate-level work at international universities/colleges may petition to receive graduate transfer credit. International institutions will be checked for regional accreditation; if an institution does not have regional accreditation, then the institution will be evaluated per the Office of the Registrar international credentialing process (see Evaluation of Credit and Testing for additional information on the transfer process.)

Because of the legal requirement that international students must take a specific proportion of their classes in a face-to-face setting, not all degree programs are available to international students. Please consult with the Director of the International Center before deciding on a program.

The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Teacher Certification Program

Students seeking teacher certification through the State of Missouri with Post-Baccalaureate status are required to meet requirements and seek admission to the Teacher Certification Program as early as possible. Students who seek admission to the program must have:

• Completed at least six hours of the Post-Baccalaureate core at Columbia College, which must include EDUC 505. Post-baccalaureate core courses are: EDUC 505, EDUC 542, EDUC 550 and EDUC 550 (or their undergraduate equivalents);
• Attained a cumulative GPA of at least 2.5 (includes all coursework, Columbia College and other) with no grade of less than C in the professional education and content area courses; (Note: State overall GPA requirements will increase from 2.5 to 2.75 and content area and professional

education GPAs will increase from 2.8 to 3.0 beginning with the Spring 2017 semester. See Dismissal on Grading and Academic Standing page for more information.)

- Completion of application materials for admission to the Teacher Certification Program. (Application materials are available on the Education Department website.)

Retention Criteria:

- Complete at least six hours of professional education each year;
- Complete required field experiences (in EDUC 505 and EDUC 563) and receive favorable evaluations from cooperating teachers and faculty supervisors;
- Maintain a cumulative GPA of 2.5 or above after acceptance to the program (increasing to 2.75 beginning with the Spring 2017 semester);
- Maintain a cumulative GPA of 2.8 or above in professional education and content area courses (increasing to 3.0 beginning with the Spring 2017 semester).
- Department faculty members and staff will document instances of unprofessional behavior. Unprofessional behavior may make the student ineligible for acceptance in the Teacher Certification Program or may result in the immediate dismissal of a student from the Teacher Certification Program. Additional information regarding candidate dismissal can be obtained from the Education Department. **Other Coursework:**

- Content area coursework not completed in BA must also be taken to meet State certification requirements.
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained (see Dismissal on Grading and Academic Standing page regarding two grades of C once admitted to the MAT Post-Baccalaureate program).

Other requirements for certification that must be completed prior to recommendation for a Missouri teaching certificate:

- Successful completion of appropriate Missouri Content Assessment (MoCA);
- Successful completion of the Missouri Pre-Service Teacher Assessment (MoPTA)

Other Important Information:

Post-baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the FAFSA accordingly:

Question #29. What will your grade level be? Student must answer, "5th year/other undergraduate."
Question #30. What degree or certificate? Student must answer, "Teaching Credential Program."
Question #48. Are you a master's or doctorate student? Student must answer, "No."

Cost Information and Suggestions for Teacher Certification Program Students

Teaching is a very rewarding field to pursue but the various costs associated with obtaining teacher certification can be difficult without careful planning. To help with this planning, here are the fees and assessment costs associated with becoming a teacher in the state of Missouri:

Fees: All field experience courses, practicums, and student teaching include a fee categorized as a "lab fee." These fees could vary but in most cases, lab fees are $40 per field experience/practicum/student teaching course. Students should review their certification checklist to see how many field experience courses are required.

Assessments: Missouri requires various assessments throughout a student's teacher certification program. Assessment fees are outlined below:

- Missouri Educator Profile (MEP): cost = $22
- Missouri Content Assessment (MoCA): the cost of this assessment varies ($77 to $189 per assessment) depending on the area of certification. Some certification areas require multiple assessments and others may only require one. (This assessment replaced the Praxis II.)
- Missouri Pre-Service Teacher Assessment (MoPTA): cost = $275 (registration fee). If the assessment must be rescheduled, there is a $30 rescheduling fee. If a task needs to be resubmitted, there is an $85 resubmission fee. If test takers feels that their final scores were reported incorrectly, they may request that ETS conduct a review of responses scored; there is a $100 score review fee.

Note: Some testing centers may also charge an exam sitting fee. For additional information about these assessments, go to http://www.mo.nesinc.com/ and http://mega.ets.org/test-takers.

Tuition: Although this may seem obvious, tuition is another cost to plan for. Tuition cost can be especially difficult during student teaching, which is a 16-week placement in a school during which most students are not able to maintain a separate job for income.

How to plan: Since the assessments are not covered by financial aid, students should determine with their advisor the semester/session they plan to take the assessment(s) and save any financial aid refund from previous terms to help defray the cost. A semester with no income while student teaching would obviously take more budgeting, but planning ahead would certainly help reduce the financial stress during that time.

Financial Aid

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. While the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

Determination of Federal Financial Aid Award

A student will be offered an aid package that may consist of grants, scholarships, outside assistance, loans and/or Federal Work-Study. Cost of Attendance (COA) is the cap on financial aid packages for students receiving federal and/or state aid. Aid eligibility is calculated for each aid program as well as a total aid package.

Federal aid eligibility is calculated using COA, Expected Family Contribution (EFC), and Estimated Financial Assistance (EFA).

COA is the estimated cost of a student's educational expenses for a period of enrollment and can be viewed on the Cost of Attendance section of the website.

EFC is derived from the FAFSA using income and asset information. It is used to calculate need-based eligibility for financial aid.

EFA is the combination of financial aid programs (scholarships, grants, tuition assistance, student employment, loans, etc) that makes up an individual student's aid package.

Financial Need is determined by taking the COA for an enrollment period minus the EFC.

Unmet need is determined by taking the Financial Need minus EFA. In other words, each aid type a student is awarded is considered before eligibility for another type is determined.

Unmet cost is determined by taking COA minus EFA. Unmet cost is used in determining eligibility for nonneed based programs such as unsubsidized loans, PLUS loans, and private loans.

Once the EFC and financial need have been determined, the student's information will be reviewed and aid eligibility is calculated.

Students are responsible for reporting to the Financial Aid Office all assistance received from outside sources, as federal law requires that all outside assistance be considered as a part of the financial aid package. These types of assistance include such aid as Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation or other state aid. Federal guidelines require that a student not exceed the Cost of Attendance in the amount of aid they receive.

The maximum amount of institutional and endowed aid that can be awarded is tuition, as long as the aid (all types) does not exceed the cost of attendance. **Due to federal regulations, scholarships awards may be affected if you are receiving federal and/or state financial aid.**

A student's loan amount is determined as a part of the aid package. A student's loan eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan is prorated, per federal guidelines.

A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further federal aid for that program.

Direct Loan Annual Limits		
Dependent Student	**Subsidized**	**Total** (Subsidized & Unsubsidized)
Post-Baccalaureate	$5,500	$5,500
Independent Undergraduate *Includes dependents with a Parent PLUS loan denial*	**Subsidized**	**Total** (Subsidized & Unsubsidized)
Post-Baccalaureate	$5,500	$12,500
Graduate	$8,500	$20,500
Graduate PLUS	See Types of Graduate Aid	See Types of Graduate Aid
Aggregate Limits *(Lifetime limit)*	**Subsidized**	**Total** (Subsidized & Unsubsidized)
Dependent Undergraduate	$23,000	$31,000
Independent Undergraduate	$23,000	$57,500
Graduate	n/a	$138,500

Notification of Financial Aid Status and Awards

College e-mail addresses are assigned to all Columbia College applicants (see Resources). The Financial Aid Office corresponds with students primarily via e-mail regarding the status of their financial aid application and notification of financial aid estimated awards. Correspondence sent via e-mail is not sent via

postal mail. Students should check their College e-mail on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid award estimate(s) through the CougarTrack link on Columbia College's website. The financial aid electronic award notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic award notifications and are responsible to read and understand all included information. Students should accept or decline the aid that is offered to them through the electronic award notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the award notification.

Attendance

Financial aid is awarded to a student with the expectation that the student will attend school for the period for which the assistance is awarded. If a student does not begin attendance in all of his or her classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses in which they enrolled are not eligible to receive financial aid.

Aid Disbursement

A student's financial aid (except Federal Work-Study) is credited directly to his/her student account and applied to tuition and fees each semester/session. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a biweekly paycheck to the student. Funds are paid for authorized hours worked. When a student registers for courses, he/she may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the college. If a student's financial aid awards exceed his/her charges, the student will receive a refund. Estimated refund dates are posted on the Enrollment Service Center's website under "Refunds." Refunds are either mailed to the student at his/her home address or sent electronically to the student's bank account (for student who elect the direct deposit option through their ePayment account.) A student may use excess financial aid prior to the start of a term to purchase books by using a book voucher. Students eligible for a book voucher should contact their local campus or the Enrollment Service Center for more information.

To assist with expenses associated with attending Columbia College, students often receive funds from multiple sources that are to be used specifically (exclusively) for tuition. Funding beyond 100% of the tuition cost will not be returned to the student or applied to other expenses. These sources include, but are not limited to military/corporate tuition assistance, VA Education Benefits, MyCAA, institutional aid, endowed aid and Employee Educational Grant (EEG)/Employee Graduate Educational Grant (GEG). The College will apply the non-institutional tuition-only funding sources first. Any excess funds remaining, after 100% of the tuition is paid, will be returned to the funding source and not the student.

Teacher Certification Post Baccalaureate

Master of Arts in Teaching Post-Baccalaureate or Alternative Certification

Master of Arts in Teaching Post-Baccalaureate program (MAT.PB) and Master of Arts in Teaching Alternative Certification (MAT.AC) are programs for students who have completed a bachelor's degree and are pursuing teacher certification. MAT.PB students are considered to be undergraduate students for federal financial aid purposes and therefore can be reviewed for the Pell Grant, Direct Subsidized loans and Direct Unsubsidized loans. To be reviewed for federal aid, students must complete the following items:

1. Be admitted to the MAT.PB or MAT.AC program.
2. Complete the Free Application for Federal Student Aid (FAFSA) and answer the following questions as indicated below:
    1. Question 29, "What will be your grade level be when you begin college in the 20192020 school year?" will need to be answered "5th year/other/undergraduate."

2. Question 30, "What degree or certificate will you be working on when you begin college in the 2019-2020 school year?" will need to be answered "Teaching credential (non-degree program)."
3. Question 48, "At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, Ph.D., Ed.D., graduate certificate, etc.)? will need to be answered "No" for not working on a master's program.
3. Have a list of required courses for completion of teacher certification submitted from Columbia College's Education Office at Main Campus to Financial Aid.

Teacher Certification student may only take courses that are on the list of classes from the Education Office while receiving financial aid. Enrolling in a course that is not on the list will affect the student's financial aid.

Post-Baccalaureate

Post-baccalaureate programs at Columbia College are programs for students who have completed a bachelor's degree but must complete undergraduate prerequisite course work before being fully admitted to the master's program of their choice. Federal financial aid regulations require that the Financial Aid Office differentiate these students from fully admitted masters students when awarding aid. While postbaccalaureate students are not considered degree seeking, they do have eligibility for some types of aid. The student's direct loan eligibility begins at the time of enrollment in the first post-baccalaureate course.

From the beginning of direct loan eligibility, a post-baccalaureate student has 12 months to complete all required post-baccalaureate courses. Post-baccalaureate students are considered to be undergraduate students for federal financial aid purposes; these students also must complete additional items listed below:

1. Be fully admitted to a post-baccalaureate program.
2. Complete the Free Application for Federal Student Aid (FAFSA). Students must answer the following questions as indicated below:
    1. Question 29, "What will be your grade level be when you begin college in the 20192020 school year?" will need to be answered "5th year other/undergraduate."
    2. Question 30, "What degree or certificate will you be working on when you begin college in the 2019-2020 school year?" will need to be answered "other/undecided."
    3. Question 48, "At the beginning of the 2019-2020 school year, will you be working on a Master's or Doctorate program (such as an MA, MBA, MD, JD, Ph.D., Ed.D., graduate certificate, etc.)? will need to be answered "no" for not working on a master's program. Once the 12 month period of time is over, a student must be fully admitted into the graduate program in order to continue receiving federal aid. Once the student is fully admitted to the graduate program the student should update the answers on the FAFSA to reflect the following and notify the Financial Aid Office to have aid processed at graduate levels.

1. Question 29, "What will be your grade level be when you begin college in the 2019-2020 school year?" will need to be answered "first year graduate/professional."
2. Question 30, "What degree or certificate will you be working on when you begin college in the 2019-2020 school year?" will need to be answered "Graduate or professional degree."
3. Question 48, "At the beginning of the 2019-2020 school year, will you be working on a master's or doctorate program (such as an MA, MBA, MD, JD, Ph.D., Ed.D., graduate certificate, etc.)? will need to be answered "yes" for working on a master's program.

Students with questions about financial aid should call the Enrollment Service Center for assistance 573-875-7252. Additional financial aid information is available at: www.ccis.edu/financialaid.

Applying for Financial Aid

1. Admissions Application
2. Submit eConsent
3. Free Application for Federal Student Aid (FAFSA)

4. Check the Status of your Financial Aid
5. Applying for Student Loans Online

Student financial aid forms are available under the Financial section of CougarTrack.

To Apply:

Step 1 - Admissions Application
Complete an application for admission to the college.

Step 2 - Accept student eConsent
In order to view your and manage your account information in an online format, you must provide eConsent.

Step 3 - Free Application for Federal Student Aid (FAFSA)
The FAFSA can be submitted anytime after October 1st of the year students plan to attend college.
(i.e. FAFSA is available October 1, 2018 for those applying for the 2019-2020 academic year, which begins August 2019).

Complete the FAFSA, and indicate the **Columbia College school code**, **002456**.
If you complete a FAFSA application between October and June, there will be two FAFSA applications available for two different academic years. Be sure to complete the FAFSA application for the time frame(s) you plan to attend.

Step 4 - Check the Status of your Financial Aid
Activate your CougarTrack account and monitor your CougarMail on a regular basis. The Financial Aid Office will use your Columbia College e-mail address as a primary communication method to inform you about the status of your financial aid application, upcoming deadlines and important dates. Correspondence sent through e-mail will not be sent via postal mail.

"My Documents", available through CougarTrack, will show what documents have been received and what documents are missing or incomplete. It may take 1 to 2 business days for a submitted document to be logged in.

The general turnaround time for processing financial aid documents submitted to Columbia College is 10 business days. Turnaround time will likely increase during peak times, such as the beginning of a new school year. Students are encouraged to submit documentation as early as possible.

Step 5 - Applying for Student Loans Online

Student loan borrowers must complete three items in addition to their FAFSA to be eligible for student loans:

1. Entrance Counseling
2. Master Promissory Note
3. Accept/decline/modify loans with the Electronic Award Letter, available through CougarTrack. Find more information on federal student loans.

Students must reapply each year for financial aid. See important dates for application deadlines.

Eligibility Requirements for Federal Aid

To be eligible for federal financial aid at Columbia College, a student must satisfy general eligibility requirements. The financial aid office is responsible for ensuring that each student has met the federal eligibility requirements before awarding federal Title IV funds.

Students are required to:

- Be a regular student enrolled or accepted for enrollment in an eligible program at Columbia College;
- Be a U.S. Citizen or national, or eligible non-citizen;
- Have a correct Social Security Number;
- Have a high school diploma or recognized equivalent of a high school diploma;
- Not be enrolled simultaneously in elementary or secondary school;
- Meet Satisfactory Academic Progress;
- Be registered with Selective Service, if required;
- Not be in default on a Title IV loan or owe a Title IV grant or loan overpayment;
- Not have borrowed in excess of annual or aggregate Title IV loan limits;
- Not have a disqualifying drug conviction;
- Not have an Unusual Enrollment History Flag on a Student Aid Report (SAR) • Have financial need;
- Sign statements on the Free Application for Federal Student Aid (FAFSA) stating that he or she will use Title IV aid only to pay educational expenses and he or she is not in default on a federal student loan and does not owe money on a federal student grant;
- Have repaid Title IV funds obtained fraudulently;
- Not have property subject to a judgment lien for a debt owed to the United States.

Documents may be requested to meet the requirements listed above. All requests for documents are sent to a student's CougarMail.

Eligible Programs of Study at Columbia College

To be eligible for federal aid at Columbia College, students are required to be degree-seeking at Columbia College and must enroll in coursework required for that degree. **Non-degree seeking students are not eligible for federal financial aid.**

Students who would like to change the degree they are seeking should submit a Declaration of Major, which is available in CougarTrack. *Students changing from a non-degree seeking status to degree seeking may be required to submit additional documentation, such as transcripts, for admission to a program.*

What is Considered an Eligible Citizen or Eligible Non-Citizen?

A student (and parent, for PLUS Loan) must be a U.S. citizen or eligible non-citizen to receive Title IV federal aid. The general requirements for eligible non-citizens are that they be in the United States for other than a temporary purpose with the intention of becoming a citizen or lawful permanent resident, as evidenced by the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS).

Acceptable Documentation of Citizenship or Eligible Non-Citizenship

Category	Acceptable Documentation

U.S. citizens (citizens of): • **The 50 States** • **The District of Columbia** • **Puerto Rico** • **The U.S. Virgin Islands** • **Guam** • **The Northern Marian Islands** • **Born abroad to U.S. parents** U.S. Nationals: • **All U.S. Citizens** • **Natives of American Samoa (not considered a U.S. citizen)** • **Natives of Swain's Island (not considered a U.S. citizen)** • **Natives of American Samoa and Swain's Island are eligible to receive funds from federal programs except the ACG/National SMART grants**	• Copy of student's birth certificate. • Current or expired U.S. Passports. • Copy of State Department Forms FS-240 (Consular Report of Birth Abroad), FS0-545 (Certificate of birth issued by a foreign service post), or DS-1350 (Certification of Report of Birth). • Certificate of Citizenship (Forms N-560 or N561). • Certificate of Naturalization (Forms N-550 or N570).
Category	Acceptable Documentation
U. S. Permanent residents	• Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). • Alien Registration Receipt Card (Form I-151) issued prior to June 1978. • Arrival/Departure Record (Form I-94) or the Arrival/Departure Record (Form I-94A) with the following endorsement: "Processed for I-551." • Machine Readable Immigrant Visa (MRIV).
Refugees	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admission.
Victims of human trafficking	• Student's certification or eligibility letter from the Department of Health and Human Services (HHS). • For a spouse, child, or parent of a trafficking victim, T-visa (T-2 or T-3), victim's certification letter.
Persons granted asylum	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admissions.
Conditional entrants	• Arrival/Departure Record (Form I-94 or I-94A) granted before March 31, 1980, with a stamp indicating that the student has been admitted to the U.S. as a conditional entrant.
Person paroled into the U.S. for at least 1 • who **year** been paroled into the United States for at	Arrival/Departure Record (Form I-94 or I-94A) least one year with a date that has not yet expired.

Cuban-Haitian entrants	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been classified as a "Cuban-Haitian Entrant."

Correct Social Security Number and Name

When completing the FAFSA application, a student is required to enter his or her Social Security Number (SSN). Students should enter the name and the SSN that is printed on his or her Social Security card. *If you have recently changed your name, you must update your name with the Social Security Administration. To update your name with Columbia College, submit a Name Change Request Form, available in the forms section of CougarTrack.*

High School Diploma (or equivalent)

If the financial aid office requests that a student provide documentation of a high school diploma (or equivalent), a student should submit one of the following to the Office of the Registrar: an official college academic transcript with 60 transferable hours OR an official copy of high school transcript OR an official copy of GED OR documentation of homeschooling. Students who enrolled in an eligible college program before July 1, 2012, also have the option to submit an official college transcript with six hours of transfer credit.

Students who are required to submit documentation of high school completion for verification purposes should submit documentation matching the self-reported data on the FAFSA high school completion question. For example, if a student reported on the FAFSA that the high school completion was the GED test, the student should provide documentation of GED completion.

Unusual Enrollment History

The Department of Education (ED) uses Unusual Enrollment History Flags (UEH Flags) to assist in preventing fraud and abuse of the Federal Title IV student aid programs.

UEH Flags identify students who have received the Pell Grant or Direct Loans at multiple institutions in recent academic years. Some students may have legitimate reasons for enrolling at multiple institutions; however, if Columbia College's Financial Aid office receives any UEH Flags from the ED, on a Student Aid Report (SAR), we are required to resolve them prior to awarding a student Title IV federal aid.

How Are Unusual Enrollment History Flags Resolved?

A student's past enrollment and financial aid records will be reviewed by Columbia College to determine whether:

- A student received a Pell Grant or Direct Loan at Columbia College during the previous four academic years
- A student received academic credit at each of the previous institutions where they received the Pell Grant or Direct Loans

If it is determined that academic credit was not earned, the Financial Aid office will notify the student to submit the Explanation for Unusual Enrollment History form found on CougarTrack.

Federal Aid Eligibility Denied for UEH

If a student did not earn academic credit at one or more of the previous institutions and does not provide a sufficient explanation or documentation for failure to earn academic credit, the Financial Aid office must deny any additional Title IV federal aid to the student and the decision will be final.

Regaining Aid Eligibility for UEH

A student may regain Title IV federal aid eligibility when one term is completed at Columbia College without Title IV federal aid and following minimum requirements have been met:

- Undergraduate student GPA of 2.0 & 100% pace of completion
- Graduate student GPA of 3.0 & 100% pace of completion

To be eligible for federal financial aid at Columbia College, a student must satisfy general eligibility requirements. The financial aid office is responsible for ensuring that each student has met the relevant eligibility requirements before awarding federal Title IV funds.

Defaulted Loans, Overpayments, and Exceeded Loan Limits

If a student has a defaulted loan or an overpayment, the student must resolve it in order to be reviewed for federal aid. The student must make arrangements with the holder of the overpayment or servicer of the defaulted loan. The servicer contact information can be found by reviewing the National Student Loan Data System. Students must have their FSA ID in order to retrieve personal loan information. Additional questions regarding defaulted loans, overpayments or exceeded loan limits should be sent to financialaid@ccis.edu.

Financial Need

In order for a student to be eligible for federal aid, the financial aid office must first determine a student's financial need based on the results of the Free Application for Federal Student Aid (FAFSA). Students who do not submit the FAFSA, or complete the verification process, will not be reviewed for federal aid until complete.

Financial Aid Satisfactory Academic Progress

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding. Students who are not making academic progress when they initially apply for aid will not be eligible for financial aid at Columbia College until academic progress is met or the student submits an appeal for financial aid and the College approves the appeal.

The Financial Aid office will review the satisfactory academic progress of enrolled financial aid recipients following each semester; students will be reviewed up to three times annually. Each such review includes the Qualitative (GPA), Quantitative (Pace of Completion), and Maximum Timeframe (150%) measurements discussed below.

Qualitative Measure (GPA)

The quality of a student's progress is measured by grade point average (cumulative GPA). The minimum cumulative GPA for Financial Aid recipients is the same as the academic standard for Columbia College:

Cumulative Attempted Hours (with transfer credit)	Minimum Cumulative Grade Point Average at Columbia College
0-30.9	1.75
31-45.9	1.90

46 or more	2.00
Graduate Program	3.00

The GPA Calculator can help you estimate your current course GPA.

Quantitative Measure (Pace Of Completion)

The quantity of a student's progress is measured by the Cumulative Completion Rate (credit hours earned divided by credit hours attempted). Students are required to complete 2/3 (66.67%) of attempted hours.

Courses and grades considered in determining Satisfactory Academic Progress

All courses attempted and on the academic record (that is, every time a student is enrolled in a course past the add/drop date, the course will count as an attempt) at the time of progress check are considered when determining the Cumulative Completion Rate. (For definition of grades please see Grading and Academic Standing).

Please note the following:

- **Incomplete courses (I)** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will not* be included in the GPA calculation.
- **Withdrawals and Excused Withdrawals (W and WE)** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will not* be included in the GPA calculation.
- **Failing (F) grades** *will* count toward total hours attempted for the Cumulative Completion Rate, *will not* be considered completed courses, and *will* be included in the GPA calculation.
- **Repeated courses** *will* count toward total hours attempted for the Cumulative Completion Rate (but only one passing grade will be considered as a completed course. The newest grade *will* be included in the GPA calculation and the older grade will be excluded. Federal student aid is available for only one retake of a previously passed course.
- **Pass/Fail courses** *will* count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and, if passed, cumulative completed credit hours), but will *not* count in the GPA calculation.
- **Transfer credits** accepted by the college (including those received during consortium study) *will* count toward the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours), and *will not* count in the GPA calculation.
- **Change in Majors.** Only courses counting toward a student's program (major) will count toward maximum timeframe. There is not a limit to the number of times a student can change majors.
- **Undergraduate and Graduate Courses.** All undergraduate courses count in the calculation of the Cumulative Completion Rate for undergraduate students. All graduate courses count in the calculation of Cumulative Completion Rate for graduate students.
- **Remedial, Enrichment and English as a Second Language (ESL) courses** *will* count toward total hours attempted for the Cumulative Completion Rate (calculation of both cumulative attempted credit hours and cumulative completed credit hours), and *will* count in the GPA calculation.

The Completion Rate Calculator can help you estimate your completion rate.

Maximum Time Measure

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. Students for whom it is no longer mathematically possible

to complete their educational programs within 150% of the published length will no longer be eligible for federal financial aid. In addition, any student who does not complete their educational programs within 150% of the published length, will no longer be eligible to receive federal financial aid.

For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended (120 x 150% = 180). If it is no longer mathematically possible for the student to complete the 120-hour program within 180 attempted hours due to failed/incomplete/withdrawn courses, the student's financial eligibility will be suspended at that point.

All attempted course credits that apply to a student's program count toward this Maximum Timeframe limit. This includes courses designated as incomplete, withdrawn, repeated, failed, pass/fail, transferred and/or remedial/enrichment/EAP. It also includes courses taken while attending an institution part-time and courses for which a student did not receive financial aid.

Financial Aid Warning

Failure to meet the minimum satisfactory academic progress requirements will result in a status of federal financial aid warning. If a student is in a satisfactory status and fails to meet the minimum (quantitative, qualitative, or maximum timeframe) requirement, he/she will be automatically placed on financial aid warning status for one semester. Notifications will be sent to the student via CougarMail that he/she is not meeting satisfactory academic progress requirements and that he/she is at risk of future suspension of aid. All federal and state aid will remain for future semesters while in a warning status. These students will be reviewed at the end of the following enrolled semester to determine if they meet the minimum requirements (quantitative, qualitative, or maximum timeframe) and will be placed in a suspended status or reinstated to satisfactory.

Financial Aid Suspension

Students in a warning status who fail to meet the minimum satisfactory academic progress requirements will be placed on federal financial aid suspension. Satisfactory academic progress requirements are reviewed at the completion of the warning semester to determine if the student meets the minimum (quantitative, qualitative, or maximum timeframe) requirements. Those who do not will be placed on financial aid suspension, and will be ineligible to receive federal financial aid.

Students will be notified of financial aid suspension in writing via CougarMail. If a student is placed on financial aid suspension, all federal and state aid will be withdrawn for future semesters. Students on financial aid suspension have options to reinstate aid as described below.

Reinstatement

Financial Aid may be reinstated when one of the following conditions has been met:

- *The student completes courses* **without federal aid** *in one or more semesters (Fall, Spring, Summer) at Columbia College until the cumulative GPA and Cumulative Completion Rate meet the required standard. It is the student's responsibility to notify the Financial Aid Office when reinstatement conditions have been met.* OR

- The student files an appeal and the Financial Aid Appeal Review Committee approves the appeal (see Appeal Procedures).

Appeal Procedure

Students who have been suspended from federal financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for

satisfactory progress, and the students' circumstances have changed such that they are likely to be able to meet those requirements at the next evaluation or through an appropriate academic plan. **Extenuating circumstances include, but are not limited to, the following:**

- **Death of an immediate family member**
- **Severe injury or illness of the student or an immediate family member**
- **Emergency situations such as fire or flood**
- **Legal separation from spouse or divorce**
- **Military reassignment or required job transfers or shift changes**

Students who do not meet the above criteria and/or cannot thoroughly document such situations, must reestablish eligibility by completing courses without federal aid in one or more terms at Columbia College until the cumulative GPA and pace of completion rate meet the required standard before any additional federal or state aid will be disbursed.

Students who have extenuating circumstances may appeal using the following procedures:

1. Submit a completed Appeal Form online and additional supporting documentation. Submission of additional supporting documentation is optional. A link to the form is provided in the CougarMail notification and available on the Financial Aid "Forms Page" on the institutional website. All supporting documentation that a student wishes to have reviewed by the appeal board should be submitted *by the student*.
2. The appeal packet is presented to the Financial Aid Appeal Review Committee for review. See Appeal Information regarding deadline submission and result notification dates. The Appeal Information deadline is provided in the CougarMail notification and also available on the institutional website.
3. The student is notified via CougarMail of the Committee's decision and recommendations. The Committee's decision is final.

Financial Aid Appealed Probation

Financial aid appealed probation is a status assigned to students whose written appeal has been reviewed by the Appeal Committee and the decision was made to reinstate aid for one semester. Students will be required to meet minimum satisfactory academic progress requirements for the semester and an individual academic plan while in appealed probation status.

Minimum satisfactory academic progress requirements for the term (semester) are defined as a *term GPA of 2.0 and a 66.67% term pace of completion rate for an undergraduate student. Graduate students must meet a GPA of 3.0 and a 66.67% pace of completion rate.*

The individual academic plan will consist of the individual academic requirements that the student needs to obtain in order to graduate from Columbia College before reaching the federal aid maximum time frame. Students will be notified of the academic plan requirement via CougarMail.

At the end of the appealed probation semester, a student's cumulative GPA and Cumulative Completion Rate will be reviewed to determine if the student met minimum satisfactory academic progress for the term (semester) and the student's academic plan requirements.

What happens when the appealed probation session is complete?

A student may regain or lose federal eligibility following the appealed probation semester. The status for the semester following the appealed semester will fall into one of the categories below:

- Stay in an appealed probation status. In order to remain in appealed probation status, a student must meet minimum satisfactory academic progress requirements for the term (semester) as well

as his or her academic plan requirements. The student will continue to have an individual academic plan for regaining Satisfactory Academic Progress.

- Move back to a suspension status. If a student does not meet either
   -the required pace of completion or GPA for the semester

   Or

   -the requirements of his/her academic plan,   the student's status will return to suspension

and federal aid will be cancelled for future semesters.

- Move to satisfactory status. If a student meets the overall GPA and Cumulative Completion Rate (while meeting maximum timeframe conditions) for satisfactory academic progress, aid will be reinstated.

Students who remain in an appealed probationary status will have aid in place for the next semester (if they meet all other general eligibility requirements) and will continue to be monitored each semester. Students who move back to a suspension status will not have aid in place the next semester and have the options of Reinstatement. Students who move to a satisfactory status will have aid reinstated and will be reviewed again at the time of the next upcoming satisfactory academic progress evaluation.

Satisfactory Academic Progress Application to Students Not Receiving Federal Student Aid

The College does not award federal financial aid to students who are ineligible due to being non-degree seeking or failing to meet other eligibility requirements. Students who apply for aid after enrolling at Columbia College must meet all general eligibility requirements including Satisfactory Academic Progress before any federal aid is awarded.

Suspension procedures

The Financial Aid Office will review internally generated reports identifying students who received Federal Title IV aid. The reports will include:

- Students who failed to meet minimum satisfactory requirements for o Qualitative measurement o Quantitative measurement o Maximum Timeframe measurement.

- Students are reviewed using following criteria o   Undergraduate programs: cumulative undergraduate GPA from Columbia College, accepted undergraduate transfer credit, and attempted Columbia College undergraduate courses.
    - o   Graduate programs: cumulative graduate GPA from Columbia College, accepted graduate transfer credit, and attempted Columbia College graduate courses.

Return of Title IV Funds

All undergraduate and graduate students who receive Title IV aid and withdraw prior to the end date of a payment period will be reviewed to determine whether unearned Title IV aid must be returned. The term "Title IV aid" refers to the following Federal financial aid programs: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

In order to determine whether a student's unearned Title IV aid must be returned, as an attendance-taking institution, Columbia College must determine the student's withdrawal date. The College considers students to have withdrawn as follows:

- Students who cease attendance from all of their courses eligible for Title IV aid will be considered to have withdrawn

- A student is considered to have withdrawn if the student does not complete all the days in the payment period
- The withdrawal date is always the last date of attendance at an academically-related activity by a student as recorded by instructors.

For programs offered in modules:

The College allows students to provide written confirmation on the withdrawal form at the time of withdrawal that he or she will attend a module that begins later in the same payment period. A student is not considered to have withdrawn if the College obtains a written confirmation on the College's withdrawal form from the student at the time of the withdrawal.

The College allows students to return to a module within the same payment period who did not confirm future enrollment in that same payment period. The student is treated as if he or she did not cease attendance. The Return of Title IV Funds calculation will be reversed.

The College considers a student as withdrawn if he or she does not return as scheduled to a future module with the same payment period.

The College considers a student as withdrawn if he or she drops classes between modules for which he or she was scheduled to attend. The College determines a student's earned and unearned Title IV aid based on a required calculation that determines the percentage of the payment period completed by the student. The percentage of the period that the student remained enrolled is derived by dividing the number of days the student attended by the number of days in the period. Calendar days (including weekends) are used, but breaks of at least 5 days are excluded from both the numerator and denominator.

Determining Earned Aid

Until a student has passed the 60% point of a payment period, only a portion of the student's aid has been earned. A student who remains enrolled beyond the 60% point is considered to have earned all awarded aid. All students who withdraw, including those who remain enrolled beyond the 60% point, will be reviewed to determine whether unearned Title IV aid must be returned or whether post-withdrawal disbursements of Title IV aid are due. A student who withdraws mulitple times (e.g., withdraws from the early session and has a return of funds processed, returns to the late session and subsequently withdraws) will have the return calculated based on the *combined* attendance in both sessions to determine the amount of aid the student earned. If the student's combined attendance is less than 60% of the semester, another return calculation will occur, and the student's aid may be impacted.

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student (or on behalf of the student in the case of a PLUS loan) as of the date of determination, the difference between these amounts will be treated as a post-withdrawal disbursement. A post-withdrawal grant disbursement payment will be made to the student's account, and a notification sent by email.

A post-withdrawal loan eligibility will be communicated to the student via email. Students must accept the loan via the electronic award letter and notify the College in writing of their interest in receiving the loan within 14 days of the notification. Once the College receives both acceptances, the loan funds will disburse to the students account. Responding after 14 days or not at all will result in forfeiture of the student's loans for the period of enrollment.

Earned aid is not related in any way to institutional charges. The College's refund policy and Return of Title IV Funds procedures are independent of one another. A student who withdraws from a course may be required to return unearned aid and still owe the College for the course. For more information on the Columbia College withdrawal and institutional charges' policies, please consult the Columbia College catalog. A student may request a Return of Title IV Funds estimate by contacting the Financial Aid office at financialaid@ccis.edu.

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Stafford loan programs based on the terms and conditions of the promissory note of the loan. A student who receives a Federal Pell Grant may be required to repay 50% of the funds received.

The return of Federal aid is in the following order: Unsubsidized Federal Stafford loans, Subsidized Federal Stafford loans, Federal Perkins loans, Federal PLUS (Parent) loans, Federal Pell Grants, and Federal SEOG (Supplemental Educational Opportunity Grant).

How to Handle an Overpayment

Students who owe funds to a grant program are required to make payment of those funds within 45 days of being notified in writing via CougarMail that they owe this overpayment. During the 45 day period students will remain eligible for Title IV funds. If no positive action is taken by the student within 45 days of being notified, Columbia College will notify the U.S. Department of Education of the student's overpayment situation. The student will no longer be eligible for Title IV funds until they enter into a satisfactory repayment agreement with the U.S. Department of Education.

During the 45-day period, the student can make full payment to Columbia College of the overpayment. The College will forward the payment to the U.S. Department of Education and the student will remain eligible for Title IV funds. Please make check payable to Columbia College, Attn: Director of Accounting. Our mailing address is Columbia College, 1001 Rogers Street, Columbia, MO 65216

If a student is unable to pay their overpayment in full, they can set up a repayment plan with the U.S. Department of Education. Before doing this, please contact the Columbia College Financial Aid Office. You will need to make sure we have referred your situation to the U.S. Department of Education before any repayment plan can be set up. Additional information is available from the Federal Student Aid Information Center at: (https://studentaidhelp.ed.gov/app/home/site/studentaid).

Pell Recalculation Policy

The federal government requires all colleges to set Pell grant recalculation date(s) for every semester. The policy of Columbia College is to review/recalculate Pell grant eligibility after the add/drop period of both modules in a semester. A Pell grant may be reduced or increased based on changes in enrollment.

For example, if a student is registered for courses in both the first and second modules of a semester, Pell grant eligibility will be reviewed at the end of the second module add/drop week. If the student's enrollment has changed, the amount of Pell grant will be adjusted accordingly.

If a student is enrolled in full semester courses only, eligibility will be reviewed (and possibly recalculated) at the end of the semester add/drop period. If that student later adds a course in the second module of the semester, eligibility will be reviewed again at the end of the add/drop week of the second module.

Federal regulations also require the College to recalculate Pell grant eligibility when a student fails to attend any course used to award a Pell grant.

For questions about Return of Title IV Funds calculations, the overpayment policy, or Pell Recalculation please contact the Financial Aid Office, financialaid@ccis.edu.

Types of Graduate Aid

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance or a combination thereof.

Grants

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment depending on student's award amount. Students may not receive Pell at more than one school at a time. Pell Grant recipients are limited to six scheduled awards (maximum amount for fulltime enrollment for a full academic year).

Student Employment

The College provides jobs for students on campus through institutional and federally-funded programs. Student employment is limited based on positions that are available. Students are paid minimum wage or above. Information is available from the Student Employment Coordinator, Human Resources.

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

College Work Program

This institutional program provides funding for jobs for student employment. Students work on campus earning minimum wage or above. Work Program eligible students are not guaranteed employment. Students must meet and continue making satisfactory academic progress for employment eligibility. Students must be enrolled as a degree-seeking student and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Students cannot exceed their student employment award. Information regarding open positions and application process is available from the Student Employment Coordinator, Human Resources.

Loans

A loan is a type of financial assistance that must be repaid when a student graduates or is no longer enrolled at least half-time in college, depending on the terms of the loan. Students must sign a promissory note (legal agreement to repay) for any loan monies received. The promissory note contains detailed information about terms, responsibilities and repayment of loans.

Direct Loan Program

This program provides unsubsidized loans to eligible students who complete the Free Application for Federal Aid annually. Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half time to be eligible for loan disbursement. The student is responsible for paying back the principle of the loan along with any interest that accrues.

Direct PLUS Loan Program

This is a credit-based unsubsidized loan made to graduate students (Graduate PLUS) and parents of dependent post-baccalaureate students. This loan must be repaid. Students must access their Direct Loan

eligibility first before they are eligible for the Graduate PLUS loans. Graduate PLUS loan award amounts are available for the difference between the Cost of Attendance less other aid and Direct Loans. Graduate PLUS Loans are only available to Full and Conditional Admit graduate students.

Alternative Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for an alternative loan. These loans are credit based. Additional information is available on the financial aid website.

Outside Sources

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling; training for vocational, technical or professional employment; and funding for books, supplies, maintenance, medical services and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may write to the Division of Vocational Rehabilitation, Jefferson City, MO 65101.

GI Bill® Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service's Center, (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Scholarships

Scholarships, awards and grants are forms of "gift" assistance that do not require repayment. Institutional aid is generally intended for tuition assistance. Endowed scholarships and awards are made through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance. Generally, scholarships, awards and grants are non-need based forms of financial assistance.

Due to federal regulations, scholarships and awards may be affected if you are receiving federal and/or state financial aid.

If you have questions about the College's financial aid program, call the Enrollment Service Center for assistance at (573) 875-7252.

Additional financial aid information is available at the Columbia College's website: http://web.ccis.edu/offices/financialaid.

Tuition Rates and Payment Policies

2019-2020 Tuition Rates

On-Campus Graduate Tuition (per credit hour) $490

Online Graduate Tuition (per credit hour) $490

Active Duty Military Graduate Tuition (per credit hour) $325

Audit Tuition (per semester hour) $250 Course Extension Tuition

$100*

Other Charges (as applicable)

Payment Plan Late Payment Charge $29

NSF Returned Check Bank Charge $25

Transcript $10

*Course Extension Tuition applies to EDUC 508E Integrative Project and culminating experience in the Master of Arts in Teaching. All tuition fees are subject to change without notice.

Students enrolled as graduate students pay graduate tuition for courses receiving graduate credit, and undergraduate tuition for courses receiving undergraduate credit. Charges vary depending on the combination of graduate and undergraduate courses.

Policies on Payments, Credits and Refunds

When an applicant is admitted to the graduate program, the student, the parents or the guardians accept the standard payment policy of Columbia College. Students incur financial liability when they complete and sign an official Columbia College course registration form or complete online registration. Full payment is due at that time. Liability is not dependent upon a student receiving a billing statement.

Educational expenses may include tuition, textbooks, lab fees and any miscellaneous fee related to the course(s). The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance awarded) is due in full at the time of registration (for additional information concerning financial aid, please refer to the Financial Aid section of the Graduate Catalog).

Refunds are processed weekly based on financial aid procedures or when a student has excess payments or financial aid. There are no expedited or emergency refunds.

Deferred Payment Plan
The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance award) is due in full at the time of registration. (See the Financial Aid section of the undergraduate catalog for detailed information).
If full payment is not possible, students are required to enroll in a deferred payment plan. The arrangement requires payment of a pre-determined installment of the personal payment portion at the time of registration (or a due date near the start of the session), with the remaining portion due by end of the session for which the student is registering. The student must be up-to-date on scheduled payments or have a zero balance when registering for a subsequent session even if the student is under a deferred payment plan from the previous session. Missed payment plan installments may result in assessment of late payment charges for each missed payment. The student commits to this when he or she checks the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one session and must be requested for each individual session.

Failure to Pay

Students are financially responsible for the payment of educational expenses that may be associated with courses for which they are enrolled. When a student fails to settle this responsibility, Columbia College may bar a student from enrollment in any course(s) in any subsequent session. The bar to enrollment will continue until the account has been paid in full.

Failure to comply with the payment policies of the college will result in further collection activity by an outside collection agency or attorney. When this action occurs, students are responsible for paying all collection expenses which can, in some cases, exceed 50% of the balance owed. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection when the student fails to remit the personal payment portion of their account balance.

Degrees, diplomas, transcripts and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

Applying Federal Financial Aid

If the student has applied for and been awarded financial assistance, the aid, excluding college employment programs, is subtracted from the balance owed to determine the amount to be paid or deferred. Financial aid in the form of a Direct (subsidized and unsubsidized) Loan is considered on the deferred payment plan only if awarded by the Financial Aid Office.

Employer Tuition Assistance

Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.

1. *Direct Billing*: A student may register for classes and have tuition charges billed directly to their employer if a letter from the employer authorizing such an arrangement is provided to the student's campus.
2. *Reimbursement:* A student attending under the employer reimbursement is required to follow the college's standard payment policy and then receive reimbursement following the guidelines of the established employer.

Under either form of tuition assistance, students are responsible for any portion of their educational expenses that are not paid by their employers. Students whose employers have contingencies on their payment (such as attaining a certain grade) are required to pay as if they did not have employer tuition assistance and will be reimbursed after the employer makes payment.

Military Tuition Assistance (MTA)

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any educational expenses not paid by the military and are required to follow the standard payment policy for their portion of educational expenses. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

Veterans Educational Assistance

An individual who is currently serving or has served in our nation's armed forces may be eligible for educational assistance from the Veterans Administration (VA). It is imperative that VA eligible students complete paperwork required to establish VA eligibility. VA students must present evidence of eligibility at the time of registration. The VA pays benefits directly to eligible individuals. Students are personally responsible for payment of their educational fees and are required to follow the standard payment policy of the college.

Special Education Tuition Reimbursement

Pending state funding, tuition reimbursement for Missouri students may be available from the Missouri Department of Elementary and Secondary Education for paraprofessionals and contracted certified teachers who qualify and take courses in the area of Mild/Moderate Cross Categorical Special Education. Additional information is available from the MAT Graduate Program Coordinator.

Attendance Policy for VA Students

Students using veterans' benefits to attend Columbia College will have attendance monitored until the time the student drops, graduates, or completes the program. Unsatisfactory attendance will be reported to the DVA even if the VA student has completed the required number of hours to complete and no refund is due the student and/or refund sources. Therefore, the attendance policy (20% of the total program and/or being absent five [5] consecutive days) will apply throughout the student's stay in school. All violations of the attendance policy will be reported to DVA on VA Form 22-1999b within 30 days at such time the student exceeds the allowed number of absences.

Dropping a Class

Financial liability is assessed at the completion of the drop period for each session. If students drop a class prior to the end of the drop period, no financial or academic liability is incurred. If students drop a class after the drop period, they are financially liable for the full amount of tuition. Students who received books for dropped courses are required to return books to avoid book charges.

Students receiving financial assistance should be aware that their financial aid package could be

affected should they elect to drop a course.

Withdrawal from College

After classes begin, tuition charges (if applicable) are determined by the following schedule, in the event that the student completes a total withdrawal from Columbia College:

Time Frame (Count all days, including weekends)   Charge

Before the 1st day through the 6th business day of term No charge

After the 6th business day of term   100% of original charges

For students who are recipients of federal Title IV student aid, refunds will be made in accordance with Federal Regulation 34 CFR 668.22. Please contact the Enrollment Service center for a current schedule.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to withdraw from course(s).

Active Service

Columbia College recognizes that individuals serving in both National Guard and Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

Academic and Administrative Policies, Regulations and Procedures
Advising and Registration

Graduate students enroll for course work prior to the beginning of each session. Post-baccalaureate students are allowed to register for undergraduate courses during the registration period for seniors. Late

registrations are accepted through the add period for each graduate session. Six eight-week sessions are offered each year.

Students may register online, at their campus location office or in the Enrollment Services Center.

Students who are fully admitted to a graduate degree program or with written permission from the respective graduate program coordinator may be eligible to enroll in undergraduate and graduate courses for which they have met the prerequisites. Students may enroll in undergraduate and graduate courses within the same session or semester; however, financial aid may be affected.

Advising

Students are encouraged to meet regularly with their advisor. The importance of the advisor/advisee relationship cannot be overemphasized.

Academic Load Policy

Students may take a maximum of six graduate credit hours per eight-week session. Students who desire to enroll in more than six graduate hours per session must obtain permission from the Dean of the student's School. Enrollment status is measured over a 16-week semester and includes all semester credits for that period of time. Enrollment status for graduate students is defined as:

Full-time   6 graduate credit hours per semester

Half-time   3 - 5.9 graduate credit hours per semester

Less than Half-time Below 3 graduate credit hours per semester

MAT Post-Baccalaureate students may enroll in up to 18 semester hours of coursework per 16 week semester (not to exceed six hours of graduate coursework in any eight-week session).

Students desiring to take a course from a department outside the one to which they were admitted must obtain permission from the Chair of the Department for that course.

Registration

Graduate students have the ability to register online at https://cougartrack.ccis.edu. Students should log into CougarTrack and click on the appropriate registration link.

If an error message is received during any part of the registration process, please make a note of the contents of the message and contact the Enrollment Service Center at (800) 231-2391 ext. 7252 during normal business hours. Students who have trouble logging into CougarTrack should call the Help Desk at (573) 875-4357 or (800) 231-2391 ext. 4357.

Adding a Course

Graduate students may add courses through Wednesday of the first week of the session. Forms are available in the Enrollment Services Center or courses may be added online. Courses are added to the student's schedules if space is available.

Dropping a Course

Graduate students may drop courses without academic record and financial liability through the first business day of the second week of the session. Drop forms are available in the Enrollment Services Center, or courses may be dropped online.

Audit a Course

Students who wish to audit graduate courses must be properly admitted to the graduate program and complete the Course Audit Information and Request Form.

Students may audit a regularly scheduled class for no grade and no credit; however, participation in the course is noted on their official records. Acceptable performance and attendance is defined by all instructors of the course. Audit enrollments do not fulfill requirements for course work for degree completion or financial aid awards. The cost to audit is $250 per semester hour.

Academic Program Information

Change in Degree Program

A student who wishes to pursue a graduate degree or program other than the one originally sought should contact the Admissions Office to determine whether additional materials need to be submitted.

Second Degrees

A student who desires a second master's degree from Columbia College may receive a maximum of 9 hours credit from the first degree toward the second degree, if the credit is deemed applicable by the academic department in which the second degree is sought. All other requirements for the second degree, including the culminating experience, must be completed. If you completed a master's degree at Columbia College and you would like to return to pursue one of the master's degree emphases, please contact the Office of the Dean in which your program is housed.

Focused Academic Sequence: Baccalaureate or Graduate

A *Focused Academic Sequence* (FAS) can be developed and implemented to quickly and effectively respond to a student's specific needs. Any student may request an FAS to meet any baccalaureate or graduate academic need for which there is no present academic degree, major, minor, concentration, emphasis or endorsement.

In a formal business memorandum, addressed to the academic department chair(s), and jointly signed by the student and the faculty member working with the student, an FAS must be requested. An FAS request, taking the form of a specific educational objective, or objectives, and specification of the completed coursework necessary for meeting the objective, or objectives, must be approved by the department chair(s) of the department(s) in which the coursework is to be completed.

Changing Location (Location Transfer)

Students can change their Columbia College location as an applicant or a current student at any time. You are encouraged to meet with an advisor at your current location prior to changing locations. Admissions requirements, tuition, and financial aid vary between locations. By meeting with an advisor, you will be able to make an informed decision prior to changing locations.

If you are a current student and wish to officially change your location, please log in to your CougarTrack account. Use the "Applicants" drop down menu to find and highlight "My Information". Select the "Change of Location" form. Indicate your new desired campus location as well as the session that you would like to start taking courses at the new location.

If you are an applicant and are not currently enrolled, please contact your desired location and request that they update your location on your application. (Note that this process cannot be completed by logging into your application and changing the location.)

Kappa Delta Pi

An international education honor society for students who intend to continue academically and professionally in the field of education. Graduate students who wish to join the Psi Phi chapter at Columbia College must express a desire to work in schools; demonstrate leadership attributes; have at least twelve semester hours in education course work, in progress or completed; have at least six semester hours of Columbia College coursework; have a cumulative GPA of 3.5 or higher; and rank within the upper 10% of education students. Cord colors: green and purple.

Sigma Beta Delta

An international honor society in business, management and administration. Membership is open to all undergraduate and graduate students in the top 15 percent of their class with a minimum grade point average of 3.5 and at least thirty semester hours at Columbia College. Cord colors: green and gold.

Degree Completion and Commencement Graduation Requirements and Process

In order to complete a graduate level degree with Columbia College you must:

1. Successfully complete 36 semester hours of course work as specified by the degree being pursued. Twenty-seven of these hours must be with Columbia College.
2. Have a cumulative grade point average of 3.00 or higher.
3. Complete a Declaration of Candidacy (DEC) Form.

Candidacy for Degree

Declaration of candidacy for degree must occur no later than one session prior to the last session of enrollment. File the Form by the early spring if you anticipate an October or December degree completion date. File the Form by early fall if you anticipate a March, May or July degree completion date.

The Declaration of Candidacy for Degree Form is available via CougarTrack. The Form cannot be filled out earlier than one year prior to your anticipated degree completion term. The graduation processing fee will be automatically charged to your account* (graduation fee applies to Main Campus Program only).

Responsibility for understanding and meeting graduation requirements rests entirely with the student.

Filing the Declaration of Candidacy for Degree Form indicates anticipated degree completion, it does not confirm participation in a commencement ceremony. Ceremony participation is a separate process that also occurs via CougarTrack, which can be completed using The Application for Commencement Ceremony Form. Deadline to sign up to participate in the December Commencement Ceremony is in mid-October. The deadline to sign up to participate in a May Commencement Ceremony is in mid-March. Failure to sign up for participation by the deadline date results in a later commencement opportunity.

CCG Commencement

Columbia College holds 28 commencement ceremonies throughout the year, including two at the main campus in Columbia, Missouri. Students are eligible to participate in any of the commencement ceremonies

regardless of location of attendance. Students should review the www.ccis.edu/commencement website to find the ceremony dates as well as information needed to sign up to participate.

While not all students are able to participate in a physical commencement ceremony everyone is able to participate in Columbia College's Virtual Commencement ceremony.

The virtual commencement website allows graduates and their family and friends, who may have been unable to attend a ceremony, the opportunity to share in this momentous event.

The virtual commencement ceremony contains a message from the President of Columbia College, the President of the Alumni Association, a Commencement Address, reading of graduate names and a view of a diploma for each. In addition, guests can view graduate profiles and sign the guestbook to offer congratulations.

Main Campus Commencement

Students who complete their degrees in March and May are eligible to participate in the May commencement ceremonies of the same year. July graduates who request to participate in the May ceremony of the same year are allowed to do so without appeal (see below).

Students who complete their degrees in October and December are eligible to participate in the December commencement ceremony of the same year. March graduates who request to participate in the preceding year's December ceremony are allowed to do so without appeal (see detailed information below). July graduates who request to participate in the December Ceremony of the same year are allowed to do so without appeal (see detailed information below).

Students with degree completion dates other than those listed must appeal to participate in a different ceremony. Students who request to participate after the deadline date must appeal. Appeals are filed in the Office of the Registrar and coordinated with the Provost.

While not all students are able to participate in a physical commencement ceremony, everyone is able to participate in Columbia College's Virtual Commencement ceremony. The virtual commencement website allows graduates and their family and friends, who may have been unable to attend a ceremony, the opportunity to share in this momentous event.

The virtual commencement ceremony contains a message from the President of Columbia College, the President of the Alumni Association, a Commencement Address, reading of graduate names and a view of a diploma for each. In addition, guests can view graduate profiles and sign the guestbook to offer congratulations.

Guidelines for July Graduates to Participate in the May Commencement Ceremony:

To be eligible to participate in the preceding May Commencement Ceremony, students with a July degree completion date must file a Declaration of Candidacy for Degree Form prior to the May ceremony participation deadline. A degree audit will determine eligibility. Students who are not cleared for a July degree completion date will not be eligible for participation in the May ceremony. They will default to a later date as well as a later commencement opportunity. Any exceptions will be via written appeal, submitted to the Office of the Registrar and coordinated with the Provost.

July graduates who do not participate in a preceding May ceremony are eligible to participate in the following December ceremony. Graduates must contact the Office of the Registrar in October to sign up for participation.

Guidelines for March Graduates to Participate in the December Commencement Ceremony:

To be eligible to participate in the preceding December Commencement Ceremony, students anticipating a March degree completion date must file a Declaration of Candidacy for Degree Form prior to the December ceremony participation deadline. A degree audit will determine eligibility. Students who are not cleared for a

March degree completion will not be eligible for participation in the December ceremony. They will default to a later degree completion date as well as a later commencement opportunity. Any exceptions will be via written appeal, submitted to the Office of the Registrar and coordinated with the Provost.

March graduates who do not participate in a preceding December ceremony are eligible to participate in the following May ceremony. Graduates must contact the Office of the Registrar in February to sign up for participation.

Degrees and Certificates

Programs not offered at all venues are denoted with a venue indicator (MCG, AHE) after the program name. To identify programs that are offered at your specific campus location, click here.

Student Accessibility Resources

Student Accessibility Resources (SAR) leads the campus in the creation of inclusive learning environments and facilitates access through innovative services, programs, and partnerships. Disability is an aspect of diversity that is integral to our society and to the Columbia College community. The SAR office collaborates with students, faculty, and staff to create a campus environment that is usable, equitable, sustainable and inclusive of all members of the college community.

After admission to the college, students who want to explore reasonable academic accommodations are encouraged to contact SAR to explore the possibilities and options without feeling a need to commit to utilizing any resources. The student and SAR staff meet, via phone or in person, to discuss the student's condition, experience, current or anticipated barriers, educational history, and effective accommodations strategies to provide access. The student determines how to proceed based on the information presented and personal preferences. All information is confidential and will be used only to coordinate accommodations with appropriate college personnel. The SAR student file shall be maintained separately from other student records maintained by the college.

Student Accessibility Resources can be reached at (573) 875-7626 or by emailing SAR@ccis.edu. The office is located in the Student Affairs suite on the second floor of Atkins-Holman Student Commons. For more information please visit Student Accessibility Resources

Application Process

The application is available online to all students who have been admitted to Columbia College. Once logged into CougarTrack, the application is available by clicking the **"Disability Accommodations"** link on the student home page under CC Links. Students are prompted to upload the supporting documentation following the electronic submission of the application. Documentation can also be provided by mail, fax or delivery. It is recommended that students do so two weeks in advance of the date accommodations are needed. While students are encouraged to self-identify at the earliest possible time, students may still receive services at any time once they self-disclose and complete the application process. Students must allow enough time for the application process to be completed. Accommodations are provided on a case by case basis through an Intake Interview process conducted by the Student Accessibility Resource office.

Although students are encouraged to discuss their needs with their instructors, students must complete the application process with Student Accessibility Resources in order to receive accommodations. Once a student is approved for accommodations, they must request their accommodations each session by logging into their student profile within the online management system used by SAR to select their accommodations for each class. Students must allow enough time for their accommodation requests to be processed.

Student Responsibility

- **Communication -** Act as your own advocate.
    - o Students with needs related to a disability/condition are responsible to contact the Student Accessibility Resources office.
    - o Work with Student Accessibility Resources on developing advocacy skills and communicating your specific needs and accommodations to instructors.
    - o Students need to initiate timely communication consistently with their instructor to facilitate a shared understanding of the fundamental requirements of the class and boundaries of accommodations.
- **Documentation**
    - o Provide requested documentation of the disability/condition to receive accommodations.
- **Accommodations**
    - o To utilize accommodations students need to submit online requests in a timely manner, preferably prior to the beginning of the session.
    - o To follow procedures with instructors and Student Accessibility Resources in order to get the appropriate accommodations.
    - o To inform Student Accessibility Resources of the materials you need in alternate format in a timely manner, preferably two weeks prior to the beginning of the session.
    - o To notify instructors immediately when an accommodation is not being provided completely or correctly. If a resolution is not established contact Student Accessibility Resources in a timely manner.
    - o To notify instructors immediately when a decision has been made to *not* use an accommodation, or contact Student Accessibility Resources if the accommodation is no longer needed.
    - o To provide for your own personal living needs or other personal disability-related needs. For example, coordinating services of personal care attendants or requiring homework assistance are a student's responsibilities and not the responsibilities of Student Accessibility Resources.
- **Accountability** o   Students must complete all course and testing requirements as stipulated by the College. o   Students must abide by Columbia College standards and guidelines for behavior and academic integrity.
    - o Students are expected to treat all college staff and faculty with respect and courtesy.
    - o If you have academic problems or other concerns, contact Student Accessibility Resources as soon as possible.

Grievance Information

The College is committed to nondiscrimination, equal opportunity and equal access. Any College student who believes he or she has been subject to discrimination and/or harassment on the basis of disability, has been retaliated against, believes he or she has been wrongfully denied reasonable accommodation(s) by the College, believes the College failed to provide approved reasonable accommodation(s), or has other disability or accommodation related concerns should follow the steps set forth in this policy: COLUMBIA COLLEGE STUDENT ADA/SECTION 504 GRIEVANCE POLICY.

Grading and Academic Standing

Graduate Grading System

Columbia College records letter grades for course work. Grades for graduate courses include:

A	Outstanding performance
B	Average performance
C	Less than acceptable performance
F	Significant performance failure with no academic credit or quality points awarded

Other Grades Include:

W	Withdrawn. Awarded when a student officially withdraws from a course, or when an instructor withdraws a student from a course. Students may not withdraw from a course after the sixth week has been completed.
WE	Excused from the course for extraordinary circumstances. Generally, "extraordinary circumstances" is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's ability to control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, and mental or physical illness befalling the student or a member of his/her immediate family). A request for a grade of WE must be accompanied by a letter from the student explaining the circumstances. In addition, substantiating documentation must be provided. A grade of WE may be requested anytime during the term of enrollment, and all *courses currently enrolled in must be included in the WE request.* A grade of WE is not automatic and is subject to review and approval.
S	Awarded to a student showing satisfactory progress on culminating experience.
I	Assignment of an Incomplete is reserved for extraordinary circumstances that prevent a student from completing the requirements of a course by the end of the session. "Extraordinary circumstances" is narrowly interpreted to mean unforeseen, unexpected circumstances beyond the student's control that prevents continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or a member of the immediate family). The request for an Incomplete must be initiated by the student by filling out the Incomplete Grade Request Form. Only the instructor may grant an incomplete.

If a student receives an Incomplete, s/he must complete required course work by the end of the following two eight-week sessions. Extensions beyond one session must be approved by the Dean of the student's School.

The student is responsible for this deadline. Incompletes that are not finished are to be automatically recorded as an F unless the instructor submits a grade change form. The student is responsible for understanding the impact of that grade on his or her status at the college should s/he be unable to complete the remaining work.

When incomplete work in a course is completed, the instructor is responsible for processing the grade change form to the earned grade. The instructor who assigns the I is responsible for grading any work that is completed in the agreed upon timeframe. However, should the instructor be physically unable to complete the work, the grade will be assigned by a qualified instructor who will be selected either by the Department Chair or the Dean of the School in which the course is housed. In Online and CC Global locations, directors will ensure that the responsible instructor is completing the work that is outstanding, or will find a qualified instructor to complete the grading.

Students enrolled in EDUC 508 - Integrative Project and EDUC 608 - Education Leadership Practicum are exempt from this policy.

Graduate credit is awarded only for courses designated as graduate courses and the graduate grade point average is computed based on those courses. Undergraduate credit is given only for courses designated as undergraduate courses. A grade of B or higher is expected in all graduate and undergraduate course work.

Change of Grade

A change in grade may be made when either a computational error by the instructor or processing error have occurred. A request for a grade change must be made within 60 calendar days of the grade being issued. Requests are honored only when approved by the Dean of the student's school (Day Campus), or Associate Vice President for Columbia College Global & Online *or designee;* or Assistant Provost, Online and Columbia College Global Education *or desingee*.

Repeating a Course

Courses may be repeated at Columbia College in an attempt to improve grades. The grade earned the second time the course is taken is used to determine the grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade does not figure in the total hours or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given. Additionally, students who use federal financial aid assistance must check with the Enrollment Service Center to determine financial liability when repeating a course.

Withdrawal from Courses

Graduate students who withdraw from a course or courses between the end of the drop period and the end of the sixth week of a session receive a grade of W. Students do not receive grade points for withdrawn grades, but the notation appears on the transcript.

To withdraw, a student must complete a withdrawal form and submit the form to the Enrollment Service Center or to the Office of the Registrar. Withdrawals may also be initiated by submitting the Course Withdrawal Form in CougarTrack. Withdrawals become effective the date a staff member at the appropriate office receives the withdrawal form from the student. *Discontinuing class attendance does not constitute withdrawal and students remain academically liable; those who do not complete the withdrawal process as outlined above are in danger of receiving an F in the course.*

Financial liability is not reduced when a student withdraws from a course. Students who receive any form of Federal Title IV assistance, and who withdraw, may be required by federal regulations to return some or all of the federal aid received. This includes the Federal Pell and SEOG grants, and the Federal, Direct and Direct PLUS loans. See the Financial Aid portion of the College catalog for additional information.

Administrative Withdrawal for Non-Attendance

Students may be administratively withdrawn from all courses for non-attendance. Non-attendance is considered 14 consecutive calendar days of non-attendance in all courses. An early alert notification will be made to the student after the first week of non-attendance. If, in fact, the student did attend during the week referenced in the alert, it is the student's responsibility to contact the instructor immediately to change the attendance record. Once a student has been absent two weeks, they will be administratively withdrawn with no further warning.

Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule, if applicable. No credit will be given for nonrefundable deposits, laboratory or course fees, etc. Tuition refunds will be assessed according to each venue's standard refund policy.

An administrative withdrawal will result in a non-punitive grade of "W", if classes are withdrawn in the time between the end of the drop period and prior to the end of the 12th week of the semester or sixth week of the session. Students do not receive grade points for Withdraw (W) grades, but a notation appears on the transcript.

If an Administrative Withdrawal for Non-Attendance is not the result of an error in attendance records, students may appeal the withdrawal if extraordinary circumstances prevented them from attending all courses in which they were enrolled. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience and/or discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary circumstances.

An appeal of an Administrative Withdrawal for Non-Attendance should be submitted by the student to the Dean of the appropriate School. The Dean will review submitted appeals, and has the final authority to approve an appeal. The likelihood of passing the course(s) if re-enrolled in the course(s) will be considered in the review of the appeal.

Leave of Absence

Students who for personal or professional reasons must stop taking graduate courses for an extended period of time may request a leave of absence from their program from the Office of the Dean in the School in which their program is housed, for a maximum of 24 months from the end of their last session of attendance. If a leave of absence is granted, the seven-year period for completion is paused for the approved amount of time. Please contact the Dean's Office for the appropriate School for information on how to apply for a leave of absence.

Probation

Students whose cumulative grade point average falls below the 3.0 minimum for courses within their degree program will be placed on probation. Students placed on probation must earn sufficient grade points, within their degree program, during their probationary term, to raise their cumulative grade point average to 3.0 within the next 9 semester hours. Failure to raise the cumulative grade point average will result in dismissal.

Dismissal

Students will be dismissed from the graduate program and are not considered as having met graduation requirements for any of the following:

1. Receipt of a grade of C in two or more graduate courses (also applies to undergraduate courses for MAT and M.Ed. Post-Baccalaureate students). Note: Although students may repeat a course in order to replace a C with a higher grade, receiving a second C prior to repeating the first C with a grade of B or higher will cause the student to be dismissed.
2. Receipt of a grade of F in any one graduate course (or a grade of D or F in undergraduate courses for MAT and M.Ed. Post Baccalaureate students).
3. Failure to remove themselves from probation as described above.
4. Recommendation of the academic department, based on proven academic dishonesty, or ethical or professional misconduct.
5. Students not completing the graduate degree program within a seven-year period will be dismissed. The seven-year period begins with the student's first graduate-level course. A successful grade appeal (details in the Grade Appeal section below) could result in a dismissal being reversed if the student no longer meets the criteria for dismissal based on that new grade.

Students may appeal an academic dismissal by written request to the Dean of the School in which their program is housed. This request should directly address reasons for past lack of success and include a plan for success upon returning to Columbia College. Students will receive notification of the outcome by email to their CougarMail account within 14 days. The Dean's decision regarding such appeals is final.

Grade Appeal

Main Campus Day

Grade appeals should be filed only when it is possible to demonstrate with substantial objective evidence that an incorrect or an unfair grade has been assigned. If a student believes that the final grade received in any course is incorrect or unfair, s/he follows the grade appeal procedure outlined below:

1. Discuss the problem with the faculty member involved.
2. If not satisfied with that faculty member's explanation, seek mediation from the Academic Department Chair.
3. Failing resolution of the problem at the Academic Department Chair level, the student makes an appeal to appropriate School Dean. This request must be filed in writing within 60 calendar days after grades have been posted by the Registrar. The decision of the School Dean is final and will be communicated to the student within 10 business days of receipt of the appeal by the Dean.
4. If a change in grade or academic standing results, the Dean notifies the Registrar of the new grade or change in standing.
5. In the event that new evidence becomes available, a request may be made in writing to the School Dean, who determines if the appeal is to be reconsidered.
6. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the School Dean, who has the final authority in passing judgment on these matters.

Main Campus Evening, Online and CC Global

A student may appeal any grade given, if it is believed to be in error or in conflict with Columbia College policy and procedures. Initially, location Directors will try to resolve a grade appeal at the location in accordance with local policies. If the issue cannot be resolved at the location, the appeal will be transmitted through the Director to the Associate Vice President for Columbia College Global.

The student must state all reasons why the grade awarded is believed to be in error and request a desired remedy to correct the situation. The adjunct faculty member who awarded the grade in question is given the opportunity to comment on all student allegations before the appeal is forwarded to main campus authority. A grade appeal must be received for review by the Associate Vice President for Columbia College Global prior to the end of 60 days from the date the grade was awarded.

Withdrawal Excused Appeal

Students disagreeing with the decision regarding their excused withdrawal (WE) request should first discuss those concerns with the original reviewer. Students who remain unsatisfied with that decision may appeal the outcome of an excused withdrawal request by submitting a formal appeal to their School Dean. That appeal should directly address why the initial decision was in error and the student's desired outcome.

Academic Suspension Appeal

Students may appeal the academic suspension decision. Main Campus Day students must file a formal appeal with their School Dean. Main Campus Evening, Online and CC Global students must file a formal appeal by email with the Director.

Academic Dismissal Appeal

Students may appeal the academic dismissal decision. Main Campus Day students must file a formal appeal with their School Dean. Main Campus Evening, Online and CC Global students must file a formal appeal by email with the Director.

Evaluation of Credit and Testing

Transfer of Credits From Another Institution or Columbia College Degree Program

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

Upon petition by the student to the appropriate graduate program coordinator, credit may be given for graduate hours taken at another institution or another Columbia College degree program **within the last seven years.** Petitions must include an official course description from the transferring college catalog and course syllabus to be considered. Credit may be transferred from institutions of post-secondary education that carry Columbia College approved accreditation (all regional and some national bodies). International institutions that do not have regional accreditation will be evaluated per the Office of the Registrar International credentialing process. **Petitions for consideration of transfer credit must be made prior to the successful completion of 12 hours of graduate course work at Columbia College. A maximum of 9 semester hours of transfer credit, with the grade of B or higher, may be allowed for graduate students.** In all instances, the culminating experience must be taken at Columbia College.

Students who are admitted to a Columbia College graduate program and who wish to take courses at another college or university while pursuing a graduate degree at Columbia College must first obtain written permission for the transfer of these courses from the appropriate graduate program coordinator.

The Graduate Transfer Credit Request Form is located on the Columbia College's Office of the Registrar web page under Forms.

Full admission to a graduate program must be secured before graduate transfer credit will be considered. Submit official transcripts from the institution that awarded the graduate-level course work to be evaluated for possible transfer credit. An official transcript is marked as such and sent directly from the institution attended to the Office of the Registrar. A transcript marked official and hand delivered in a sealed envelope of the institution by the applicant will be accepted as official. Transcripts marked unofficial or student copy will not be considered official even if delivered in a sealed institution envelope. Faxed transcripts are not considered official. Credit will not be evaluated for one institution from another institution's transcript.

Appeals may be made for an exception to submitting official transcripts/credit documents. An appeal must include a statement of why the transcript/credit document is unavailable.

Appeals will not be approved or exceptions made for the following reasons: applicant owes money at another institution and is therefore unable to procure an official transcript; poor grades at the previous institution and therefore courses may not be transferable to Columbia College; applicant does not believe that previous coursework is applicable to Columbia College; applicant does not want to pay transcript fees.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or some other records catastrophe may include a letter from the institution or the Department of Education for the state where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then an appeal is not necessary and there will be no delay in the evaluation process.

Applicants may also submit a letter of appeal if a previous institution attended is not currently nor has ever been accredited by one of the accrediting bodies recognized by Columbia College.

Once a document has been submitted it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

CLEP

College Level Examination Program

Columbia College awards semester hours of credit for CLEP exams. Credit for CLEP may be applied to the undergraduate prerequisite courses required for the Master of Business Administration degree. These exams require a "B" level score to qualify for MBA prerequisite waiver.

CLEP Exam Title	CC Course	"B"- Level Score
Financial Accounting	ACCT 280	65
Principles of Management	MGMT 230	63
Principles of Marketing	MKTG 210	65

DANTES

Subject Standardized Tests (DSST)

Columbia College awards semester hours of credit for DANTES exams. Credit for DANTES may be applied to the undergraduate prerequisite courses required for the Master of Business Administration degree and the Master of Science in Criminal Justice degree. These exams require a "B"- level score to qualify for MBA or MSCJ prerequisite waiver.

DANTES Test Number	DANTES Exam Title	CC Course	"B"- Level Score
DSST 524 (1/1990 - 9/30/2012	Principles of Finance	FINC 350 & FINC 396	53 or 434*
DSST 524 (10//2012 - present)	Principles of Finance	FINC 350	53 or 434*
DSST 525	Principles of Financial Accounting	ACCT 280	55
DSST 497 (1/1990 - 9/30/2012	Introduction to Law Enforcement	CJAD 101	52 or 434*
DSST 498 (10//2012 - present)	Criminal Justice	CJAD 101	54 or 434*

*DANTES is currently transitioning between exam versions. Score reports may reflect either of the noted scores above.

Military Training Credit

Training that may carry a graduate level equivalency must be submitted via AARTS transcript, SMARTS transcript, official CCAF transcript, Coast Guard transcript from CG Institute or Army - Form 2- 1; Navy - Page 4's; Coast Guard - Page 3's; Marine Corps - NAVMC 118 8a. Graduate Level credit is reviewed for acceptance by the academic department chair.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Technology Usage Policy

Columbia College Ethics Code for Computer Users

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. Use of resources for academic and administrative objectives takes precedence over personal use. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fairuse guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.
2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community. [1] [1] *Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.*

Ethical and Responsible Use of Computers

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
2. When working in College computing labs users will be aware of and follow rules posted for fair use.
3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.

4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.

5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.

6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.

7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.

8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.

9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.

10. Computer users shall cooperate in any investigation of violation of responsible use.

11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College. **Examples**

The following are examples of ethical or responsible use of computers:

- Using electronic mail to correspond with colleagues at other colleges or universities.
- Sharing files of programs or data with team members working together on a research project.
- Copying software placed in public domain.
- Using computing equipment for grant supported research with approval from the Vice President for Columbia College Global.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
- Copying a file from another computer user's account without permission.
- Copying copyrighted computer software for use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.

- Installing software on College computers without the permission of Technology Services.
- Downloading materials from the Internet and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

Acceptable Use Policy

All users of College computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing system/network resources" include but are not limited to all computers, networks, voice, video, e-mail and other applications.
- It is prohibited to share CC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Columbia College computing resource constitutes full acceptance of the terms and conditions of College policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the College.

Columbia College reserves the right to change this policy without notice.

Student Email (use of Email for Official Correspondence with Students)

1. **College use of email**
   Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community. As steward of this process, the Executive Vice President and Dean for Academic Affairs is responsible for directing the use of the official student e-mail system.
2. **Assignment of student email**
   Official College email accounts are available for all enrolled students. The addresses are all of the form [Name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Colleague Student Information System and will be considered directory information unless students request otherwise.
3. **Redirecting of email**
   If a student wishes to have email redirected from their official @cougars.ccis.edu address to another email address (e.g., @gmail.com, @hotmail.com, etc.), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to his or her @cougars.ccis.edu account.
4. **Expectations about student use of email**
   Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or

email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.

5. **Authentication for confidential information**
   It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.

6. **Privacy**
   Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.

7. **Educational uses of email**
   Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email-based course requirements specified by faculty. Faculty can therefore make the assumption that students' official @cougars.ccis.edu accounts are being accessed and faculty can use email for classes accordingly.

8. **Email Account Activation**
   Students will receive an email account at the time they register for classes. Individuals will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni e-mail account, or deactivated.

9. **Deactivation of account**
   Non-attendance for three consecutive terms will constitute reason for revoking the account and the deletion of data pertaining to it. Hardship cases will be handled by the Office for Academic Affairs on a case-by-case basis.

Columbia College Global Student Email

Assignment of email address - Individuals will be issued an official Columbia College student email address (also known as CougarMail) when they apply to the College. This email account will become a lifetime account upon enrollment and subsequent attendance.

Student responsibilities - Official correspondence from faculty and staff will be communicated through the Columbia College email address. Students are responsible for the information received and are required to monitor their email account on a regular basis. Since students are required to monitor their email account, and for the student's convenience, Columbia College email addresses may be forwarded to another email account as desired. If a student opts to forward his/her account to another email address, he/she assumes responsibility for the reliability of this address and will be held responsible for the information sent over CougarMail, even if there is a problem with the alternate email service.

Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in disciplinary action including revocation of system privileges.

Student rights - Students may use their account for personal email in accordance with the Columbia College Computer Use Policy.

Security - Cougar Mail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, students should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

Columbia College Global Alumni Email

Alumni eligibility - All alumni who have received degrees from the College are eligible to receive a lifetime email account (also known as CougarMail).

Alumni responsibilities - Official College correspondence may be communicated through the Columbia College email address. Columbia College e-mail addresses may be forwarded to another email account as desired.
Users are expected to have read the Columbia College Computer Use Policy prior to use of the email system. Use of the email system constitutes full acceptance of the terms and conditions of the policy and consent to monitoring. The consequences for not complying with the conditions of the policy could result in revocation of system privileges.

Alumni rights - Alumni may use their account for personal email in accordance with the Columbia College Computer Use Policy.

Security - Cougar Mail provides a secure sign-on and secure transfer of email within the Cougar Mail system. However, alumni should be aware that Columbia College cannot be responsible for the security of information forwarded to other accounts.

FERPA

Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or Dean for Academic Affairs written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identify the part of the record he/she wants changed, and specify why it is inaccurate or misleading. If Columbia College decides not to amend the record as requested, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student's record without prior consent, under the following allowable exceptions (outlined below).**
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Disclosure of Education Records

Columbia College may disclose non-directory information from a student's education record only with the written consent of the student, or under one of the following exceptions allowed under FERPA:

• To school officials with legitimate educational interest (as defined by institutions within FERPA guidelines).

A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or

assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

- To schools in which the student seeks or intends to enroll.
- To federal, state and local authorities involving an audit or evaluation of compliance with education programs.
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid.
- To organizations conducting studies of or on behalf of educational institutions in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs: or (c) improve instruction.
- To accrediting agencies to carry out their accrediting functions.
- To parents of dependent students.
- To comply with a judicial order or lawfully issued subpoena.
- To appropriate officials in connection with a health or safety emergency.
- To the student.
- Results of disciplinary hearing to an alleged victim of a crime of violence.
- To the parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

The name and address of the Office that administers FERPA is:

Family Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
Release of Directory Information

Under the provisions of the Act, Columbia College is allowed to disclose "directory information" without consent. "Directory information" is described as name, address, telephone number, e-mail address, dates of attendance, enrollment status, class, previous institutions attended, major field of study, awards, honors (including dean's list), degree(s) conferred (including dates), past and present participation in officially recognized sports and activities, physical factors (height and weight of athletes), picture, and date and place of birth. "Directory Information" is released at the discretion of the institution.

However, students who do not wish directory information to be released may prevent such release by completing and signing a Request to Prevent Disclosure of Directory Information form. If at any time you would like to remove this restriction, you may complete the Remove Request to Prevent Disclosure of Directory Information Form.

IMPORTANT: Please consider very carefully the consequences of restricting the disclosure of your directory information. The college will not be able to confirm your existence to any person or organization outside of Columbia College who may be requesting information or attempting to verify your enrollment or degree. Our response to the requestor will be "I have no information on this individual." Regardless of the effect upon you, Columbia College assumes no liability for honoring your request that such information be withheld.

You may also complete and return the Third Party Release Form or the Parental Release Form, granting access of non-directory information (such as student's account or grades) to parents or other individuals.

To submit one of these forms, sign the completed form and send to:

The Office of the Registrar
Columbia College
1001 Rogers Street
Columbia, MO 65216
Fax: (573) 875-7436 or
studentrecords@ccis.edu

Military, Veteran, Dependent and Spouse Education Benefits

Since 1973, Columbia College has been helping military personnel, their family members, and Department of Defense civilians earn college degrees while serving their country. Columbia College awards significant transfer credits based on military transcripts; participates in the Troops to Teachers program; and accepts GI Bill® benefits for all veterans. For nine consecutive years, Columbia College has been recognized as one of the top 20 military friendly colleges in the nation. Columbia College understands the needs of today's service members, past and present, and supports:

- Adjusting catalog year requirements for active military members and their dependents
- "Withdrawal Excused" (WE) requests for extraordinary circumstances like military deployment, extended periods of temporary duty (TDY), or an unexpected call to active duty, etc.
- Unique scholarship and grant opportunities
- VA and tuition assistance payment deferments

Principles of Excellence

Columbia College, to include all 36 locations, fully complies with Executive Order 13607 establishing Principles of Excellence for Educational Institutions Serving Service Members, Veterans, Spouses and Other Family Members. We are dedicated to continuing our long-standing partnership with military and veteran communities.

- Prior to enrolling students, Columbia College works diligently to ensure the accreditation of all new academic programs.

- Columbia College offers students a customized Financial Aid Shopping Sheet, providing an overview of the total cost of a degree program.
- All Columbia College military and veteran education beneficiaries are furnished with an educational plan.
- Columbia College is aware of the unique challenges faced by service members and will make accommodations, whenever it is feasible, taking into consideration the best interest of the student.
- Columbia College identifies a point of contact for students in regard to academic and financial advising.
- Columbia College follows a refund policy that is aligned with the Title IV of the Higher Education Act of 1965.
- To maintain compliance with federal programs, Columbia College does not permit dishonest or aggressive recruiting practices.

Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network Systems (SOC DNS)

Servicemembers Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to service members who, because they frequently moved from place to place, had trouble completing college degrees. SOC functions in cooperation with 15 higher education associations, the Department of Defense, and Active and Reserve Components of the Military Services to expand and improve voluntary postsecondary education opportunities for service members worldwide. SOC is funded by the Department of Defense (DOD) through a contract with the American Association of State Colleges and Universities (AASCU).

Columbia College is a current member of the Servicemembers Opportunity Colleges Degree Network System (DNS). The school participates in the DNS-2 (Associate level) and DNS-4 (Bachelor's level) system. The DNS is a group of institutions selected to provide service members and their eligible family members the opportunity to complete college degrees without losing credit because of frequent changes in duty station. For example, many courses offered by member institutions have two way guaranteed transferability to provide more flexibility and options in order to satisfy degree requirements.

The SOC DNS Student Agreement issued to all eligible students at member institutions provides a complete evaluation of the service member's training, including courses from other colleges and universities, military training courses, military occupational experience, nationally-recognized exams, and other non-traditional credit, as well as clearly identifying requirements for completing the degree. Current SOC Degree Network System membership and participating degree information is available at http://www.soc.aascu.org.

Admissions and Readmission Policies

Admissions Policies

Columbia College has never and will never use fraudulent and unduly aggressive recruiting techniques. We are dedicated to the pursuit of higher education and we believe in the dignity, worth and potential of each and every student. To enable all potential students to make the dream of higher education a reality, Columbia College embraces the attributes of civility and respect in all that we do. Columbia College understands and values the importance of solid academic advising and views it as a fundamental aspect of our responsibility in providing a quality academic experience for our students. Military members who apply to Columbia College will be admitted in a timely manner. Once admitted or re-admitted, military students are given priority registration status.

Army Students
Students who are active duty, National Guard, or Army Reservists must apply for admission through the GoArmyEd portal. In addition to the application, all registration activity must be completed through GoArmyEd.

Readmission Policies

Students who wish to return to Columbia College after interrupting attendance for one semester (Main Campus Day) or six consecutive sessions (Main Campus Evening, Online and Nationwide) or longer, must apply for readmission. There is no fee for readmission. Official transcripts from each college attended after Columbia College will be required for readmission consideration, to include the Joint Services Transcript (JST) or Community College of the Air Force (CCAF) transcript.

Registration Policy

Once admitted or re-admitted, military students are given priority registration status. Priority registration allows military students to register on the first day registration activities open.

Withdrawal and Refund Polices

Columbia College follows a refund policy that is aligned with the Title IV of the Higher Education Act of 1965.

Military students who withdraw due to service obligations, such as an unexpected call to active duty or extended periods of TDY, will be given a grade of withdrawal excused (WE). The college will provide a 100% tuition reimbursement to the payee (military entity or student).

Military students may also request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled (both land-based and online) must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, and significant change in the location and/or conditions of employment.

If at the time of the request the student has reached the 60% completion mark of the course, the total tuition costs for the course will be charged.

Calls to Active Service

Columbia College recognizes that individuals serving in either the National Guard or Reserve may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

Educational Plans & Military Transfer Resources

Columbia College will provide an official educational plan for all students during their initial advising appointment which details the courses needed for degree completion and an anticipated graduation date. Official educational plans are created after the student has applied, been admitted to a specific program, and all prior transcripts have been evaluated.

An unofficial educational plan can be requested prior to application and admission by request at msc@ccis.edu. In the request, please include unofficial copies of all previous college and military coursework and the degree program you wish to pursue.

Credit for Military Service

Columbia College awards credit for military training and experience based on American Council on Education (ACE) credit recommendations in conjunction with SOC DNS guidelines.

Acceptable military transcripts include CCAF and JST (formerly AARTS, SMART, and CGI). Other documents may be accepted on a case-by-case basis. ACE credit recommendations are also awarded for the following:

- College-level Examination Program (CLEP)
- Defense Activity for Non-Traditional Education Support (DANTES-DSST)
- Proficiency Examination Program (PEP)
- Excelsior (formerly Regents) Exams/ACT PEP
- Advanced Placement (AP) Exams
- Defense Language Institute Exams
- Army Logistics University
- Defense Acquisition University
- Certification Exams
- Learning acquired in military life

In addition to ACE recommended credit, Columbia College awards credit for military experience, professional licensure, and credit for prior learning (CPL). As a charter member of Servicemembers Opportunity Colleges (SOC) and the SOC Degree Network System (DNS), Columbia College guarantees transfer credit from other institutions in the SOC DNS. For more information, please visit the Office of the Registrar website, or e-mail msc@ccis.edu.

Military Scholarships & Financial Aid

Military Tuition Assistance (MTA)

Students receiving military tuition assistance (MTA) are required to present an approved MTA form at the time of registration. Students are personally responsible for any tuition or miscellaneous fees not paid by the military and are required to follow the standard payment policy for their portion of educational fees. Students may not register for a subsequent session if in arrears for payment of their personal share of fees for courses taken during the previous session. It is imperative that military students contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

Colonel Charles McGee Scholarship Fund

This scholarship is awarded to Veterans and/or their dependents who wish to attend Columbia College. It is a competitive scholarship that is awarded annually. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the following website at www.ccis.edu/mcgeescholarship.

George H. Ousley, Jr. & Gayleen Ousley Veterans Service Center Endowment

This scholarship is awarded to veterans attending Columbia College with first preference given to veterans of the United States Navy. Recipients must be veteran students who have exhausted their federal funding, but have not yet attained their degree. For more information, visit the following website at www.ccis.edu/military/veteranscholarships/ousley.

Colonel Mike Randerson Scholarship

Established in 2014, the Colonel Mike Randerson Scholarship is an annual endowed scholarship created to help qualified veteran students, including active duty military, Guard, Reserve and/or their dependents who

wish to attend the college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education. For more information, visit the following website at www.ccis.edu/randersonscholarship.

Military Spouse Tuition Grant

The spouse of an active duty, guard or reserve member of any U.S. military service is eligible for this 20 percent tuition discount for in-seat classes. The grant recognizes the service and sacrifice of military members and the spouses who support them. To be eligible, a student must be able to show a valid military spouse I.D. or other documentation that confirms marriage to a military member and not be eligible for tuition-assistance under another program. Application must occur prior to or at the time of registration. Eligibility must be renewed each academic year.

Military Spouse Opportunity Grant

Awarded to spouses of active service members. It provides tuition for the first in-seat course taken at Columbia College.

Military Family Member's Opportunity Grant

Award amount is tuition for one in-seat course. Awarded to family members (dependents) of military members currently serving on active duty or in the Guard and Reserves. Student must be seeking first undergraduate degree and be enrolled in first course at Columbia College. Student must also complete the Military Grant Application and Military Status Form before registering.

Military Spouse Career Advancement Account program (MyCAA)

Columbia College is proud to be a participant in the MyCAA program. As of October 25, 2010, the MyCAA program is open to all eligible spouses under the new program guidelines. MyCAA funds may be used in conjunction with the college's 20 percent Military Spouse Tuition Grant (in-seat courses only), thus extending the MyCAA benefit at Columbia College up to another $800. For specific details on the MyCAA program, refer to the official MyCAA website.

The Columbia College Coast Guard Spouse Grant

To mirror the MyCAA program for Coast Guard spouses, Columbia College offers a 50% tuition grant for all courses, for a lifetime maximum of $4,000, for degree seeking students.

Veteran's Grant

Former U.S. military personnel are eligible for this need-based, non-renewable grant. The award provides $200 for every six months of active service and is worth a maximum of $800. This is a one-time grant and is not renewable. This grant is only available to Main Campus Day students.

Iraq and Afghanistan Service Grant

This is a grant for post-baccalaureate students whose parent or guardian died as a result of military service in Iraq or Afghanistan after 9/11/01. Students who, at the time of the parent's or guardian's death, were less than 24 years old or were enrolled at least part-time at an institution of higher education. This amount is the same as a Pell Grant amount and is adjusted for less than full-time enrollment.

ROTC Award

ROTC scholarship recipients are eligible for 100% of basic room charges. Ten awards are available each year. Submit the ROTC scholarship award letter with the Columbia College Financial Assistance Application to the Enrollment Services Center Office. Recipients must reapply annually to receive this award.

VA Educational Benefits

Columbia College is approved for enrollment certification of students eligible to receive educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veteran's education benefits programs. Students receiving VA educational benefits are required to make satisfactory progress toward their educational goal and the school will report to the VA any changes in enrollment status or lack of academic progress. For additional information and application materials contact the local nationwide location Veterans Certifying Official or the main campus Veterans Certifying Official: (573) 875-7504, or vacert@ccis.edu.

Veterans Educational Assistance

Any student utilizing GI Bill Benefits from the Veterans Administration must present evidence of GI Bill eligibility at the time of registration. It is required that VA eligible students produce a Certificate of Eligibility or proof of eligibility no later than the first day of class. Students are required to submit a Veterans request for certification to the institution for each session they plan to utilize GI Bill entitlements. Students utilizing the above benefits are required to be in a VA payment plan established by Columbia College which meets the requirements outlined in Title 38 US Code 3679. This plan delays payment for 90 days after the first day of class, allowing appropriate payment processing by the Department of Veterans Affairs. Students are personally responsible for any portion of their balance that is not covered by VA benefits.

Veterans Guidelines

Certification can be processed only for coursework in which the student is enrolled and which applies to the student's declared major (with the VA). It is the veteran's responsibility to notify the Columbia College Certifying Official each term that he/she is enrolled and wishes to be certified. The student must also notify the Certifying Official of any change in enrollment including add, drop, withdraw, or if s/he otherwise stops attending any class. If a student using GI Bill® benefits is withdrawn from a program their certification with the VA will either be adjusted or terminated as appropriate and may result in a debt to the VA.

Veterans are required to make satisfactory progress toward their educational goal and the school will report to the VA within 30 days any changes in enrollment status or lack of academic progress. For further information call (573) 875-7504 or (800) 231-2391 extension 7504. E-mail inquiries should be sent to vacert@ccis.edu.

GI Bill® Chapters

Chapter 30 Montgomery GI Bill®-Active Duty (MGIBAD)

Persons who entered active duty after July 1, 1985, and had their military pay reduced by $100 per month for 12 months qualify for this program. This is a non-refundable contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to or during the qualifying enlistment and must have an honorable discharge.

Chapter 31 Vocational Rehabilitation Program

The DVA determines eligibility for this program. This program provides payment of required fees and a monthly allotment.

Chapter 32 Educational Assistance Program (VEAP)

This program provides benefits to persons who initially entered the service after Dec. 31, 1976, and before July 1, 1985. These persons volunteered to contribute money to the Post-Vietnam Era Veteran Educational Assistance Program. Participants receive monthly payments for the number of months they contributed or for 36 months, whichever is less.

Chapter 33 Post 9/11 GI Bill® (Post 9/11 Veterans Educational Assistance Act of 2008)

This program provides benefits for "individuals who have at least 90 days of aggregate service on or after September, 11, 2001, or individuals discharged with a service-connected disability after 30 days. For detailed information on the Post-9/11 GI Bill®, please go to www.gibill.va.gov.

Marine Gunnery Sergeant John David Fry Scholarship

Spouses and children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001, may be eligible for up to 36 months of Post 9/11 GI Bill® benefits.

Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA)

This program provides benefits for dependents and spouses of veterans who died or are 100 percent permanently disabled due to service-connected causes.

Chapter 1606 Montgomery GI Bill® - Selected Reserve (MGIB-SR)

This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted or extended their enlistment for a period of six years after July 1, 1985.

Chapter 1607 Reserve Education Assistance Program (REAP)

This program is for members of a reserve component who serve on active duty on or after Sept. 11, 2001, and who serve at least 90 consecutive days or more. National Guard members also may be eligible. Individuals are eligible as soon as they reach the 90-day point whether or not they are currently on active duty. Disabled members who are injured or have an illness or disease incurred or aggravated in the line of duty and are released from active duty before completing 90 consecutive days also are eligible.

Yellow Ribbon Program

The Yellow Ribbon Program was established by the Post-9/11 Veterans Educational Assistance Act of 2008. This program allows institutions of higher learning to voluntarily enter into an agreement with the VA to fund tuition and fee expenses not covered by the Post- 9/11 GI Bill®.

Columbia College proudly supports the GI Bill® Yellow Ribbon Program. Students who are 100 percent qualified for the chapter 33 Post-9/11 GI Bill® and meet the VA's Yellow Ribbon guidelines will be allowed to participate in this program at Columbia College for the 2018-2019 school year.

Contact the Ousley Family Veterans Service Center for details at (800)231-2391, ext. 7504.

Additional information about the Post-9/11 GI Bill® and the Yellow Ribbon Program may be found on the Department of Veterans Affairs website.

Transfer of Post-9/11 GI-Bill® Benefits to Dependents (TEB)

Service members enrolled in the Post-9/11 GI Bill® program may be eligible to transfer educational benefits to their spouses or children. An eligible Service member may transfer up to the total months of unused Post9/11 GI Bill® benefits. For more information on this program visit https://www.gibill.va.gov/documents/Post911_Transferability.pdf.

Reserve Officer Training Corps (ROTC): Military Science, Naval Science, and Aerospace Studies

Students attending Columbia College in Columbia, Missouri participate in ROTC through a cooperative program with the University of Missouri by attending regular classes on the Columbia College campus while completing ROTC coursework at the MU campus, just 10 blocks away. This allows students to take advantage of the small class sizes and personal attention Columbia College offers, while pursuing a commission in our Armed Forces.

The Reserve Officer Training Corps (ROTC) is designed to provide men and women the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri - Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI. Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri - Columbia.

For more information, contact:

- Military Science (Army ROTC): 573-882-7721
- Naval Science (Navy ROTC): 573-882-6693
- Aerospace Studies (Air Force ROTC): 573-882-7621

Student Organizations and Honor Societies

Columbia College Student Veterans (CCSV)

Columbia College is proud to sponsor a chapter of the Student Veterans of America organization, called CCSV. The mission of the CCSV is to organize student veterans and other students so they can have a positive impact on their fellow members, the college and the community. Visit the website for more information at www.ccis.edu/military.

SALUTE Veterans Honor Society (Service-Academics-Leadership-Unity-TributeExcellence)

SALUTE is the first honor society established for student veterans and military in two-year and four-year institutions of higher education. Membership criteria at Columbia College includes: students must be degree seeking in an undergraduate program; be an honorably discharged veteran, active duty military, National Guard or reservist; have a Columbia College cumulative GPA of at least 3.0; have a minimum of 12 semester hours completed at Columbia College; be a junior or senior level in academic standing. For the purpose of Columbia College Chapter membership, differentiation of tier levels will not be made, but students wishing to be recognized by tiers may petition the chapter council. Cord colors: red, white and blue.

Ousley Family Veterans Service Center

The Ousley Family Veterans Service Center supports the educational needs and processes for the military, veteran, and dependent student. The mission of the Ousley Family Veterans Service Center is to provide a support network to facilitate the transition of veterans, military service members and dependents to Columbia College and to understand and address their unique student support needs while they are attending Columbia College.

Students planning to use VA Educational Benefits may utilize the center to assist in completing their application and other required Columbia College documents. The Ousley Family Veterans Service Center is located on the second floor of Missouri Hall, Room 226. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, vacert@ccis.edu or visit www.ccis.edu/military/veteranscenter.

Veterans Certifying Official

Main Campus Day, Main Campus Evening and Online students should contact a veterans certifying official at the Ousley Family Veterans Service Center at (573) 875-7504 or vacert@ccis.edu.

Nationwide location students should contact the veterans certifying official at their location. Contact information can be found at www.ccis.edu/nationwide/local-centers.aspx.

For additional information visit www.ccis.edu/military/veterans.aspx.

International Programs

International Center

The International Center staff provides comprehensive support services to Columbia College's international community including students, faculty, staff, and their dependents. The Center also plays a critical role in compliance for the college overseeing reporting requirements for the Department of Homeland Security.

The staff advocates for international students relating to interactions with government agencies, community organizations, and campus offices. The staff disseminates information regarding changes in U.S. immigration law to students and the campus community; advises students of their responsibilities to abide by the regulations governing their status; and assists students in achieving their academic goals and becoming an integral member of the campus community. Information is also provided to students, faculty, and staff on changes in institutional policies and processes that affect international students. A variety of programs and services are developed to enhance understanding, foster dialog and raise cultural awareness in all aspects of campus life.

Reporting Requirements

Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Graduate students must register for and complete 6 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

Upon their initial arrival on campus, international students must attend International Student Orientation and check-in with the International Center. Students must complete the Immigration Check-In Form and bring the following documents: a valid passport, visa (stamp located inside the passport), and all I-20 forms (Certificate of Eligibility for Non-Immigrant Student) issued throughout the duration of their studies in the United States. These documents will be reviewed and photocopied for the student's file. At this time, the International Center staff will register the student in the Student and Exchange Visitor Information System (SEVIS).

Under SEVIS reporting requirements, the Designated School Official (DSO) must report the following information for each student no later than 30 days after the program start date:

1. Full-time enrollment
2. Student dropped below full-time without prior approval by the DSO
3. Student failed to enroll
4. Current address - defined as where the student is physically residing
5. Start date of next term or semester

For students in initial status, the deadline for reporting is 30 days from the program start date on the SEVIS I-20 Form. For continuing students, the deadline is 30 days from the beginning date of the term.

The DSO at the College enters data and keeps records on all international students as well as their dependents. The DSO is required to update information in SEVIS within a given time period regarding certain events related to a student or the dependent spouse/child. These reportable events include, but are not limited to:

1. Change of legal name
2. Change of address, both in the U.S. and abroad
3. Failure to maintain status or complete the educational program
4. Early completion of the program prior to the end date on SEVIS Form I-20
5. Disciplinary action taken by the school against the student as a result of a conviction of a crime
6. Any other notification about the student's status

Students must report a change of name or address to the International Center within 10 days of the change. The DSO will update this information in SEVIS within 21 days.

As part of the record-keeping requirements under the F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and Place of Birth
3. Country of Citizenship
4. Residential Address, both in the United States and abroad
5. Enrollment status: Full/Part-time
6. Date of Beginning of Activities
7. Degree Program and Field of Study
8. Practical Training Recommendations
9. Termination Date and Reason
10. Documents Required for Admission to Columbia College
11. Credits Completed Each Term/Semester
12. Photocopy of Form I-20

Practical Training

Curricular Practical Training

Curricular Practical Training (CPT) is defined as employment which is an integral part of an established curriculum, including: "alternate work/study, internship, cooperative education, or any other type of required internship or practicum which is offered by sponsoring employers through cooperative agreements with the school." *Source: [8 CFR 214.2(f)(10)(i)]*. Students may participate in CPT prior to completion of a degree program. CPT employment may not delay completion of the academic program.

To be eligible for CPT, students must meet the following criteria:

- Full-time enrollment for one academic year prior to requesting CPT authorization
- Maintain lawful F-1 status
- Have a job offer

- Enroll in a CPT approved course during the CPT experience

Part-time CPT: Employment for 20 hours or less per week is considered part-time. Though there is no limitation upon the length of time for participation in part-time CPT, students must be simultaneously enrolled in classes full-time in order to maintain lawful F-1 status.

Full-time CPT: Employment for more than 20 hours per week is considered full-time. Please be aware that 12 months or more of full-time CPT will invalidate eligibility for Optional Practical Training (OPT). During the academic year (fall and spring semesters), students must be simultaneously enrolled full-time in order to maintain lawful F-1 status.

CPT is processed and authorized each semester. Contact the International Center, Missouri Hall 232, for specific guidelines regarding CPT requests or to receive a copy of the college's CPT policy.

Optional Practical Training

Optional Practical Training (OPT) is defined in the Federal Regulations as temporary employment directly related to a student's field of study. During OPT, a student remains in F-1 status. The end result of the OPT request process is an Employment Authorization Document (EAD) issued by United States Citizenship and Immigrations Services (USCIS).

To be eligible for OPT, students must meet the following criteria:

- Full-time enrollment for one academic year prior to requesting OPT authorization
- Maintain lawful F-1 status

The standard period of OPT eligibility is a maximum of 12 months. Students may apply for part-time OPT prior to the program completion date. Part-time OPT is deducted from the 12-month limit at 50 percent. Students in F-1 status may become eligible for an additional 12 months of OPT by completing a program at a higher educational level.

Contact the International Center, Missouri Hall 232, for specific guidelines regarding OPT applications or to request a copy of the college's OPT policy.

Student Conduct

Student Conduct General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending. Conduct-related offenses will be handled by the Division of Student Affairs.
- **Jurisdiction:** Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events.

Student Code of Conduct

For the most up-to-date Student Code of Conduct, please refer to the Columbia College policies website.
Columbia College students, as members of the academic community, are expected to accept and adhere to
these high standards of personal conduct.

Students shall:

1. Treat all members of the community with courtesy, respect and dignity.
2. Comply with directions of college officials acting in the performance of their duties.
3. Treat the campus itself including buildings, grounds and furnishings with respect.
4. Respect the rights and property of other members of the community.
5. Fulfill their obligations through honest and independent effort and integrity in academic and
   personal conduct.
6. Accept responsibility for and the consequences of their actions and encourage responsible conduct
   in others.
7. Respect the prohibition of possession, consumption, distribution and provision of alcohol on
   campus and the illegal possession, use, distribution and provision of controlled substances.
8. Abide by all published policies, including but not limited to, those that appear in the Columbia
   College catalog, student handbook, Residential Life Handbook, Code for Computer Users and
   class syllabi.
9. Refrain from soliciting, aiding, or inciting others to commit a violation of college conduct policies.
10. Refrain from tampering with fire safety equipment in college buildings and on campus grounds.
11. Have no firearms, weapons or any other item designed to inflict harm or damage on campus.
    Sworn law enforcement and military officials possessing firearms while on duty may be exempt.
12. Behave in a manner that does not intentionally or recklessly interfere with normal college
    sponsored activities, including but not limited to, studying, teaching, research, college
    administration, or fire, police or emergency services.
13. Refrain from behavior that intentionally or recklessly endangers, threatens or causes physical or
    emotional harm to any person, or that intentionally or recklessly causes reasonable apprehension
    of such harm.
14. Refrain from conduct that is inconsistent with federal, state or local laws or that is otherwise
    inconsistent with the best interests of the College.

*The Student Code of Conduct, as well as the set of guidelines outlining the adjudication of conduct-related
offenses, applies to all Columbia College students.*

Student Rights and Responsibilities

For the most up-to-date Student Rights and Responsibilities, refer to the Columbia College Policies website.

Below are the Rights and Responsibilities of Columbia College students:

1. Students have the right to access accurate and clearly-stated information relating to acceptable
   academic standing, graduation requirements, and individual course requirements.
2. In all academic evaluations, students have the right to fair and impartial treatment.
3. The College will not interfere with students' rights to join associations which promote their common
   interests. However, student organizations which are officially recognized by the College are subject
   to the policies and regulations established by the College.
4. Students have the right to freely discuss, speak, write, and exchange ideas and opinions on any
   subject in a civil and respectful manner.
5. Students and recognized student groups have the right to use the facilities of the College as long
   as established rules and procedures are followed.
6. Students are free to engage in peaceful and orderly protest demonstrations as long as established
   rules and procedures are followed and as long as they do not disrupt the functions of the College or
   violate the rights of others.

7. Students have the right to appeal a grade or disciplinary action by following the procedures established for each.
8. Day students have the right to participate actively in student government.
9. Students have the right to discuss problems and concerns with appropriate College officials, free from duress or fear of retribution.
10. Students are responsible for all information contained in the Student Handbook, the Columbia College catalog, the Online Policy Library and other relevant publications and policies of the College.
11. Students are responsible for initiating action when necessary to secure their rights.
12. Students are responsible for their actions. While students have the right to select from alternatives, they must also recognize the responsibility that freedom implies and accept the consequences that result from their selections.
13. CougarMail is the official means of communication for the College, and students are responsible for information sent to this account. It is expected that students check CougarMail regularly.
14. Columbia College Day students, faculty, and staff are responsible for carrying their Columbia College ID while on campus. **Alcohol and Other Drugs**

For the most up-to-date Alcohol and Other Drugs policies, refer to the Columbia College Policies website.

Policy on Alcohol and Controlled and/or Illicit Substances

Columbia College prohibits the manufacture, possession, use, distribution, and sale of alcohol and controlled and/or illicit substances by Columbia College students and employees, regardless of age, on College-owned property and at College sponsored or supervised events or activities.

- Public intoxication on campus property is expressly prohibited. Those conditions considered to indicate intoxication include but are not limited to affected manner or disposition, speech, muscular movements, general appearance or behavior as apparent to the observer.
- Containers that contain alcohol as well as empty alcohol containers are prohibited on campus and in the residence halls. Possession of empty alcohol containers will be regarded as a violation of this policy.
- Campus displays or advertisements that support or promote alcohol or drug use, possession, manufacture or distribution are prohibited.
- Behavior resulting from intoxication or the illegal use of controlled or illicit drugs will incur disciplinary action.
- Possession of drug paraphernalia and misuse of prescription drugs will be regarded as violations of this policy.
- Alcohol and other controlled and/or illicit substances possessed or consumed in violation of this policy are subject to confiscation.

The President retains the authority to make exceptions to this policy with regard to alcohol, including granting permission to serve alcoholic beverages at College functions where meals are served. Requests for exceptions to the policy must be submitted to the President in writing prior to the event and will be considered on an individual basis. Notification of the President's decision will be made in writing to the person(s) making the request.

It is the responsibility of students, faculty, and staff to know and uphold the Columbia College Alcohol and Other Drugs Policy. In accordance, students and employees must be held accountable for their personal behavior. Excessive use, manufacture, possession or distribution of alcohol and/or controlled or illicit substances and the associated behavioral problems will be the basis for disciplinary action.
Columbia College has made the decision to notify parents/guardians of students, under the age of twentyone (21), who have been found responsible for violating the Alcohol and Other Drugs Policy by the campus judicial system following a final determination.

Representatives of the College will cooperate with outside authorities in their efforts to enforce existing laws regarding alcohol and/or controlled or illicit substances.

Behavioral Misconduct

While it is not possible for a single policy to capture every conceivable scenario, this policy is designed to address some common types of misconduct. At all times, individuals who are subject to this policy are expected to adhere to all College rules, policies, and expectations and failing to do so could result in disciplinary action. Based on the nature of the individual circumstances, the College reserves the right to impose disciplinary action that may not necessarily follow the steps set forth herein. The College also reserves the right to impose discipline for student misconduct, up to and including dismissal from school. Additionally, certain types of misconduct may be covered by another specific College policy, such as the College's Title IX and Sexual Misconduct Policy for instances of harassment, discrimination or retaliation based on sex.

Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student may subject a student to further disciplinary action as outlined in College policy and/or in course syllabi.

Overview of the Conduct Process

The student disciplinary process for instances of conduct that violate this policy are typically as follows:

- A complaint is filed or report of wrongdoing is received and forwarded to the Student Conduct Officer.
- An accused student receives written notice of alleged violation(s) from the Student Conduct Officer.
- An investigation is conducted into the alleged violation(s). This includes an opportunity for the accused student to present all information they would like considered in the conduct process.
- If a student is found responsible for a violation of policy, corresponding sanctions are assessed.
- The student receives written notice of the outcome of the investigation from the Student Conduct Officer.
- The student or complaining party may appeal the outcome of a conduct hearing.

Disciplinary Procedures

For the most up-to-date information about the Student Conduct Process please visit the Columbia College Policies website.

Generally, allegations regarding a student's conduct will be adjudicated through processes governed by the Division of Student Affairs.

1. Once information is received about a possible student conduct violation, a Student Conduct Officer will send written notice to the student accused of wrongdoing. The Student Conduct Officer shall then investigate the situation and review it with the student and present the student with an opportunity to present all information they would like considered during the investigation. If a student fails to respond to the written notice and fails to provide any information, the Student Conduct Officer will make their determination based upon the information available at that time. If it is determined that no violation occurred, the matter will be dropped. If the student admits responsibility or in the event that the Student Conduct Officer determines a violation occurred, corresponding disciplinary action will follow. The student will be notified in writing of the outcome of the investigation and, if appropriate, the corresponding disciplinary action. A student's entire record of both academic misconduct and behavioral misconduct may be considered when determining appropriate sanctions.

2. If facing disciplinary action, the student has the right to accept the Student Conduct Officer's finding of fact and recommended disciplinary action, at which time the matter is closed; or, the student may appeal the decision and/or disciplinary action to the Dean for Student Affairs and/or designee.

3. To initiate an appeal, the student must file an appeal request with the Dean for Student Affairs and/or designee in writing within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The appeal must include the specific grounds and reasons for the appeal. The Dean for Student Affairs and/or designee will then review the student's written appeal request and determine if there are sufficient grounds to support an appeal and if the information submitted supports reconsideration of the decision of the Student Conduct Officer. All parties will be notified in writing of whether or not the appeal request will proceed.

4. If a decision is made to accept the appeal request and reconsider the matter, the Dean for Student Affairs and/or designee will adjudicate the matter. At this time the Dean and/or designee will review and consider information from the initial proceeding conducted by the Student Conduct Officer and any additional information provided by the student or any other source. The student and any other party have the opportunity to present all information they would like considered. The Dean and/or designee will evaluate the information and reach an outcome and notify the parties of the outcome in writing. Decisions made by the Dean and/or designee are final and not subject to appeal. *In cases that may rise to a level where the sanction would be suspension or dismissal, the Dean for Student Affairs will be an adjudicating officer and the Provost and/or designee shall serve as the appellate officer.*

Academic Integrity

For the most up-to-date Academic Integrity policy and procedures, please visit the Columbia College Policies website.

The College expects students to fulfill their academic obligations through honest and independent effort. In a community of scholars committed to truth, dishonesty violates the code of ethics expected of students, and is considered a serious offense subject to strong disciplinary actions. Academic misconduct includes, but is not limited to, the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration, or misuse of college forms or records.
- Any joint effort in examinations, assignments, or other academic activity (unless authorized by the instructor).
- Plagiarism in any form, including using another person's phrase, sentence, or paragraph without quotation marks, using another's ideas or structure without properly identifying the source, or using the work of someone else and submitting it as one's own.
- Willfully aiding another in any act of academic dishonest. Columbia College is equally concerned about the interpersonal social relationships that affect the learning environment as it is about individuals engaged in academic dishonesty. Respect for the conditions necessary to enhance learning, therefore, is required.

Submitting substantial portions of the same work for credit more than once without authorization. Examples of multiple submissions include, but are not limited, to the following: Submitting the same paper for credit in two courses without the instructors' permission; making revisions in a credit paper or report (including oral presentations) and submitting it as if it were new work. Different aspects of the same work may receive separate credit.

For purposes of this policy, plagiarism is using others' ideas and words without clearly acknowledging the source of that information or purposely submitting someone else's work as their own. Students who fail to properly give credit for information contained in their written work (papers, journals, exams, etc.) may also be violating the intellectual property rights of the original author. These violations are taken seriously in higher education and could result in a failing grade on the assignment, a grade of "F" for the course, or dismissal from the College. If a student is unclear what constitutes plagiarism, they should begin by asking their instructor for clarification prior to submitting the work.

Academic Misconduct Procedures

Generally, the faculty will handle offenses related to academic misconduct and assign appropriate course penalties. In such cases, the following procedure will be followed:

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
2. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
3. If the student admits responsibility for academic misconduct, and/or if the faculty member determines there was academic misconduct, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty could be a grade of F on that activity, which will be factored into the final grade. The faculty member will submit an online incident report to the Office of Student Conduct, which will be reviewed by the appropriate Academic Dean and the Dean for Student Affairs or designee.
4. The Office of Student Conduct in conjunction with the appropriate Academic Dean will follow the conduct process. (as noted above in the overview of the Conduct Process)
5. If facing disciplinary action, the student has the right to accept the Student Conduct Officer's finding of fact and recommended disciplinary action, at which time the matter is closed; or, the student may appeal the decision and/or disciplinary action.
6. To initiate an appeal, the student must submit a written appeal to the Dean for Student Affairs and/or designee, and the appropriate Academic Dean within three (3) business days of the written outcome of the investigation issued by the Student Conduct Officer. The appeal must include the specific grounds and reasons for the appeal. The appropriate Academic Dean will then review the student's written appeal request and determine if there are sufficient grounds to support an appeal and if the information submitted supports reconsideration of the decision of the Student Conduct Officer. All parties will be notified in writing of whether or not the appeal request will proceed.

If a decision is made to accept the appeal request and reconsider the matter, the appropriate Academic Dean will adjudicate the matter. At this time the appropriate Academic Dean will review and consider information from the initial proceeding conducted by the Student Conduct Officer and any additional information provided by the student or any other source. The student and any other party have the opportunity to present all information they would like considered. The appropriate Academic Dean for the student's school will evaluate the information, and reach an outcome, and notify the parties of the outcome in writing. Decisions made by the appropriate Academic Dean are final and not subject to appeal.

Once a final grade is issued, and a student disagrees with the academic misconduct findings imposed by a faculty member, a student is directed follow the grade appeal process for the student's location.

In cases that may rise to a level where the sanction would be suspension or dismissal, the Dean for Student Affairs and the appropriate Academic Dean will be the adjudicating officers and the Provost and/or designee shall serve as the appellate officer.

Levels of Academic Misconduct Violations and Recommended Sanctions

Any violation of academic integrity at Columbia College is a serious offense.

For each level of violation a corresponding set of sanctions is recommended. The recommended sanctions at each level are not binding but are intended as general guides for the academic community. Culpability, mitigating and aggravating circumstances and past behavior may be assessed and sanctions imposed differentially. Examples are cited below for each level of violation. These examples are meant to be suggestions and should not be considered all inclusive.

First Level

(First level violations occur because of inexperience or lack of knowledge of academic integrity.

Usually there is an absence of dishonesty or intent.) Examples include:

Working with another student on a minor exercise or homework assignment when such collaboration is prohibited.

Failure to footnote or give proper citation in a limited section of an assignment.

Possible Sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary warning or probation
- Required tutorials or meetings to clarify understanding of academic integrity **Second Level**

Examples include:

- Repeat first level violation.
- Quoting directly or paraphrasing to a moderate extent without acknowledging the source.
- Copying work or facilitating copying on an exam.
- Using prohibited materials during an exam.
- Exchanging information during an exam.
- Submitting the same work or portions thereof to satisfy requirements of more than one course without permission from the instructor to whom work is submitted for the second or subsequent time.
- Failure to acknowledge assistance from others.
- Presenting the work of another as one's own.
- Plagiarizing major portions of a written assignment. Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog)
- Disciplinary probation or suspension
- Required tutorials or meetings to clarify understanding of academic integrity

Third Level

Examples include:

- Repeat first or second level violation.
- Acquiring or distributing copies of an exam or assignment from an unauthorized source.
- Submitting purchased materials such as a term paper.
- Fabricating sources or data.
- Sharing of passwords and other security measures that compromise the integrity of one's work.
- Intentionally ignoring the instructions of instructors and/ or proctors.
- Committing a violation of academic integrity after returning from suspension for a previous violation of academic integrity.
- Committing a violation of academic integrity that breaks the law or resembles criminal activity such as forging a grade, letter or official document; stealing an exam or class materials; buying a stolen exam or class materials; falsifying a transcript or official document; or altering a college record or official document.
- Having a substitute take an exam or complete an assignment or taking an exam or doing an assignment for someone else.
- Sabotaging another student's work through actions designed to prevent the student from successfully completing an assignment.

- Knowingly violating canons of the ethical code of the profession for which a student is preparing. Possible sanctions include:

- Instructor notice of academic misconduct (and corresponding academic action which is outlined in course syllabus and/or catalog).
- Disciplinary suspension or dismissal.
- Required tutorials or meetings to clarify understanding of academic integrity.

Mitigating/Aggravating Circumstances for Academic Misconduct

These factors could mitigate or aggravate a situation. These factors may be considered at the point that a sanction is being decided.

1. Extent of misconduct. Misconduct that extends across multiple classes and involves multiple assignments or the entire assignment is generally more serious.
2. Intent of misconduct. Misconduct may occur if a student violates the expectations of academic integrity through: negligence, knowledge, recklessness and willfulness.
3. Importance of the assignment. Other things being equal, misconduct on final examinations, term papers, and the like merit higher penalties than the same misconduct on lesser assignments. Similarly, misconduct in a capstone or similar course is particularly serious.
4. Student's class standing. Inexperience or unfamiliarity with the rules of integrity is not ordinarily available as a mitigating factor for students after the freshman year. The gravity of the offense increases as the student rises in class standing.
5. Integrity of the student's response. Students who fully and promptly admit misconduct may receive consideration not available to students whose denial of responsibility is contradicted by the findings.
6. Prior offenses. Repeat offenses are especially serious.

Definitions of Disciplinary Terms

The following is a non-exhaustive list of potential consequences for behavioral misconduct and violations to the Student Code of Conduct. Depending upon the misconduct, more than one sanction may be required.

- **Disciplinary Warning** - written and/or verbal notice to a student for violation of a campus rule or regulation.
- **Restitution** - reimbursement for actual damage or loss caused by violations to the Student Code of Conduct.
- **Educational Sanctions** - educational sanctions could be an activity, meeting, writing assignment, community service project, letter of apology, or other experiential activity that student may be assigned to complete as part of the adjudication of a violation of the Student Code of Conduct. Conditions may be specific for the completion of the assignment and will be assigned by the Student Conduct Officer.
- **Disciplinary Limitation** - in some cases a violation of the Student Code of Conduct could result in a student being restricted from participating in certain campus events, student organizations, or entering certain campus facilities.
- **Disciplinary Probation** - a student is placed on disciplinary probation for a specified amount of time. Students holding campus leadership positions who are placed on disciplinary probation may also be removed from that position if recommended by the Student Conduct Officer. Disciplinary probation may carry over into subsequent semesters and academic years. As a part of the probationary status, conditions to a student's probation (i.e., restitution, community service, required assessments, etc.) may be established. A student who violates additional campus policies while on disciplinary probation will likely appear before a Student Conduct Officer and will face a full range of disciplinary actions including suspension or dismissal.

- **Disciplinary Suspension** - a disciplinary suspension results in the separation of a student from the College for a specified time period, usually no more than two (2) years. Other conditions may also be stipulated for a student's readmission. Suspension applies to all programs, unless otherwise noted. After the suspension period has been served the student should contact the Dean for Student Affairs for directions regarding the possibility of re-enrollment. A student returning from a disciplinary suspension will be placed on disciplinary probation for one (1) year.

- **Disciplinary Dismissal** - a disciplinary dismissal results in the permanent separation of a student from the College. Dismissal applies to all programs and campuses.

- **Interim Suspension** - the Dean for Student Affairs, or designee may, suspend, without prior notice, any student whose behavior presents a perceived or actual imminent risk to the life, health, welfare, safety or property of any member of the College community. Notices of an interim suspension will be promptly provided in writing to the suspended student. A removal via suspension of a student on an interim basis is not necessarily a final determination that the student violated a College policy, but may be necessary as an interim remedial measure pending final outcome of the matter. A student suspended on an interim basis shall be given an opportunity to appeal this decision by speaking with the Dean for Student Affairs, or designee, and presenting any information they would like considered within two (2) working days from the effective date of the interim suspension. The appeal will consider the individual circumstances of each situation, including, but not limited to the following:
    - Whether the conduct and/or condition and surrounding circumstances giving rise to the interim suspension reasonably indicates that the continued presence of the student in the College community poses a perceived or actual imminent risk to any member(s) of the College community.
    - Potential alternatives to an interim suspension, including, but not limited to monitoring the situation, establishing a behavioral contract, pursuing a voluntary withdraw, administrative withdrawal, withdraw excused due to extenuating circumstances, involuntary withdraw, or other action.

      An interim suspension period may last until final resolution of the matter. The Dean for Student Affairs, or designee, in collaboration with the Student of Concern Action Team, may become involved to assist with determining an appropriate course of action pending final resolution.

- **Withholding Degree** - the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy, including the completion of all sanctions imposed.

- **Revocation of Admission** - admission to the College may be revoked for fraud, misrepresentation, or other violation of standards or policies, or for other serious violations committed by an individual prior to admission.

- **Revocation of Degree** - Degree(s) awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation. The process to revoke a degree is separate from the conduct process.
  The Office of Student Conduct, the Office of Internal Review, a Dean, or a designee of the aforementioned personnel can make the recommendation for a revocation of degree to the Provost. If the recommendation to revoke a student's degree is the result of a conduct investigation, the student will be notified of the recommendation at the conclusion of the conduct process. If the student has graduated, with no current involvement with the college, the student will be notified of the recommendation of revocation by mail to the last known address on file.

  The student will be contacted by the Office of the Provost and given the opportunity to be heard on the matter. If the student chooses not to respond within 30 business days, a decision will be made without the benefit of the input of the student.

  The Provost will contact the student in writing with the outcome. If the student is not satisfied with the outcome that is made, the student has 30 days to appeal upon notification. If a student

chooses to appeal, they must submit a formal appeal in writing to the Office of the President. The President's decision is final and cannot be appealed.

If a decision to revoke a degree is finalized, the Registrar will be notified of the decision. The Registrar will then send letters to venues that received the original transcripts to show that a degree has been revoked.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website*.*

This policy does not apply to complaints that are covered by other applicable College policies, Specifically,

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

This policy does not displace and is not intended to supplant other policies and procedures applicable to the handling of a student's complaint. For example, a complaint about a grade should still be handled via the academic grade appeal process, a financial aid related complaint should still be addressed to the Financial Aid Office, etc.

Student complaints not falling under the categories or other policies identified above should be made to the supervisor or responsible staff member of the area from which the complaint originates or relates for attempted informal resolution of the complaint. Resolution of a majority of complaints can likely be resolved at this informal level.

If an informal resolution of the student's complaint cannot be accomplished, or if the complaint is about the supervisor or responsible staff member for the area, the student should then submit their grievance formally in writing to the College official responsible for the department from which the grievance originated or relates. The written grievance should include, at a minimum, the student's name, details, and a written account of the complaint, and a desired outcome.

Upon receipt of a written grievance, the College official will review the complaint and contact the student within ten (10) business days to verify receipt of the grievance, clarify any information provided by the student, and request any additional information that may be needed from the student for the College official to fully evaluate the grievance. This also provides the student with an additional opportunity to provide any and all information he or she would like considered and to request a meeting with the College official if they so desire.

The College official will then undertake efforts to evaluate and investigate the student's complaint to reach a determination. The College official will endeavor to reach a final determination within thirty (30) days of receipt of the student's formal written complaint, although circumstances may warrant a lengthier period of time and the student will be notified of the same.

The College official will provide the student with a written notification of the determination and outcome of their grievance. If the student is dissatisfied with the outcome, they may file an appeal with the Dean for Student Affairs or designee. The appeal must be filed in writing within three (3) business days of receipt of the outcome notification and include the grounds for the appeal. The Dean for Student Affairs or designee will consider timely appeals, conduct any additional investigation (if necessary), and make a final decision within ten (10) business days of receipt of the appeal. The Dean for Student Affairs or designee will inform

the student tin writing of the outcome of the appeal. The decision of the Dean for Student Affairs or designee is final and not subject to further appeal.

Arizona-Specific Information:

If the student grievance cannot be resolved after exhausted the College's grievance process and appeal procedure, the student may file a complaint with the Arizona State Board for Private Post-Secondary Education. The student must contact the State Board for further details. The State Board's address is: 1400 W. Washington, Room 260, Phoenix, AZ 85007; the phone number is (602) 542-5709; and the website is http://asppse.state.az.us.

Internal Review Policy Statement

To view the entire policy, please visit the Internal Review Policy section of the Columbia College Policies website.

The Columbia College Student Code of Conduct states that students should "fulfill their obligations through honest and independent effort and integrity in academic and personal conduct." Columbia College has adopted a policy and procedure that is to be used when dishonesty is suspected and that is based on the Student Code of Conduct. This policy and procedure is in place to ensure that students are complying with college expectations and federal regulations governing the honest and ethical completion of documents and forms related to admission, financial aid and federal and/or state support.

It is understood that in a community of scholars committed to truth, dishonesty and/or fraudulent behavior is a violation of the code of ethics by which we live and is therefore considered a serious offense subject to strong disciplinary actions. Violations of the Student Code of Conduct as related to this subject include, but are not limited to, the following:

- Knowingly furnishing false or misleading information.
- Falsification, alteration or misuse of college forms or records, or willfully aiding another in a similar act.

Internal Review Procedures

The Columbia College Internal Review Office will begin a review of an individual's account when a college official has reason to believe that there has been a violation of the Student Code of Conduct as it relates to the honest and ethical completion of documents and forms which are not academic course work.

The investigator, or other appropriate college official, who suspects that an individual has violated the Student Code of Conduct will conduct a review of student records and information to determine if there is incorrect or inappropriate information within the record.

- The investigator, or other appropriate college official, will inform the student that a review is being conducted.
- During this investigation there will be a restriction placed upon the account under review. This restriction prevents the individual from registering for courses and prevents disbursement of any future financial aid funds.
- Columbia College reserves the right to leave this restriction in place on an account until all requested documents have been provided by the individual.

If it is determined that the individual under investigation is found to have not violated the Student Code of Conduct as it relates to the honest and ethical completion of documents and forms which are not academic course work, the restriction may be removed from their account. At this point, the matter will be dropped.

Violations of the Student Code of Conduct fall under the student conduct process, which is not a court of law and therefore does not use the same evidentiary standard for disciplinary procedures. The preponderance

of evidence standard will be used in all student conduct cases to determine what most likely happened. For additional information regarding the student conduct process, please see the following: http://www.ccis.edu/policies/student-behavioral-misconduct-policy.aspx.

The investigator, or other appropriate college official, will notify the Office of Student Conduct in writing of the determination and recommendation.

The Office of Student Conduct will review the determination and recommendation and choose to either uphold or reassess the provided recommendation.

The Office of Student Conduct will notify the individual of the outcome of the review and the ability to appeal the outcome.

- If the student is not satisfied with the outcome of the review, the Dean for Student Affairs should be contacted within three (3) business days of the notification.
- The Dean for Student Affairs or designee will review the request and determine if there are sufficient grounds for reconsideration of the decision and notify all parties of the final outcome.

The investigator, or other appropriate college official, will notify and refer the case to the U.S. Department of Education Office of Inspector General per U.S. Department of Education Office of Inspector General guidance.

Criminal Convictions & Criminal Background Checks

To view the entire policy, please visit the Criminal Convictions and Criminal Background Checks Policy section of the Columbia College policies website*.*

Columbia College reserves the right to require a student to provide to Columbia College a formal criminal background check prepared by an outside vendor approved by Columbia College. The criminal records report must be received by Columbia College personnel within twenty (20) days of the original request, unless a different deadline is stated in the request.

Additionally, students who are charged with a crime after the admissions review process and while enrolled in Columbia College are required to report all charges and/or convictions to the Office of Student Conduct in writing within ten (10) days of the criminal charge and/or conviction.

Solicitation, Gifts and Gratuities Policy

To view the entire policy, please visit the Solicitation, Gifts and Gratuities Policy section of the Columbia College policies website*.*

The purpose of this policy is to establish Columbia College intent to have a work and learning environment that is free from solicitation efforts that do not relate to Columbia College's business or interest and to establish that all members of the College community must act with integrity and good judgment and recognize that accepting personal gifts from suppliers may cause legitimate concerns about favoritism.

State Regulatory Information

- Alabama
- Arizona
- California
- Colorado
- Florida - Jacksonville
- Florida - Orlando
- Georgia
- Hawaii
- Illinois - Elgin
- Illinois - Freeport
- Illinois - Lake County
- New York
- Oklahoma
- Texas
- Utah
- Washington - NS Everett/Marysville
- Illinois - Crystal Lake

Columbia College is authorized, exempt, certified, registered or not required to seek approval in all states to offer programs. For specific details related to disclaimers and agency contact information, please visit: http://www.ccis.edu/offices/institutionalcompliance/approvals-by-st.aspx or by navigating to the appropriate state catalog page.

State Authorization Reciprocity Agreement (SARA)

State Authorization Reciprocity Agreement (SARA) is a national initiative to provide more access to online courses while maintaining compliance standards with state regulatory agencies. SARA allows institutions to provide online courses outside of their own state borders by seeking and maintaining state approvals via a streamlined process. To learn more about SARA, please visit: http://nc-sara.org/.

On November 16, 2014, the State of Missouri was approved by the Midwestern Higher Education Compact (MHEC) to join the State Authorization Reciprocity Agreement. On February 26, 2015, Columbia College was approved for institutional participation by the National Council for State Authorization Reciprocity Agreements (NC-SARA).

Current authorized SARA member states include: Alabama, Alaska, Arizona, Arkansas, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, and Wyoming.

Alabama - Redstone Arsenal

Authorization and Licensure

The Redstone Arsenal location is authorized by the Alabama Commission on Higher Education and licensed by the Alabama Community College System.

Alabama was approved as a State Authorization Reciprocity Agreement (SARA) member state on January 1, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and may offer distance education to students residing in the State of Alabama.

Location Contact Information

Dr. Barbara Pounders, Director
Columbia College - Redstone Arsenal Army
Education Center
Building 3495, Suite 106
Redstone Arsenal, AL 35898-5192
redstone@ccis.edu   Phone:
(256) 881-6181
Fax: (256) 881-2897

Dr. Piyusha Singh, Provost and Vice President of
Academic Affairs Columbia
College
1001 Rogers Street
Columbia, MO 65216
provost@ccis.edu Phone:
(573) 875-7500
Fax: (573) 875-7445

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if an appropriate teaching faculty cannot be found. If this occurs, the student will receive a full refund for the course.

Important Information for Alabama Students

Educator Preparation Programs

State authorization to provide a program related to the preparation of teachers or other P-12 school/system personnel does not indicate eligibility for an Alabama certificate. Applicants who complete an educator preparation program at an institution outside of Alabama must apply for an Alabama professional educator or professional leadership certificate through the Alabama Certificate Reciprocity Approach. Current requirements may be found at www.alsde.edu.

Nursing

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov.

Facilities and Equipment Available to Support Courses or Programs of Study

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all locations. The library is open more than 90 hours per week and staff members are available both online (email, chat or text) and telephonically to provide reference help to all students. Stafford Library's collection of materials supports the curriculum of Columbia College with more than 60,000 items (books, CDs videos, etc.) and more than 200,000 ebooks and 6,500 streaming videos. More than 60 online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Electronic delivery of interlibrary loan articles is available to all Columbia College students and faculty.

The Library provides access to two electronic book subscription databases, *EBSCOhost eBook Collection* and *ebrary Academic Complete*. Combined, the databases provide access to more than 200,000 full-text electronic books covering a wide range of academic subjects.

All Columbia College locations have access to the Stafford Library of Columbia College via direct access to the college web-site at: http://library.ccis.edu/home. Access to all online library resources is gained through a CougarTrack login via the college website. The electronic library resources are available to students 24/7. Additional information regarding library access is available upon request.

For a detailed list of library resources available to students, contact the main office at (256) 881- 6181.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.
The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Private School Licensure Division of the Alabama Community College System complaint process.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Alabama Commission on Higher Education (ACHE)	*The Alabama Community College System (ACCS)*
100 North Union Street, Suite 782	*135 South Union Street*
Montgomery, AL 36104-3758	*Montgomery, AL 36104-4340*
Phone: 334-242-1998 Visit	*Phone: 334-293-4500*
ACHE Webpage	How to File a Complaint

Arizona - Goodyear

Prior to enrollment for any course of instruction at the Columbia College location in the state of Arizona, students should be made aware of and understand the following information.

Authorization

Columbia College is authorized by the Arizona State Board for Private Postsecondary Education. Arizona was approved as a State Authorization Reciprocity Agreement (SARA) member state on November 11, 2014. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Arizona.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Admissions

The admission policies section of the Columbia College catalog details information such as, but not limited to, admission deadlines, student authentication, readmission, and transcript requirements. Students can find the admissions policies on the Admission Policies catalog page.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

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- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Arizona State Board for Private Postsecondary Education complaint process.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

If the student complaint cannot be resolved after exhausting the Institution's grievance procedure, the student may file a complaint with the Arizona State Board for Private PostSecondary Education. The student must contact the State Board for further details.

Arizona State Board for Private Postsecondary Education
1740 W. Adams Street Phoenix,
AZ 85007
Phone: (602) 542-5709
Fax: (602) 542-1253
Website: https://ppse.az.gov/
Complaint Procedure: https://ppse.az.gov/complaint

California

Imperial | Lemoore | Los Alamitos | San Diego | San Luis Obispo

Approval for Operation

Columbia College is approved to operate by the **California Bureau for Private Postsecondary Education (BPPE)** and this approval meets the minimum state standards. Columbia College has been granted approval to operate under the terms of California Education Code (CEC) section 94890(a)(1).

Agent for Service of Process

Northwest Registered Agent, Inc., (#C3184722) 1267 Willis St. Suite 200, Redding, CA 96001

Student Tuition Recovery Fund (STRF)

The State of California established the Student Tuition Recovery Fund (STRF) to relieve or mitigate economic loss suffered by a student in an educational program at a qualifying institution, who is or was a California resident while enrolled, or was enrolled in a residency program, if the student enrolled in the institution, prepaid tuition, and suffered an economic loss. Unless relieved of the obligation to do so, you must pay the state- imposed assessment for the STRF, or it must be paid on your behalf, if you are a student in an educational program, who is a California resident or are enrolled in a residency program, and prepay all or part of your tuition. You are not eligible for protection from the STRF and you are not required to pay the STRF assessment, if you are not a California resident, or are not enrolled in a residency program.

It is important that you keep copies of your enrollment agreement, financial aid documents, receipts, or any other information that documents the amount paid to the school. Questions regarding the STRF may be directed to the Bureau for Private Postsecondary Education, 2535 Capitol Oaks Drive, Suite 400, Sacramento, CA 95833, (916) 431-6959 or (888) 370-7589.
To be eligible for STRF, you must be a California resident or are enrolled in a residency program, prepaid tuition, paid or deemed to have paid the STRF assessment, and suffered an economic loss as a result of any of the following:

1. The institution, a location of the institution, or an educational program offered by the institution was closed or discontinued, and you did not choose to participate in a teach-out plan approved by the Bureau or did not complete a chosen teach-out plan approved by the Bureau.
2. You were enrolled at an institution or a location of the institution within the 120 day period before the closure of the institution or location of the institution, or were enrolled in an educational program within the 120 day period before the program was discontinued.
3. You were enrolled at an institution or a location of the institution more than 120 days before the closure of the institution or location of the institution, in an educational program offered by the institution as to which the Bureau determined there was a significant decline in the quality or value of the program more than 120 days before closure.
4. The institution has been ordered to pay a refund by the Bureau but has failed to do so.
5. The institution has failed to pay or reimburse loan proceeds under a federal student loan program as required by law, or has failed to pay or reimburse proceeds received by the institution in excess of tuition and other costs.
6. You have been awarded restitution, a refund, or other monetary award by an arbitrator or court, based on a violation of this chapter by an institution or representative of an institution, but have been unable to collect the award from the institution.
7. You sought legal counsel that resulted in the cancellation of one or more of your student loans and have an invoice for services rendered and evidence of the cancellation of the student loan or loans. To qualify for STRF reimbursement, the application must be received within four (4) years from the date of the action or event that made the student eligible for recovery from STRF.

A student whose loan is revived by a loan holder or debt collector after a period of noncollection may, at any time, file a written application for recovery from STRF for the debt that would have otherwise been eligible for recovery. If it has been more than four (4) years since the action or event that made the student eligible, the student must have filed a written application for recovery within the original four (4) year period, unless the period has been extended by another act of law.

However, no claim can be paid to any student without a social security number or a taxpayer identification number.

Columbia College California Locations

Columbia College - Imperial, CA #58669817

Primary Contact: Andres Ruiz, Program Coordinator

Address: 380 E Aten Road, Bldg. 100, Imperial, CA 92251 Phone:
(442) 252-1405
Email: imperial@ccis.edu
Website: http://www.ccis.edu/imperial
Columbia College - Imperial Valley is a one-story building located on the Imperial Valley College Campus.

Columbia College - Lemoore, CA #1600141

Primary Contact: Betsy Quade, Director

Address: P.O. Box 1116, Building 826 Hancock Circle, NAS Lemoore, CA 93246-0001 Phone:
(559) 998-8570
Email: lemoore@ccis.edu
Website: http://www.ccis.edu/lemoore
Columbia College - Lemoore is located at Naval Air Station, Lemoore, in a building close to the main gate. The building for the in-seat classes is a one story building, which has offices and several classrooms/conference rooms. All in-seat classes are offered in a classroom in this building or at the computer lab, which is also in this building. Equipment for the classes, laptop/desktop computers and projectors, are located in the classroom and in the computer lab. There is no housing within one mile of the building due to the location being on a military base. There is some on-base housing for military personnel

but it is approximately two to five miles away from the location and is provided only for military and DOD personnel.

Columbia College - Los Alamitos, CA #3012711

Primary Contact: Carl David, Director

Address: 11206 Lexington Drive, Suite 110, Building 244 Joint Forces Training Base, Los Alamitos, CA 90720
Phone: (562) 799-9630
Email: losalamitos@ccis.edu
Website: http://www.ccis.edu/losalamitos
Columbia College - Los Alamitos is a one story, renovated former military post gas station. The square footage is 5,800. The main entrance is manned by volunteer reception area. Students sign in and are directed to tenant locations, which include: Military ID Cards Office, DOD agency for Employer Support for the National Guard and Reserves, National Guard Family Support Office, One Stop Employment Office and Columbia College at the end of the main hallway. There is one classroom that can hold up to 22 students, a reception/advisor office with an external entry door recently added to the building and the Director's office in the rear. The location has secure internet connectivity from Time Warner Cable and routers, switches and all computers for operations as well as 24/7 library connectivity, classroom audiovisual equipment, projectors, TV monitors, and furniture which is all provided by the main campus in Columbia MO.

Columbia College - Naval Base San Diego, CA #73040410

Primary Contact: Dejon Davis, Director

Address: 3975 Norman Scott Road, Bldg. 3280 Room B114, San Diego, CA 92136-1421 Phone: (866) 594-2330
Email: sandiego@ccis.edu
Website: http://www.ccis.edu/sandiego
Columbia College - NBSD is a satellite of Columbia College - San Diego. All courses are offered in a four story building. Columbia College - San Diego does not have a designated classroom space at NBSD. A classroom assignment is given each semester. Currently, courses offered at 3292 Norman Scott Rd., Room 311B, San Diego CA 92136. There are two ways to access the classroom, stairs and an elevator. Administrative Offices are located at 3292 Norman Scott Rd., Room B114, San Diego, CA 92136.

Columbia College - San Luis Obispo, CA #4000851

Primary Contact: Theresa Genova, Director

Address: University Partner Center, Bldg. 5700 at Cuesta College, San Luis Obispo, CA 93403-8106 Phone: (805) 593-0237
Email: sanluisobispo@ccis.edu
Website: http://www.ccis.edu/nationwide/sanluisobispo.aspx
Columbia College - San Luis Obispo is located on Cuesta College campus. It is seven miles from San Luis Obispo. Classes are taken online.

Columbia College - San Diego, CA #32205612

Primary Contact: Dejon Davis, Director

Address: Lifelong Learning Center, 4025 Tripoli Ave., Bldg. 111, San Diego, CA 92140 Phone: (866) 594-2330
Email: sandiego@ccis.edu
Website: http://www.ccis.edu/nationwide/sandiego.aspx
There are two locations in San Diego where classes are offered, Marine Corps Recruit Depot San Diego (MCRD San Diego) and Naval Base San Diego (NBSD).The building at MCRD is a one story building.

Columbia College has three administrative office spaces, the Director's office, an Administrative office (Student Services) and an Academic Advisor office. Courses are offered in two classrooms, Room Echo and Room Golf. Each room accommodates 25 students.

Courses are offered at two other locations: 4025 Tripoli Ave., Bldg. 111, San Diego CA 92140 and 3875 Norman Scott Rd., Room 311B, San Diego, CA 92136.

The San Diego locations provides free WIFI to staff, adjunct faculty and students. The database used to communicate with students is Cougarmail powered through Google or Gmail. Hard copy textbooks or eBooks are used in the courses. Student may utilize the MCRD Base Library or local community college and college university libraries (San Diego City College District Community Colleges, Point Loma Nazarene University, University of San Diego, San Diego State University, University of California San Diego, Grossmont College, and Cuyamaca College). Columbia College provides students the opportunity to check out and use a laptop on location if needed to complete assignments, etc. The San Diego location has a computer cart that houses 15 laptops. It is used for proctoring online exams as well. The college provides a hard copy of course syllabi to students upon registration and the first day of class.The San Diego location has a textbook lending library. The textbooks have been donated by students who do not wish to send their textbooks back. Books are lent to students free of charge.

Residential Housing

Columbia College does not provide residential housing options at locations in California. Please note that some locations do not have apartment options within one (1) mile of the location. Listed below are the average costs to rent a 1 bedroom apartment in each area.

- $880 - Lemoore, CA
- $1,100 - Imperial, CA
- $1,500 - San Luis Obispo, CA
- $2,000 - Los Alamitos, CA
- $1,875 - San Diego, CA

Important Information

Columbia College has an automated enrollment agreement and performance fact sheet process. Prior to enrolling, students must sign the enrollment agreement and all applicable performance fact sheets.

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

A Net Price Calculator is available at: http://www.ccis.edu/offices/financialaid/net-price-calculators.aspx
Required Documentation

Columbia College has an automated enrollment agreement and performance fact sheet process. The enrollment agreement and performance fact sheet(s) are required for students in California and students will be unable to enroll without this required documentation.

Students who need to submit official versions of these forms may locate them in CougarTrack.

Admissions

Students can find Columbia College's admissions policies on the Admission Policies catalog page.

Credit for Prior Learning

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE

credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL). Please visit the Evaluation of Credit and Testing page of the catalog for more information.

Student's right to Cancel

The student has the right to a full refund of all charges if he/she cancels this agreement by submitting a Columbia College Drop Form prior to close of business on Monday of the second week of the session. In addition, the student may withdraw from a course after instruction has started by submitting a Columbia College Withdrawal Form and receive a pro-rated refund for the unused portion of the tuition and other refundable charges if the student has completed 75% or less of the instruction. **Distance Education**

The student will receive the first lesson and any materials within seven days of enrolling in a distance education course. All lessons and materials for the course will be transmitted to the student if the student has fully paid for the educational program and, after receipt of the first lesson and initial materials, requests in writing that all of the material be sent. If the institution transmits the balance of the material as the students requests, the institution shall remain obligated to provide the other educational services it agreed to provide, but shall not be obligated to pay any refund after all of the lessons and materials are transmitted. The student has the right to cancel the enrollment agreement and receive a full refund before the first lesson and materials are received. Cancellation is effective on the date written notice of cancellation is sent. The institution shall make the refund pursuant to section 71750 of the Regulations. If the institution sent the first lesson and materials before an effective cancellation notice was received, the institution shall make a refund within 45 days after the student's return of the materials.

Distance Education Instructor Grading and Response Expectations:

a. Teach and facilitate the course by

1. responding to all student communication within 48 hours;
2. logging into the course within the first 3 days of the session;
3. logging into the course at least 3 days a week, with no period of absence of 72 hours or longer;
4. posting substantive responses in graded discussions at least 3 times per week;
5. notifying the Online Education office and students in the case of an emergency that might prevent them from meeting these participation requirements;

b. Assess student learning by

1. assigning grades that accurately reflect the standards set out in the syllabus and/or grading rubrics;
2. providing substantial feedback in a timely manner (within 72 hours for shorter assignments and within 6 days for longer assignments) to each student in the course for assignments that contribute to the final grade of the course;
3. keeping the LMS gradebook current and include zeroes for work not submitted; 4. completing required course assessment activities related to college-wide assessment.

Faculty Qualifications

Qualified faculty members are identified primarily by credentials, but other factors, including but not limited to equivalent experience, may be considered by the institution in determining whether a faculty member is qualified. Faculty possess an academic degree relevant to what they are teaching and at least one level above the level at which they teach, except in programs for terminal degrees or when equivalent experience is established. In terminal degree programs, faculty members possess the same level of degree. Faculty members employed based on equivalent experience, meet the institutionally defined minimum threshold of experience. Faculty teaching general education courses, or other non-occupational courses, hold a master's degree or higher in the discipline or subfield. If a faculty member holds a master's degree or higher in a discipline or subfield other than that in which he or she is teaching, that faculty member has completed a

minimum of 18 graduate credit hours in the discipline or subfield in which they teach. Instructors teaching in the graduate program hold the terminal degree determined by the discipline.

Attendance, Academic Probation, Suspension, and Dismissal

The Grading and Academic Standing section of the catalog details information regarding attendance, academic probation, leave of absence, suspension, and dismissal.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.
Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- A student or any member of the public may file a complaint about this institution with the Bureau for Private Postsecondary Education by calling 888-370-7589 or by completing a complaint form, which can be obtained on the bureau's Internet website https://www.bppe.ca.gov/enforcement/complaint.shtml
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

A student or any member of the public may file a complaint about Columbia College with the Bureau for Private Postsecondary Education by contacting the BPPE below:

Mailing Address:	Physical Address:	Phone: (916) 431-6959
Bureau for Private Postsecondary Education P.O. Box 980818 West Sacramento, CA 95798-0818	Bureau for Private Postsecondary Education 2535 Capitol Oaks Drive, Suite 400 Sacramento, CA 95833	Toll Free: (888) 370-7589 Main Fax: (916) 263-1897 Licensing Fax: (916) 263-1894 Enforcement/STRF/Closed Schools Fax: (916) 263-1896 Website:www.bppe.ca.gov

Student Services

The Resources section of the catalog details information regarding the enrollment services center, ID cards, online tutoring services, writing center, math center, stafford libary, and books. The resources section of the catalog deatils information regarding the activity calendar, alumni association, career services, student accessibility resources, technology services and solution senter, as well as information regarding e-mail, internet access, and Microsoft Office.

Stafford Library

Phone: (573) 875-7381 or (800) 231-2391, Ext. 7381 Text: (573) 535-5449
Email: reference@ccis.edu Website: www.ccis.edu/library

Each nationwide location has its own guide to library resources. We recommend you use your location's guide for relevant resources.

- Lemoore: http://library.ccis.edu/lemoore
- Los Alamitos: http://library.ccis.edu/losalamitos
- Online: http://library.ccis.edu/online
- San Diego: http://library.ccis.edu/sandiego
- San Luis Obispo: http://library.ccis.edu/sanluisobispo

Other Columbia College Information

- Columbia College does not offer any pre-licensure programs in the State of California.
- The institution does not have a pending petition in bankruptcy, is not operating as a debtor in possession, has not filed a petition within the preceding five years, and has not had a petition in bankruptcy filed against it within the preceding five years that resulted in reorganization under Chapter 11 of the United States Bankruptcy Code (11 U.S.C. Sec. 11101 et seq.)
- The Higher Education Act of 1965 (HEA), as amended by the Higher Education Opportunity Act of 2008 (HEOA), requires Columbia College to provide information to enrolled students, prospective students and their parents or guardians. Please select the following link to access the Student Consumer Information website: http://web.ccis.edu/offices/institutionalcompliance/consumerinformation.aspx.
- Transcripts for California students are kept indefinitely.
- Any questions a student may have regarding this catalog that have not been satisfactorily answered by the institution may be directed to the Bureau for Private Postsecondary Education at P.O. Box 980818, Sacramento, CA 95798-0818, http://www.bppe.ca.gov, 916-431-6959 and 916263-1897.

NOTICE CONCERNING TRANSFERABILITY OF CREDITS AND CREDENTIALS EARNED AT OUR INSTITUTION

The transferability of credits you earn at Columbia College is at the complete discretion of an institution to which you may seek to transfer. Acceptance of the degree or certificate you earn in the educational program

is also at the complete discretion of the institution to which you may seek to transfer. If the credits, degree, or certificate that you earn at this institution are not accepted at the institution to which you seek to transfer, you may be required to repeat some or all of your coursework at that institution. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending Columbia College to determine if your credits, degree, or certificate will transfer.

As a prospective student, you are encouraged to review this catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

If the student obtains a loan to pay for an educational program, the student will have the responsibility to repay the full amount of the loan plus interest, less the amount of any refund, and that, if the student receives federal student financial aid funds, the student is entitled to a refund of the money's not paid from federal aid funds. If the student is eligible for a loan guaranteed by the federal or state government and the student defaults on the loan, both of the following may occur:

1. The federal or state government or a loan guarantee agency may take action against the student, including applying any income tax refund to which the person is entitled to reduce the balance owed on the loan and
2. The student may not be eligible for any other government financial assistance at another institution until the loan is repaid. Columbia College advises students to take advantage of the financial aid counseling available on the college website before accepting any student loans.

Colorado - Denver

Authorization

Columbia College is authorized for operation as a postsecondary institution in Colorado under 23-2-101, et seq., C.R.S. by the Colorado Department of Higher Education.
Colorado was approved as a State Authorization Reciprocity Agreement (SARA) member state on May 13, 2014. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Colorado.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance prcoess, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Colorado Department of Higher Education's complaint policy.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

The Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: 303-862-3001
Webpage: https://highered.colorado.gov/

Florida - Jacksonville

Mission

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

Vision

Our vision is to be a highly innovative institution of higher education, dedicated to excellence in both its traditional and nontraditional programs nationwide.

Catalog Effective Date

Provisions of the 2019-2020 Graduate Catalog are effective July 31, 2019.

Licensure

Columbia College has been granted a license by the Florida Commission for Independent Education.

Florida was approved as a State Authorization Reciprocity Agreement (SARA) member state on October 1, 2017. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Florida.

Accreditation

Columbia College is accredited by the Higher Learning Commission. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information

Vanessa Swindell, Director
Address: 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216 Phone:

(904) 338-9150; Fax: (904) 338-9263 Email: jacksonville@ccis.edu

Additonal information about Columbia College can be obtained from:

The Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200 or (888) 224-6684

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Board of Trustees

Columbia College is governed by the Board of Trustees

- Walter E. Bixby III, Chair
- Helen Dale Coe Simons, Vice Chair
- George W. Hulett, Jr., Treasurer
- Jolene Marra Schulz, Secretary
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- David M. Hardy, Jr.
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- June Viner Hurdle
- William J. Johnston
- Danielle Langdon
- Genie Rogers
- Dr. David R. Russell, Ph.D.
- Reverend Brad Stagg • Dr. Ahoo Tabatabai, Ph.D.
- Gary Tatlow
- Matt Williams
- Carol J. Winkler
- Janet Carter Wright

Senior Administration

- Dr. Scott Dalrymple, President
- Kevin Palmer, Senior Vice President and Chief Operating Officer
- Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
- Mark Falkowski, Vice President and General Counsel

- Bruce Boyer, Chief Financial Officer
- Gary Stanowski, Chief Information Officer
- Clifford Jarvis, Executive Director of Plant and Facilities
- Suzanne Rothwell, Executive Director of Advancement

Criminal Justice Majors Notice

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

Policies

Students may view the latest Columbia College information, including policies, on the Columbia College website at www.ccis.edu.

Important Information

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

Placement Assistance

While Columbia College offers placement assistance to all graduates, employment upon completion of program(s) is not guaranteed.

Tuition Refunds

The college refund policy complies with the Commission for Independent Education.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

Financial Aid

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the 2019-2020 Graduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Course Numbering

Columbia College course numbering system follows standard practices:

5xx - indicates graduate level courses
6xx - indicates graduate level courses

Nontraditional Programs

Distance education courses are available through Online Education located in Columbia, MO. All academic and administrative policies and procedures identified in the 2019-2020 Graduate catalog also pertain to nontraditional programs.

2019-2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Physical Facilities and Equipment

The Jacksonville location is located in the Liberty Center, 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216. The college leases a suite on the 1st floor for administrative, testing and general office duties. The classrooms (23-30 student capacity) and computer laboratory (18 computers) are located on the second floor of the building. Each classroom is equipped with a data projector and suite of equipment capable of projecting CD, DVD, VHS, PowerPoint and other methods of instruction. The administrative office is open Monday through Thursday from 8:30a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classrooms and computer lab are open per the session schedule.

Anti-Hazing Policy

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

Credit

Columbia College uses semester credit hours. Thirty-six (36) credit hours are required for master's degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

Graduate Degree Programs

The Graduate Catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

GRADUATE DEGREE PROGRAMS OFFERED ONLINE (ONLY)

- Master of Arts in Teaching
- Master of Business Administration
- Master of Education in Educational Leadership
- Master of Science in Criminal Justice

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
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- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that

include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Florida Commission for Independent Education complaint policy.
- The Higher Learning Commission complaint process.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Florida Commission for Independent Education
325 West Gaines St, Suite 1414
Tallagassee, FL. 32399-0400
Phone: 888-224-6684
Website: http://www.fldoe.org/policy/cie/

Florida - Orlando

Mission

Columbia College improves lives by providing quality education to both traditional and nontraditional students, helping them achieve their true potential.

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Accreditation

Columbia College is accredited by the Higher Learning Commission. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information

Aaron Williams, Director

Address: 2600 Technology Drive, Suite 100, Orlando, FL 32804

Phone: (407) 293-9911, **Fax:** (407) 293-8530, **Email:** orlando@ccis.edu

Additional Information about Columbia College can be obtained from:

The Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200 or (888) 224-6684

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

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Criminal Justice Majors Notice

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

Policies

Students may view the latest Columbia College information, including policies, on the Columbia College website at www.ccis.edu.

Important Information

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students

enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

Placement Assistance

While Columbia College offers placement assistance to all graduates, employment upon completion of program(s) is not guaranteed.

Tuition Refunds

The college refund policy complies with the Commission for Independent Education.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

Financial Aid

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the 2019-2020 Graduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Nontraditional Programs

Distance education courses are available through Online Education located in Columbia, MO. All academic and administrative policies and procedures identified in the 2019-2020 Graduate catalog also pertain to nontraditional programs.

2019-2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Physical Facilities and Equipment

The location is located at 2600 Technology Drive, Suite 100, Orlando, FL 32804. This location currently occupies 11 classrooms, 2 computer labs, a student resource lab, a student lounge, 10 administrative offices and a faculty room. Each classroom is equipped with a Nova station housing the room's Dell Pentium computers with flat panel monitors and projector supported by TI connectivity. Two classrooms have smart boards and WiFi is available for the students throughout the school. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 4:00 p.m.

Anti-Hazing Policy

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

Credit

Columbia College uses semester credit hours. Thirty-six (36) credit hours are required for graduate degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

Course Numbering

Columbia College course numbering system follows standard practices:

- 5xx - indicates graduate level courses
- 6xx - indicate graduate level courses

Graduate Degree Programs

The Graduate Catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

Graduate Degree Programs Offered Online and Orlando Location

- Master of Business Administration
- Master of Science in Criminal Justice **Graduate Degree Programs Offered Online**

- Master of Arts in Teaching
- Master of Education in Educational Leadership

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
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Further Complaint Resolution

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Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Florida Commission for Independent Education complaint policy.
- The Higher Learning Commission complaint process.

- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education (MDHE) at 573-526-1577 or review the MDHE complaint process.

State Regulatory Agency Contact Information

Florida Commission for Independent Education
325 West Gaines St, Suite 1414
Tallagassee, FL. 32399-0400
Phone: 888-224-6684
Website: http://www.fldoe.org/policy/cie/

Georgia - Fort Stewart | Hunter Army Airfield | NSB Kings Bay

Prior to enrollment for any course of instruction at the Columbia College locations in the State of Georgia, students should be made aware of and understand the following information.

Authorization

Columbia College is authorized by the Georgia Nonpublic Postsecondary Education Commission for both inseat and online courses for students in the State of Georgia.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Location Contact Information

Dr. Piyusha Singh
Provost and Vice President of Academic Affairs
Columbia College
1001 Rogers Street
Columbia, MO 65216
provost@ccis.edu
Phone: (573) 875-7500
Fax: (573) 875-7445

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Student Costs

For 2019-2020 tuition and charges, please visit the *Tuition Rates and Payment Policies* page in the catalog.

Faculty

A list of current faculty can be obtained at the local locations.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

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Further Complaint Resolution

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Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- If, after thoroughly following the internal grievance appeal procedures of Columbia College, a student wishes to seek further review an appeal may be made to the following address below or at: https://gnpec.georgia.gov/student-complaints.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Georgia Nonpublic Postsecondary Education Commission
2082 East Exchange Place, Suite 220
Tucker, Georgia 30084-5305 Phone:
(770) 414-3300

Hawaii

Approval

Columbia College has been approved to operate as a post-secondary degree-granting educational institution in the state of Hawaii by the Hawaii Postsecondary Education Authorization Program (HPEAP), Department of Commerce and Consumer Affairs (DCCA).

Hawaii was approved as a SARA member state on May 17, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Hawaii.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

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On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Hawaii Post-Secondary Education Authorization Program complaint policy is available at: http://cca.hawaii.gov/hpeap/student-complaint-process/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Hawaii Postsecondary Education Authorization Program
808-586-7327 http://cca.hawaii.gov/hpeap/

Illinois - Crystal Lake Authorization

The Crystal Lake location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of

Illinois.

Location Contact Information

Debra Hartman, Senior Regional Director
Address: 446 N. Rte 31, Crystal Lake, IL 60012
Email: crystallake@ccis.edu
Phone: (815) 477-5440
Fax: (815) 235-1107
Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
Address: 1001 Rogers Street Columbia, MO 65216
Email: provost@ccis.edu
Phone: (573) 875-7500
Fax: (573) 875- 7445

Website: http://www.ccis.edu/crystallake

Students Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that

include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.
- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551 Website:
https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Elgin

Authorization
The Elgin location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of
Illinois.

Location Contact Information
Karen Beckstrom, Director
Address: 1700 Spartan Dr. E205, Elgin, IL 60123
Email: elgin@ccis.edu
Phone: (847) 214-7197
Fax: (847) 214-7003

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
Address: 1001 Rogers Street Columbia, MO 65216
Email: provost@ccis.edu
Phone: (573) 875-7500
Fax: (573) 875- 7445

Website: http://www.ccis.edu/elgin

Students Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551
Website: https://www.ibhe.org/
VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Freeport Authorization

The Freeport location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of
Illinois.

Location Contact Information

Sarah Goeke, Director
Address: 2998 West Pearl City Rd., Freeport, IL 61032
Email: freeport@ccis.edu
Phone: (815) 599-3585
Fax: (815) 235-1107

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
Address: 1001 Rogers Street Columbia, MO 65216
Email: provost@ccis.edu
Phone: (573) 875-7500
Fax: (573) 875- 7445

Website: http://www.ccis.edu/freeport

Students Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551 Website:
https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Illinois - Lake County

Authorization

The Lake County location is authorized by the Illinois Board of Higher Education to offer degree programs.

Illinois was approved as a SARA member state on July 31, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Illinois.

Location Contact Information

Lyndon Russell, Director
Address: 1225 Tri-State Parkway, Suite 560, Lake County, IL 61032
Email: lakecounty@ccis.edu
Phone: (847) 336-6333
Fax: (847) 336-6466

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
Address: 1001 Rogers Street Columbia, MO 65216
Email: provost@ccis.edu
Phone: (573) 875-7500
Fax: (573) 875- 7445

Website: http://www.ccis.edu/lakecounty

Students Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Tuition Rates and Payment Policies catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Illinois Board of Higher Education complaint policy is available at: http://complaints.ibhe.org/.
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Illinois Board of Higher Education
1 North Old State Capitol Plaza, Suite 333
Springfield, IL. 62701-1377
Phone: 217-782-2551 Website:
https://www.ibhe.org/

VA Statement

Columbia College Illinois locations have been approved by the State of Illinois, Department of Veterans Affairs, State Approving Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

New York - Fort Drum | Hancock Field

Authorization

Columbia College is an out-of-state institution in New York offering education programs on federal property at Hancock Field and Fort Drum. The college is not authorized to conduct physical instruction in New York State other than on federal property and via distance education.

New York was approved as a SARA member state on December 9, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of New York.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Students attending distance education courses or programs should submit complaints to the Missouri Department of Higher Education (MDHE). Students must first call MDHE at 573-526-1577 to indicate their desire to file a complaint. If after screening the complainant still desires to initiate a formal complaint, the MDHE will send the complainant the form to be filled out and returned for that purpose. Students may reference the MDHE's policy on complaints at: https://dhe.mo.gov/documents/POLICYONCOMPLAINTRESOLUTION-reviseddraft.pdf
- The Higher Learning Commission complaint process.

VA Statement

Columbia College New York locations have been approved by the State of New York Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Oklahoma

Authorization

Columbia College is authorized to operate as a degree granting institution in Oklahoma by the Oklahoma State Regents for Higher Education.

Oklahoma was approved as a SARA member state on June 29, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Oklahoma.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- The Oklahoma State Regents for Higher Education's complaint policy is available at: https://www.okhighered.org/resources/Student-Complaint-Form/
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Oklahoma State Regents for Higher Education
655 Research Parkway, Suite 200
Oklahoma City, OK 73104 Phone:
405-225-9100
Website: https://www.okhighered.org/state-system/

VA Statement

Columbia College-Fort Sill location has been approved by the Oklahoma State Accrediting Agency to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Texas - Mesquite | Fort Worth

Texas Workforce Commission

Columbia College has been granted exemption under Texas Education Code, Section 132.002(a)(6) as a private institution.

Texas Higher Education Coordinating Board

Columbia College has demonstrated that it meets the standards set forth in the rules of the Texas Higher Education Coordinating Board and qualifies for an exemption pursuant to Subchapter G, Chapter 61, Texas Education Code and, as defined in Chapter 7.3 of Board rules from certain, but not all, regulations. This exemption will continue as long as Columbia College maintains its accreditation status with the Accrediting Organization the Higher Learning Commission (HLC) and standards acceptable to the Coordinating Board. Columbia College is authorized to conduct courses, grant degrees, grant credit toward degrees, and to use certain protected academic terms in the State of Texas until the expiration of its current grant of accreditation.

Texas was approved as a SARA member state on November 2, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Texas.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Texas Higher Education Coordinating Board Student Complaint
  Policy: http://www.thecb.state.tx.us/index.cfm?objectid=989FE9A0-2213-11E8BC500050560100A9
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Texas Higher Education Coordinating Board
1200 E. Anderson Lane
Austin, TX 78752
Phone: 512-427-6101
Website: http://www.thecb.state.tx.us/

VA Statement

Columbia College Texas locations have been approved by the State of Texas Division of Veterans Affairs, Bureau of Veterans Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Utah

Authorization

Columbia College is currently authorized under the Utah Code Ann. §13-34a-203 as a postsecondary school required under 34 C.F.R 600.9 by the State of Utah.

Utah was approved as a SARA member state on August 25, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the State of Utah.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.

- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- Complaints that students are unable to resolve with Columbia College should be directed to the Utah Department of Commerce http://www.dcp.utah.gov/complaints/manual.html
- The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Utah Department of Commerce
Division of Consumer Protection
160 East 300 South, 2nd Floor
P.O. Box 146704
Salt Lake City, UT 84114-6704
Phone: 801-530-6601
Website: https://dcp.utah.gov/registrations/state-authorization.html

Washington - NS Everett/Marysville

Authorization

Columbia College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Columbia College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.

Master of Arts in Teaching

"Eligibility for initial educator certification in Washington is based on completion of a state approved educator preparation program. This program is approved in Missouri. Even though you may be residing in Washington while in this program, your application for educator certification in Washington will be processed as an out-of-state application. Go to http://pathway.pesb.wa.gov/outofstate for more information. Educators are advised to contact their individual school districts as to whether this program may qualify for salary advancement." - Washington Student Achievement Council

Master of Arts in Educational Leadership

"Eligibility for initial educator certification in Washington is based on completion of a state approved educator preparation program. This program is approved in Missouri. Even though you may be residing in Washington while in this program, your application for educator certification in Washington will be processed as an out-of-state application. Go to http://pathway.pesb.wa.gov/outofstate for more information. Educators are advised to contact their individual school districts as to whether this program may qualify for salary advancement."

Location Contact Information

Dr. Lois Adrian-Hollier, Director
Columbia College - NS Everett - Marysville
13910 45th Avenue NE Ste. 802
Marysville,   WA   98271
marysville@ccis.edu   Phone: (360) 653-4480 Fax: (360) 653-4710

Dr. Piyusha Singh, Provost and Vice President of Academic Affairs
Columbia College
1001 Rogers Street
Columbia, MO 65216
provost@ccis.edu Phone: (573) 875-7500 Fax:
(573) 875-7445

Student Costs

For 2019-2020 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found.

Support Services

Academic Advisement - academic advisors are available at each Columbia College location to assist students with program planning, course selection and other academic activities.

Placement Service - Columbia College does not provide any placement services; limited career services assistance is available by contacting the main campus Career Services office at (573) 875-7425.

Transferability of Credits

The transferability of credits earned at Columbia College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Columba College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Columbia College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Columbia College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

Library Information

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all campuses. The library is open more than 90 hours per week and staff members are available both online (email, chat or text) and telephonically to provide reference help to all students. Stafford Library's collection of materials supports the curriculum of Columbia College with more than 60,000 items (books, CDs videos, etc.) and more than 200,000 ebooks and 6,500 streaming videos. More than 60 online databases are available to search for full-text or indexed articles from professional journals, legal

publications, newspapers and magazines. Electronic delivery of interlibrary loan articles is available to all Columbia College students and faculty.

The Library provides access to two electronic book subscription databases, *EBSCOhost eBook Collection* and *ebrary Academic Complete*. Combined, the databases provide access to more than 200,000 full-text electronic books covering a wide range of academic subjects.

All Columbia College locations have access to the Stafford Library of Columbia College via direct access to the college web-site http://library.ccis.edu/home. Access to all online library resources is gained through a CougarTrack login via the college website. The electronic library resources are available to students 24/7. Additional information regarding library access is available upon request.

2019 - 2020 Academic Calendars

For 2019-2020 Academic Calendars, please visit the 2019-2020 Academic Calendars page in the catalog.

Programs Offered

The following graduate degree programs are offered in-seat at the NS Everett/Marysville location and online:
- Master of Business Administration
- Master of Science in Criminal Justice Administration The following graduate degree programs are only offered online:

- Master of Arts in Teaching
- Master of Education in Educational Leadership
- Master of Science in Criminal Justice

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, a student may believe that these administrative procedures have not adequately addressed their concerns and or circumstances related to alleged violations of state consumer protection laws, that include but are not limited to fraud and false advertising; alleged violations of state laws or rules relating to the licensure of postsecondary institutions; and complaints relating to the quality of education or other state accreditation requirements.

Complaint process information is provided below for students who wish to address their concerns to the appropriate agency.

- • The Washington Student Achievement Council complaint process.
- • The Higher Learning Commission complaint process.

State Regulatory Agency Contact Information

Washington Student Achievement Council
917 Lakeridge Way SW Olympia,
WA 98502
Phone: 360-753-7800
Website: https://www.wsac.wa.gov/degree-authorization

VA Statement

Columbia College Washington locations have been approved by the Washington Student Achievement Council, State Approving Agency for Veteran's Education & Training to train veterans and other eligible persons under the provision of Section 3675, Chapter 36, Title 39, U.S. Code.

Attestation

This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

The information contained in this notification form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the WSAC/SAA and/or DVA.

_____   _____

Kevin Palmer   Date

Senior Vice President and Chief Operating Officer

Columbia College

Senior Administration

Scott Dalrymple, Ph.D., President B.A., SUNY College at Geneseo; M.A. University at Buffalo; M.B.A.; Ph.D., University at Buffalo

Piyusha Singh, Ph.D., Provost and Vice President of Academic Affairs; Ph.D, Carnegie Mellon University

Kevin Palmer, Senior Vice President and Chief Operating Officer
A.A.S., St. Louis Community College; B.S., Maryville University; M.B.A., Fontbonne University

Mark R. Falkowski, Esq., Vice President & General Counsel
B.S., University of Minnesota; Juris Doctorate, St. Louis University School of Law

Bruce E. Boyer, C.P.A., Chief Financial Officer
B.S., Bowling Green State University

Cynthia Potter, Interim Director of Athletics; Head Men's Basketball Coach
B.A., Columbia College; M.A.T., Columbia College

Gary Stanowski, Chief Information Officer
A.A., St. Louis Community College; A.A.S., St. Charles Community College; B.A., Lindenwood University; M.B.A., Columbia College

Clifford Jarvis, PE, Executive Director of Plant and Facilities Administration B.S., University of Missouri; M.B.A., University of Missouri

Suzanne Rothwell, Executive Director of Advancement
B.S., University of Missouri - Columbia

Academic Affairs

Piyusha Singh, Ph.D., Provost and Vice President of Academic Affairs; Ph.D, Carnegie Mellon University

Lisa Ford-Brown, Dean, School of Humanities, Arts and Social Sciences
B.S., M.A., Indiana State University; Ph.D., Southern Illinois University
Sarah Vordtriede-Patton, Dean, School of Natural Sciences and Mathematics
B.A., McKendree College; M.S., Southern Illinois

University; Ph.D., St. Louis University; Ed. Spec., University of Missouri - Kansas City

Advancement

Suzanne Rothwell, Executive Director of Advancement
B.S., University of Missouri - Columbia

Missy Montgomery, Senior Director of Philanthropy and Fundraising
B.A., William Woods College; M.B.A., Columbia College - Columbia

Keith McIver, Director of Development, Major and Planned Gifts, and Fundraising
M.S., New York University

Sam Fleury, Senior Director of Public Relations
B.S., University of Nebraska at Kearney

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M.S., University of Missouri - Columbia

Beth McWilliams, Director, Office of Development, Columbia College fund & Special Projects
M.A., University of Montana

Jason Black, Director of Advancement Services
B.A., Brigham Young University-Utah; M.B.A., Columbia College - Columbia

Athletics

Cynthia Potter, Interim Director of Athletics; Head Men's Basketball Coach
B.A., Columbia College; M.A.T., Columbia College

Don Cope, Head Women's Bowling Coach
B.A., Sanford Brown

Jon Barfknecht, Head Athletic Trainer
B.S., University of Iowa; M.A., Tennessee Technological University

Tracy Jex, Head Men's and Women's Cross Country Coach and Track & Field Coach
B.A., Colorado Christian University; M.A., Adams State University

John D. Klein, Head Men's and Women's Soccer
Coach

B.S., St. Louis University; M.B.A., University of Missouri - Columbia

Darren Munns, Head Baseball Coach
B.S., Missouri Western State University; M.Ed., William Woods University

Duong Pham, Head eSports Coach

Taylor Possail, Head Women's Basketball Coach
B.S., Winona State University; M.A.T., Columbia College

Wendy Spratt, Head Softball Coach
B.S., Columbia College; M.B.A., Central Missouri State University

John Utley, Head Men's and Women's Golf Coach
B.S., University of Missouri - Columbia

Ian E. Wolfe, Head Men's Lacrosse Coach
B.A., Lake Erie College; M.O.L., Lourdes University

Melinda Wrye-Washington, Head Volleyball Coach
B.A., Columbia College; M.Ed., William Woods University

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Allen Schelp, C.P.A., Controller
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Anthony S. Marshall, Professor Emeritus of Business

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Alumni Association

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Lollie Zander Reed '68 Lee Summit, MO

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Norris Tanner '10 Kansas City, MO

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Executive Director of Advancement

Ann Merrifield
Senior Director of Alumni Relations Columbia, MO

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 80,000 members around the world. Its mission is to foster lasting relationships and to sustain the College's traditions. Columbia College students become members of the CCAA upon graduation. There is no fee or registration process.

The vision of the CCAA is to be the model alumni association.

The CCAA is guided by the following core values: Affinity, Civility and Respect, Courage, Excellence and Honor.

Course Descriptions

ACCT 581 - Federal Income TaxBusiness Entities 3 hours

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; and S corporations. **Prerequisite:** ACCT 381.

ACCT 584 - Intermediate Accounting III 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments;

leases; income taxes; pensions; accounting changes and error correction; earnings per share; statement of cash flows. **Prerequisite:** ACCT 383.

ACCT 585 - Fund and Governmental Accounting 3 hours

Study of accounting and reporting concepts, standards and procedures applicable to city, county and state governments, the federal government, and not-for-profit institutions. **Prerequisite**: admission to the MBA Accounting Emphasis.

ACCT 588 - Advanced Financial Accounting 3 hours

Policies and procedures used in preparing financial statements of consolidated corporations and partnerships, including foreign currency transactions. **Prerequisite:** ACCT 384 or ACCT 584.

ACCT 590 - Integrative Accounting Seminar 3 hours

Culminating experience for the MBA-Accounting Emphasis. This course examines and integrates the four major areas that constitute the Uniform CPA exam: Financial Accounting and Reporting; Auditing and Attestation; Business Environment and Concepts; and Regulation. Must be completed with a grade of "B" or higher. **Prerequisite:** Completion of 24 hours in the MBA program, including all other Accounting courses.

BUSI 502 - Information Systems for Management 3 hours

Examination of the value and uses of information systems for business operations, management decision-making and strategic advantage. Discussions and applications focus on spreadsheet software and its usefulness as a managerial aid.

BUSI 504 - Business Communication Theory and Practice 3 hours

This course is designed to strengthen students' communications skills in the context of managerial communication. Topics include writing and research skills, listening skills, nonverbal communication, conflict resolution and negotiation strategies, conducting interviews and meetings, and giving formal presentations.

BUSI 506 - Legal and Ethical Environment for Business 3 hours

Examination of the topics in the area of law, regulatory controls and ethical issues. Topics include contracts, the Uniform Commercial Code, agency agreements, partnerships, corporations and product liability. Discussions focus on the implications of these legal situations in management.

BUSI 508 - Decision Science for Business 3 hours

Examination of quantitative skills useful to managers. Discussions focus on selected algebra topics, mathematics for finance, and descriptive statistics and probability. **Prerequisite**: Knowledge of College Algebra, Excel® or other computer spreadsheet applications is important.

BUSI 510 - Managerial Economics 3 hours

Examination of the impact of the economic environment on business decision making. Discussions focus on macro- and microeconomics topics with particular emphasis on marginal analysis and supply-and-demand considerations. **Prerequisite:** BUSI 508.

BUSI 522 - Organizational Theory and Practice 3 hours

Examination of modern concepts of effective management. Discussions focus on foundations, theories, models and literature for designing effective organizational relationships.

BUSI 526 - Human Resource Management and Theory 3 hours

Examination of the organizational human resource function and contemporary techniques for managing human resources. Discussions focus on EEO law, work force diversity, managing change, staffing, training and development, compensation and benefits, EEO/AA and other human resource topics. **Cross-listed** as MSCJ 526.

BUSI 528 - International Business 3 hours

Examination and analysis of the importance of international trade as it applies to the business sector. Analysis of import, export, trade deficit, balance of trade and balance of payment is explored. The course gives students an understanding of how the cultural, social, political, and economic environment in different countries can affect the international competitive environment and the implications for business strategy.

BUSI 530 - Employment Law 3 hours

Examination of state and federal employment laws. Discussions focus on how federal law sets the threshold for private sector employees and overrides most state and local employment laws. Emphasis placed on how both federal and state laws protect workers from discrimination in all aspects of employee recruitment, selection, placement and retention.

BUSI 531 - Organizational Training and Development 3 hours

Examination and analysis of the role of training and development in complex organizations. Discussions focus on development of systems and programs intended to motivate employees to create high performance organizations. Models analyze and evaluate best training and development practices to enhance high performance in rapidly changing environments.

BUSI 534 - Management of Compensation and Benefits Plans 3 hours

Examination and analysis of how human resource professionals go about designing a compensation and benefits plan that would attract and motivate qualified employees. Discussions emphasize evaluation of how successful compensation and benefits programs lead to enhanced quality of work life, higher levels of performance, lower absenteeism and lower turnover.

BUSI 535 - Recruitment, Selection and Placement Strategies 3 hours

Examination of the processes and issues related to staffing organizations. Discussions emphasize analysis of the processes by which the workforce is developed and will enhance productivity and effectively implement business strategy. Topics include recruitment and staffing models, policies and practices related to attraction, selection, development, retention, and employment decision-making.

BUSI 544 - Marketing Strategy 3 hours

The course is organized around the marketing planning process to clearly delineate the relationship among marketing decisions. Marketing functions are examined through case

analysis to successfully integrate all elements of the managerial process. The course presents concepts from a decision making perspective rather than from a descriptive point of view. This approach reflects an emphasis on the marketing decisions that students are most likely to confront in their careers. Additionally, because marketing managers are held accountable for profits as well as sales, budgetary considerations of marketing decisions are discussed.

BUSI 550 - Readings 1-3 hours

The course is designed to provide students with additional subject matter content. Students will research works in current professional journals in the appropriate subject area.

BUSI 562 - Managerial Accounting 3 hours

Examination of the strengths and limitations of an organization's accounting system in many different organizational settings. Discussions focus on the different roles of managers within organizations; the importance of cross-functional skills; being an integral part of the firm's organizational infrastructure; and analysis of the information generated by the accounting system for both planning and control decisions. Does not count toward the MBA Accounting Emphasis.

BUSI 570 - Managerial Finance 3 hours

Examination of the process of evaluating financial resources and planning and controlling activities within the firm. Discussions focus on ratio and cash-flow analysis, financial forecasting, development and use of budgets for management and planning and control. **Prerequisite:** BUSI 508.

BUSI 581 - Federal Income TaxBusiness Entities 3 hours

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; and S corporations. **Prerequisite:** ACCT 381.

BUSI 584 - Intermediate Accounting III 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; earnings per share; statement of cash flows. **Prerequisite:** ACCT 383.

BUSI 585 - Fund and Governmental Accounting 3 hours

Study of accounting and reporting concepts, standards and procedures applicable to city, county and state governments, the federal government, and not-for-profit institutions. **Prerequisite**: admission to the MBA Accounting Emphasis.

BUSI 588 - Advanced Financial Accounting 3 hours

Policies and procedures used in preparing financial statements of consolidated corporations and partnerships, including foreign currency transactions. **Prerequisite:** ACCT 384 or BUSI 584.

BUSI 590 - Integrative Accounting Seminar 3 hours

Culminating experience for the MBA-Accounting Emphasis. This course examines and integrates the four major areas that constitute the Uniform CPA exam: Financial Accounting and Reporting; Auditing and Attestation; Business Environment and Concepts; and Regulation. Must be completed with a grade of "B" or higher. **Prerequisite:** Completion of 24 hours in the MBA program, including all other Accounting courses.

BUSI 595 - Strategic Management 3 hours

Culminating experience/capstone course for the MBA degree. Requires application of all previously-learned educational experiences in accounting, economics, finance, management and marketing. Extensive use of case analysis and strategic report writing is used to integrate all previous course materials in the analysis and resolution of complex business strategic planning problems. A final grade of "B" or better must be achieved to satisfy graduation requirements. **Prerequisite:** Completion of at least 30 semester hours in the MBA program.

BUSI 599 - Business Administration Internship 1 hour

Internships in the Business Administration department provide academic field experience by combining theory and practice in a business setting. Internship proposals must clearly demonstrate that the student will be engaged in a field experience that is directly related to their course of study, not engaged simply in a work experience. Internship opportunities are available in a broad range of organizations: public and private; large and small; profit and non-profit. Grading: Satisfactory/Unsatisfactory only. **Prerequisite:** full admission to the MBA program.

EDUC 500 - Research Design 3 hours

The study of educational research from a comprehensive perspective. Included are: techniques and concepts of social and behavioral research; writing in the APA format; ethical standards governing educational research; experiences in the use of internal and external critique methods; readings in curriculum, assessment, philosophical and psychological research products; experiences accessing and using archival and web-based data sources; evaluation of descriptive, true-experimental and quasi-experimental research designs; identification and use of appropriate parametric and nonparametric statistical analyses; computation and interpretation of effect size tests of practical significance; conducting primary and secondary source literature reviews; demonstration of research designing; and use of portfolio research. **Prerequisite:** graduate standing; full MAT or M.Ed. status.

EDUC 502 - Foundations and Psychology of Educational Leadership 3 hours

This course introduces personal beliefs compared to fundamental principles within administrative theories, including organizational

theory, bureaucratic models, leadership theories, change theories, content theories, and process theories. Building level needs are researched in accordance to demographics and state assessments. Contemporary practices are studied and analyzed. Students taking this for Principal certification should complete 20 hours of field experience during the 8 week session. Successful completion of this course may be a requirement for additional coursework in the Principal certification program. **Prerequisite:** Graduate standing; full MAT or M.Ed. status

EDUC 504 - Curriculum Design and Evaluation 3 hours

The study of curriculum design from historical precedent to current models of curriculum construction, implementation and evaluation. **Prerequisites:** graduate standing, full MAT or M.Ed. status.

EDUC 505 - Instructional Theory and Techniques 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies, and methods of evaluation. Additionally, students will study the role of technology in teaching today to investigate teaching techniques and quality instruction with technology in the corresponding field placement. Includes field experience of 15 hours. **Prerequisite:** Graduate standing.

EDUC 507 - Alternative Certification Portfolio 3 hours

Designed exclusively for those who are pursuing Missouri certification via Columbia College's Alternative Certification Program of Study. The application of portfolio research skills are required to document the accomplishment of the Missouri Quality Indicators in a comprehensive portfolio, which is to be reviewed by the Columbia College Education Department. **Prerequisite:** an approved plan of completion.

EDUC 507E - Alternative Certification Portfolio Extension 0 hours

This course is designed only for Columbia College's Alternative Certification Program students who have not completed the requirements of EDUC 507, Alternative Certification Portfolio. **Prerequisite:** EDUC 507. Continuous enrollment in EDUC 507E, with the fee of $100 per enrollment, is mandatory and is capped at the maximum extension of three (3) consecutive terms.

EDUC 508 - Integrative Project 3 hours

The application of portfolio research skills needed to document the accomplishments of program goals. Students must demonstrate analysis, synthesis, and creativity through the completion of a written portfolio and oral presentation. The integrative project requires acceptance by graduate faculty, as well as submission of a program evaluation. Students should consult their advisor in the semester prior to enrollment to begin planning this experience. **Prerequisites:** EDUC 500, instructor's permission, and full MAT status.

EDUC 508E - Integrative Project Extension 0 hours

This course is designed for students who have enrolled in EDUC 508 and have not finished the project. Continuous enrollment in EDUC 508E, Integrative Project Extension, with the course tuition of $100 per enrollment, is mandatory and is capped at the maximum extension of three (3) consecutive terms. **Prerequisite:** enrollment in EDUC 508.

EDUC 512 - The Integrated Curriculum 3 hours

The study of research, theorists and proponents of the integrated curriculum and instruction in the elementary, middle-level and secondary schools. **Prerequisite:** Graduate standing; full MAT or M.Ed. status.

EDUC 514 - Teaching Mathematics to Students with Special Needs 3 hours

This course is designed to provide specific theories and strategies of teaching mathematics to children with special needs. Techniques of remediation and intervention in math instruction at various ability levels are discussed. There is a strong application component to this course.

Developmentally-appropriate practices are presented. This course is specifically designed for teachers of children with mild/moderate disabilities. **Prerequisites:** Graduate standing, EDUC 358, EDUC 359 or EDUC 360; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 515 - Language Development of the Exceptional Child 3 hours

Study of the stages and characteristics of language development with an emphasis on the needs of exceptional children and learners of English as a second language. The course's focus is to allow practicing classroom teachers to apply this knowledge to the acquisition and development of exceptional children in various educational settings. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 516 - Reading and Writing Across the Curriculum 3 hours

The study of the theoretical framework for directed language use in all content areas, with emphasis on establishing a consistent set of language standards, practices and uses. Applications in various contents, curricula and with various ability levels are developed. Includes a 15-hour field experience. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 517 - Literacy Across the Curriculum 3 hours

The study of the theoretical framework for directed language used in all content areas, with emphasis on establishing a consistent set of language standards, practices, and uses. Applications in various contents, curricula, and with various ability levels are developed. **Prerequisites:** Graduate standing; full MAT or M.Ed. status

EDUC 518 - Literature Across the Curriculum 3 hours

The study of potential contributions of literature, including traditional and more broadly-defined categories, in all teaching and learning situations.

Familiarity with the literature available and appropriate by genre, content and age group, criteria by which to evaluate written materials for appropriateness, and applications within specific subject areas and developmental stages, is stressed. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 521 - Language, Literature, and the Creative Arts for Elementary and Middle Schools 3 hours

The study of the creative arts (music and art) and language arts curricula emphasizing developmentally appropriate literature. This study includes instructional decisions, teaching techniques, and narrative and expository text related to aesthetic and language modes of listening, speaking, reading and writing. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 523 - Critical and Creative Problem Solving 3 hours

The study of critical and creative problem solving as it applies to teaching and learning. Cognitive understanding of the major models of critical thinking and creativity will be reinforced with experiences that require higher levels of thinking, including analysis, evaluation, and creative problem solving. Methods for teaching critical thinking to students will also be addressed. Prerequisite: graduate standing; full MAT or M.Ed. status.

EDUC 525 - Educating Exceptional Individuals 3 hours

A study of all components affecting the education of exceptional individuals. Variables addressed include: the type and extent of the various disabilities; the legal conditions and constraints influencing placement and instruction; the roles of collaboration and consultation of the personnel who work with exceptional students, including special teachers, classroom teachers, parents, administrators, and counselors; methods and materials used in instruction; classroom management. The role of the classroom teacher will be emphasized. **Prerequisite:** graduate

standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 526 - Teaching and Supervising Pre-Service and InService Teachers 3 hours

Study of the role of the practicing professional in the instruction and supervision of pre-service teachers in clinical settings. Variables studied include: the relational roles of the college supervisor, cooperating teacher and pre-service teacher; the developmental process and procedures appropriate for pre-service teachers at various stages of professional development; the roles of the cooperating teacher (model, teacher, demonstrator, coach, critic, evaluator, supporter, mentor). The phases of instruction (planning, implementation and evaluation), and the methods of instruction, including inquiry, direct, interactive and cooperative, individual and group, as they relate to clinical experiences, are utilized as one component of this course. Presentation and evaluation skills used by teachers in in-service situations and in professional conferences are addressed.

EDUC 527 - Introduction to Mild to Moderate Cross-Categorical 3 hours

An overview of mild/moderate disabilities, specifically the characteristics, etiology, diagnosis and assessment. Includes examination of the laws that govern special education. **Prerequisite:** EDUC 300 or EDUC 505; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 528 - Methods, Including Assistive Technology, for Teaching Mild/Moderate Cross-Categorical Students 3 hours

A study of the methods, materials, assistive technology, and additional resources, requirements and responsibilities of teachers working with students with mild to moderate disabilities, including learning disabilities, behavioral disorders, mental retardation, and physical disabilities and other health impairments. Course content focuses on developing instructional strategies to provide effective programs in a range of placements. Emphasis is on the team model of planning and

delivery, including parents, regular education teachers, administration, and support specialists. **Prerequisite:** admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 529 - Curriculum and Instruction for Gifted Students 3 hours

The course will investigate topics which include the historical background of education for the gifted and talented; the concept of giftedness and characteristics of the gifted and talented; assessment of the gifted and talented; various models and programs for education of the gifted and talented.

EDUC 530 - Administration and Super-vision of the Gifted Program 3 hours

The study of the gifted program administration. Focused upon are the understanding of, and the skills needed for, the supervising and administering a gifted program in elementary and secondary schools. This class will include a study of the origins of gifted education; identifying giftedness; the instructional models in use; and the selection of staff. **Prerequisite:** graduate standing.

EDUC 531 - Survey of the Gifted and Talented 3 hours

Overview of the intellectual, social and emotional characteristics of the gifted and talented. An investigation of the concept of giftedness, assessment of the gifted and talented which include: cognitive, affective, physical and intuitive functions.

EDUC 532 - Technology in Education 3 hours

The study of instructional media and its use in the classroom. Traditional media and the latest technology are investigated. Provided are opportunities to work with the various mediums, produce materials, and integrate mediated experiences into instruction. **Prerequisite:** graduate standing; full MAT or M.Ed. status

EDUC 533 - Topics 1-3 hours

EDUC 535 - Teaching Creative Arts and Movement to Children 3 hours

The study of the integration of visual arts, music, movement, and drama into classroom instruction. Course content focuses on nurturing and developing creativity in students through the understanding of developmentally appropriate instructional methods. **Prerequisites:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed status.

EDUC 537 - Teaching Language Arts in Middle and Elementary Schools 3 hours

The study of middle and elementary school language arts instruction including listening, speaking, writing, reading, and viewing. Specific instructional emphases include differentiating instruction; incorporating technology in language arts lessons; implementing strategies for beginning readers; engaging English language learners; using assessment to guide instruction; and developing higher-level thinking skills to help children apply their developing abilities to different situations, materials, and ideas. **Prerequisites:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 542 - Law, Ethics and Education 3 hours

The study of practices within education from both the legal and ethical perspectives. Values, morality and ethics are addressed from historical and current frameworks and applied to legal and practical questions of practical importance to educators. Includes field experience of 15 hours to investigate English language learning classroom practices. **Prerequisite:** Graduate Standing

EDUC 543 - History of American Education 3 hours

The study of the history of education in the United States from colonial times to present day. This course will examine traditional forms of education, including elementary and secondary schools, along with the interaction between school systems and religion, culture, and governmental policies. **Prerequisite:** graduate standing.

EDUC 544 - Current Issues and Philosophical Precedents 3 hours

The study of current issues in education and education reform, such as: educational practice; specialization and professionalization; governance; finance; legal precedents; cultural, social and ethnic influences; and equal opportunity demands. Issues are explored from the philosophical precedents formed in idealism, realism, perennialism, essentialism, pragmatism, progressivism, social constructivism, humanism, existentialism, philosophical analysis and emerging reform philosophies. **Prerequisite:** graduate standing; full MAT or M.Ed. status.

EDUC 546 - Perspectives on Families, Community, and Political Involvement in Public Schools 3 hours

The study of relationships between the schools and professional educators, and the people and agencies outside the schools which influence and affect them. Formal and informal relationships are identified, and positive and negative effects discussed. Strategies for fostering and improving cooperative involvement and support are developed and a practical application is required. **Prerequisite:** Graduate standing; full MAT or M.Ed. status. Prerequisite: Graduate standing.

EDUC 547 - Career Counseling Including Children With Special Needs 3 hours

The study of and application of theory, procedures and techniques of career counseling. Career identification and decision making are emphasized. Techniques for preparing students with special needs to make the transition from special education to community living are discussed. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 548 - CommunicationsCounseling, Conferencing, and Confronting 3 hours

The study of communications within the context of interpersonal transactions within educational settings. Counseling, counseling theories, mediating, conferring and advocating are studied. Special attention is given to community resource agencies, multidisciplinary teams and their work with families of children with disabilities. **Prerequisite:** graduate standing; and

admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 549 - Meeting the Affective Needs of Gifted Students 3 hours

This course will examine the unique socioemotional characteristics of the gifted and talented student. Topics include socialization, motivation, developing empathy for others, addressing perfectionism, reflective thinking, and metacognition. **Prerequisite:** Graduate standing.

EDUC 550 - Human Development 3 hours

The study of human development. Students must complete the Course Core Component and two Specialized Components. The Core Component addresses human development from the theoretical perspectives of psychoanalysis, behaviorism and phenomenology. Specialization Components focus on the unique physiological, cognitive, and affective/social characteristics of human beings in age-graded, developmental eras, and on how these characteristics modify practice requirements. **Prerequisite:** graduate standing.

EDUC 551 - Comparative and International Education 3 hours

The study of educational policy and practices within a global context. This course will introduce students to comparative education methodology and theories. Special attention will be paid to investigating the educational systems outside the United States, including the structure of formal school systems and social, cultural, and economic issues affecting education. **Prerequisite:** graduate standing.

EDUC 555 - Development, Gender and Cultural Differences 3 hours

The study of diversity as it pertains to cultural differences. Issues examined include the impact of economic, social, cultural, political, religious, ethnic, racial, and gender influences. Diversity in the classroom is addressed, including the role of the classroom teacher. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 556 - Emotional Disorders in Children and Adolescents 3 hours

The study of the effects of emotional disorders on children's cognitive, affective, and psychomotor behaviors, as well as remedial and rehabilitative strategies. Students will identify those strategies that are effective in the classroom with students exhibiting emotional disorders. **Prerequisite:** graduate standing.

EDUC 558 - Advanced Techniques of Reading Methods 3 hours

The advanced study of how to teach reading skills. Graduate students investigate and understand the complex processes involved in helping students become proficient readers. The course covers the instructional methods, theory and techniques needed to instruct individuals in the process of reading including phonics, phonological awareness, vocabulary, fluency and comprehension. The metacognitive aspects of reading self-monitoring and the affective domain impact on the act of reading is applied to the act of reading instruction. Includes a 15-hour field experience. **Prerequisite**: Graduate standing; admission to the Teacher Certification program or full MAT or M.Ed status.

EDUC 559 - Adv. Intervention For Struggling Readers 3 hours

Advanced reading instructional techniques are researched and applied to the specific correction needs of struggling readers. Students will research the reading need, apply the research, and evaluate the results of the research application. Plans of instruction are written based on the outcome of the research teaching process. The class is designed for the reading specialist and special educators. **Prerequisites:** Graduate standing; admission to Teacher Certification Program or full MAT or M.Ed. status; EDUC 331 or EDUC 558 .

EDUC 560 - Theories of Learning 3 hours

The study of psychological principles in educational environments. Emphasis is on the major learning theories including those proposed by Pavlov, Skinner, Bandura, Piaget, Vygotsky, and others. Classroom instruction and assessment, child and adolescent development, memory, and motivation are also among the

topics addressed. **Prerequisite:** Graduate standing.

EDUC 562 - Behavior Management Techniques 3 hours

A study of the theories of behavior management as applied to school environments with teachers, children, support personnel, parents and special needs personnel as contributing variables. Prevention, tiered interventions, and team-based problem solving are included. **Prerequisite:** Graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 563 - Management of the Classroom Environment 3 hours

The study of classroom management techniques. Students analyze classroom variables related to organization and governance; study theories relevant to classroom motivation, discipline and communications to evaluate classroom practices; and develop a management system. Includes a 15-hour field experience. **Prerequisite**: graduate standing

EDUC 564 - Classroom Management 3 hours

The study of classroom management theory and techniques. Students analyze classroom variables related to organization and governance; study theories relevant to classroom motivation, discipline, and communications to evaluate classroom practices; and develop a management system based on evidence of effectiveness. This course does not apply toward Columbia College's Teacher Certification Program. **Prerequisite:** Full admit MAT or M.Ed. status.

EDUC 565 - Advanced Application Learning Science 3 hours

This course examines learning theory within the context of today's pre K-12 classrooms and the increasing demand for differentiated instruction. The emerging interdisciplinary field of learning sciences is explored against the backdrop of effective teaching and student achievement, and the challenges of preparing all students for a future that does not yet exist. Emphasis will be placed on the application of learning theory and science to instructional practices, with a

particular focus on differentiated practice. Current pedagogical trends in education will be analyzed for their scientific merits. The professional learning of staff is also considered, as well as the application of theory and science to organizational learning and goal achievement. **Prerequisite:** M.Ed. status.

EDUC 569 - Data-Based Decision Making for Instruction 3 hours

This course provides individuals with the foundation and skills to understand and implement a data-driven decision making process at the core level of instruction. The course will provide a structure from which teachers, curriculum coaches, department chairs, coordinators, etc. will be able to identify specific needs based on data, to collaborate with others to structure an instructional response to those needs, and to create professional teams that reflect and improve their day-to-day practice using data. Students taking this for Principal certification should complete 20 hours of field experience during the 8 week session. Successful completion of this course may be a requirement for additional coursework in the Principal certification program. **Prerequisite:** Graduate standing; full MAT or M.Ed. status

EDUC 570 - Statistics for the Behavioral Sciences 3 hours

The study of parametric and nonparametric statistics used in the behavioral sciences. Included will be analyses of relationship and variance as well as effect sizes associated with each. **Prerequisite:** graduate standing.

EDUC 574 - Evaluation of Individual Achievement and Aptitude 3 hours

The study and practice of individual aptitude and achievement testing. Using the major assessment tools, the administration, scoring and evaluation of individual tests are emphasized. Contemporary assessment issues also are discussed. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 578 - Adolescent Literacy Theory and Technique 3 hours

Students, ages 9-19, need literacy instruction based on sound theory and instructional techniques to meet their learning needs in reading, writing, listening, speaking, thinking, viewing, and technology. This class will address the developmental needs of these students and provide recent research theory for the demonstrated techniques to assist in successful learning for all adolescent learners through instructional interventions for the reading and literacy deficits. **Prerequisites:**graduate standing.

EDUC 579 - Language Acquisition and Emergent Literacy Theory and Techniques 3 hours

The connection of oral language development and early literacy learning will be the focus of this class. The types of instruction needed to assists students in language acquisition and emergent literacy will be addressed. Students will learn to observe, analyze language acquisition problems in the learning situation. **Prerequisite:** EDUC 505 and admission to the Teacher Certification Program.

EDUC 580 - Methods of Effective Academic Evaluation 3 hours

A study of formative, placement, diagnostic and summative evaluation. Emphasis is on the development, administration, interpretation and utilization of informal, teacher-made evaluation measures, to include paper-pencil and observation instruments. These measures may be norm-referenced, criterion-referenced or learner-referenced. Additionally, students learn to read and interpret formal assessment data produced by either parametric or nonparametric statistics. **Prerequisite:** graduate standing; and admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 581 - School Law for Education Leaders 3 hours

This course will inform public and private school leaders with an in-depth study of federal and state laws that govern the operation of public schools. Landmark cases that have shaped our interpretation of the Bill of Rights will be reviewed and research will be completed for applications of case law. **Prerequisite:** Graduate standing; full MAT or M.Ed. status.

EDUC 582 - Evaluation of Teaching Effectiveness 3 hours

The study of methods, models and materials which can be used to analyze teaching effectiveness. Variables studied include: input and output measures as standards; the relationship between goals and measurements; criterion, norm and self-referencing; intended use formative or summative; sources-peer, supervisor, self and client; personal or mediated; formal or informal; systematic or random; planned or spontaneous. **Prerequisite:** graduate standing; full MAT or M.Ed. status.

EDUC 583 - Elementary and Secondary Principalship 3 hours

This course provides an overview of the multifaceted roles and responsibilities of the school leader at the elementary or secondary level. School effectiveness, student achievement, and reflective practice are critical to the understanding of the Professional Standards for Educational Leaders which frame the course. Students taking this for Principal certification should complete 20 hours of field experience during the 8 week session. Successful completion of this course may be a requirement for additional coursework in the Principal certification program.

EDUC 585 - Theory and Philosophy of Instructional Coaching 3 hours

This course will focus on the research and theory of effective coaching for affective and cognitive learning. Understanding the research and the theoretical base for instructional coaching will assist the learner in developing a foundation for becoming an instructional coach. The study of theory about teaching adult learners using the instructional coach model of classroom management, content planning, instruction, and assessment for learning. A major outcome of the class will be the development of a personal philosophy for instructional coaching. **Prerequisite:** full MAT or M.Ed. admission.

EDUC 586 - Techniques and Strategies of Instructional Coaching 3 hours

This class focuses on the methods and techniques of instructional coaching incorporating the instructional coach model of classroom management, content planning, instruction, and assessment for learning. Participants identify their personal strengths and concerns, and learn many strategies and techniques for application in school settings. **Prerequisites:** full MAT or M.Ed. admission.

EDUC 587 - Supervision 3 hours

This course provides a comprehensive study of the responsibilities of the school leader that relate to supervision. Varied measures of school effectiveness are studied, including teacher, program, and institutional evaluation. An emphasis on recruitment, selection, and training for retention of personnel is provided. Expectations include planning for professional development to meet the needs of certificated and non-certificated staff for continuous school/institutional improvement at all levels. **Prerequisites:** full MAT or M.Ed. admission.

EDUC 590 - Analysis and Correction of Reading Disabilities 3 hours

The study of current commercially-prepared instruments for reading evaluation, construction or instruments for classroom and specialist use, and analysis and interpretation of testing results. **Prerequisite:** Graduate standing; admission to the Teacher Certification Program or full MAT or M.Ed. status.

EDUC 600 - Education Seminar for Teacher Candidates 3 hours

This course is an integrative seminar that reviews the many theories and techniques of teaching, including the review and application of English Language Learner Methods and cultural influences, technology instructional methods, and reflective teaching practices. This seminar will have a culminating synthesis paper that demonstrates competency in major areas of theory and practice. A minimum grade of C is required for graduation and/or program completion. **Prerequisite:** graduate standing and admission to Teacher Certification Program.

Must be taken the semester or session prior to student teaching.

EDUC 605 - Instructional Coaching Practicum 3 hours

This course focuses on implementation of methods and techniques through modeling, coteaching, reflection, and completion of coaching cycles with another teacher. It includes planning, observing, analysis, and feedback captured on video. The final outcome for this class is an electronic portfolio. **Prerequisites:** EDUC 585 and EDUC 586.

EDUC 607 - Special Education Administration 3 hours

This course is designed for those who will develop, implement, and supervise Special Education programs and practices. **Prerequisites:** graduate standing; teacher certification in one or more areas of special education.

EDUC 608 - Education Leadership Practicum 3 hours

This course will provide a field-based integrated project to establish the framework, development and competencies for portfolio artifacts for the adopted standards for School Leaders (ISLLC Standards, Interstate School Leaders Licensure Consortium). This course should be one of the last two courses taken in the program. Missouri students only. **Prerequisites:** Graduate standing; M.Ed. status.

EDUC 608E - Educational Leadership Practicum 0 hours

This course is designed for students who have enrolled in EDUC 608 and have not finished the project. Continuous enrollment in EDUC 608E, with the course tuition of $100 per enrollment, is mandatory and is capped at the maximum extension of three (3) consecutive terms. **Prerequisites:** EDUC 608 and permission of M. Ed. coordinator.

EDUC 610 - Practicum 1-6 hours

A field-based experience in which students apply the concepts being studied within a particular

class to a real situation under the direction and supervision of a master teacher and a faculty member. Designed primarily for students who are not currently teaching or who do not have access to a classroom setting, the practicum is a focused experience that must be developed and approved prior to enrollment. **Prerequisite:** graduate standing; full MAT status.

EDUC 611 - Administrative Problem Solving in the Field 3 hours

This course focuses on fundamental principles of problem solving, team leadership, data-based decision making, professional development, and reflection based on public or private school environment. The practicum includes 150 clock hours of clinical experience. The course grade reflects satisfactory or unsatisfactory work. **Prerequisite:** EDUC 608.

EDUC 613 - Practicum: Mild/Moderate Cross Categorical Special Education 3 hours

Application theory of special education as well as legal requirements for students and teachers in authentic teaching situations. A supervised introduction to the multi-faceted role of a special education teacher, including consultant and care manager. Students spend 120 clock hours in the field and 24 hours in seminar to meet the requirements of the course. May be repeated one time for a total of 6 hours of credit. **Prerequisites/Corequisites:** Graduate standing; completion of EDUC 390 or EDUC 525 for teacher certification; completion of EDUC 528, EDUC 548 and EDUC 562 for certification in mild/moderate cross-categorical special education.

EDUC 614 - Reading Specialist Practicum for Elementary Teachers 3 hours

Practicum in working with elementary students with special reading problems. The class will concentrate on diagnosis and remediation of reading problems, use of data-driven instruction, and understanding of the affective and cognitive domains in reading instruction in the areas of phonics, phonological awareness, fluency, vocabulary, and comprehension. Understanding of student motivation, self-confidence, and willingness to learn to read will be demonstrated in one-on-one conferences with the practicum

student and elementary student. The practicum student will document 24 hours of seminar participation and 120 hours of classroom application of the latest reading research knowledge in assisting students in developing proficient reading strategies. **Prerequisites:** Graduate standing; full MAT or M.Ed. status; EDUC 331 or EDUC 558 and EDUC 380 or EDUC 590.

EDUC 615 - Practicum for the Gifted and Talented 3 hours

Application theory of gifted and talented education in authentic classroom situations; a supervised introduction to gifted and talented programs. Students will spend 120 clock hours in the field and 24 hours in seminar to meet the requirements of the course. May be repeated one time for a total of 6 hours of credit. **Prerequisite:** graduate standing; EDUC 531; and full MAT status.

EDUC 616 - Reading Specialist Practicum for Middle & Secondary Teachers 3 hours

Practicum in working with middle school and secondary students with special reading problems. Understanding of the basic knowledge and elements of reading instruction for middle and secondary students will be the foundation of the practicum. The practicum will concentrate on diagnosis and remediation of reading problems, use of data-driven instruction, and understanding of the affective and cognitive domains in reading remediation. Students will use the Reader SelfPerception Scale and the Adolescent Reading
Profile in addition to diagnostic cognitive reading assessments. The practicum student will display appropriate reading instruction in the areas of phonics, phonological awareness, fluency, vocabulary, and comprehension. Understanding of student motivation, self-confidence and willingness to learn to read will be demonstrated in one-on-one conferences with the practicum student and middle school/secondary student. The practicum student will document 24 hours of seminar participation and 120 hours of classroom application of the latest reading research knowledge in assisting students in developing proficient reading strategies. **Prerequisites:** Graduate standing; full MAT or M.Ed. status;

EDUC 331 or EDUC 558 and EDUC 380 or
EDUC 590.

**EDUC 617 - Administrator Problem Solving
Synthesis 3 hours**

This course focuses on fundamental principles of
problem solving, team leadership, data-based
decision making, professional development, and
reflection based on public or private school
environment. The course grade reflects
satisfactory or unsatisfactory work. This course is
only for out-of-state (non-Missouri) students.
Prerequisite: M. Ed. program or permission from
M. Ed. coordinator.
EDUC 633 - Topics 1-3 hours

**EDUC 688 - Graduate Paraprofessional
Student Teaching 9 hours**

Students, under the guidance of college
supervisors and qualified classroom teachers,
assume the duties and responsibilities of public
school teachers including planning, presenting
and evaluating instruction and related
responsibilities for four weeks. Grade of B or
higher is required for certification. Application
must be completed one semester prior to
beginning student teaching. Student teachers
must attend required teaching seminars at the
college during the student teaching semester.
Prerequisites: Graduate standing; admission to
the Teacher Certification Program; completion
of all coursework and specifications listed in the
Student Teaching section of this catalog.

**EDUC 698 - Graduate Student Teaching 9
hours**

Students, under the guidance of college
supervisors and qualified classroom teachers,
assume the duties and responsibilities of public
school teachers including planning, presenting
and evaluation of instruction and related
responsibilities (16 weeks). Grade of B or higher
required for certification. Student teachers must
attend the required teaching seminars held at the
college during the student teaching semester.
Application must be submitted approximately six
months prior to taking this course.
Prerequisites: Graduate standing; admission to
the Teacher Certification Program; completion of
all coursework and specifications listed in the
Student Teaching section of this catalog.

MSCJ 500 - Research Design 3 hours

The study of applied research designs. Data
collection methods emphasized are observation
and psychometry. Both qualitative and
quantitative data analysis methods are studied,
with strong emphasis on results interpretation.
Must be taken as a foundational course for the
Master of Science in Criminal Justice.
Prerequisite: graduate standing.

**MSCJ 501 - Current Issues and
Future Directions in Criminal Justice 3 hours**

An examination of the salient, current critical
issues in the justice system affecting law
enforcement, criminal justice personnel, public
policy, and recent social developments. Must be
taken as a foundational course for the Master of
Science in Criminal Justice. Prerequisite: MSCJ
500.

**MSCJ 510 - Legal and Ethical Issues in
Criminal Justice 3 hours**

Examination of topics in the areas of law, legal
controls, and ethical issues in the criminal justice
field. Areas such as corruption, misconduct and
related issues are discussed.

**MSCJ 524 - Criminal Justice Policy
Development and Evaluation 3 hours**

Examination of the development, implementation
and analysis of public policy. Students identify
and evaluate public policies as they relate to the
criminal justice system. **Prerequisite:** graduate
standing.

**MSCJ 525 - Comparative Criminal Justice
Systems 3 hours**

Examination of criminal justice systems
worldwide. Includes exploration of means of
establishing cooperation toward mutual goals
despite structural, historical and ideological
differences. **Prerequisite:** graduate standing.

**MSCJ 526 - Human Resource Management
and Theory 3 hours**

Examination of the organizational human
resource function and contemporary techniques

for managing human resources. Discussions focus on EEO law, work force diversity, managing change, staffing, training and development, compensation and benefits, EEO/AA and other human resource topics. **Cross-listed** as BUSI 526.

MSCJ 530 - Legal Aspects of Criminal Justice Administration 3 hours

Examination of the legal issues within criminal justice management, and of the effects of constitutional provisions, statutes, ordinances and judicial decisions on justice administration. Analysis of the legal aspects of selection, compensation, promotion, assignment and termination of justice employees and consideration of operational issues not addressed in other courses. **Prerequisite:** graduate standing.

MSCJ 533 - Topics in Criminal Justice 3 hours

Intensive study of specially chosen topical areas with special emphasis on the systems concept as it applies to problem solving in the management of criminal justice.

MSCJ 535 - Budgeting and Planning for Criminal Justice Managers 3 hours

Examination of public sector budgeting from the perspective of agency and departmental managers. Analysis of the issues involved in planning, developing, tracking and implementing an agency or department budget. **Prerequisite**: graduate standing.

MSCJ 543 - Development of Standard Operating Procedure 3 hours

Designed to enable students to research and develop a standard operating procedure for a designated law enforcement agency. Students do so while being able to identify nationally recognized guidelines in the development of that policy. **Prerequisite:** MSCJ 524 and MSCJ 530.

MSCJ 550 - Readings in Criminal Justice Administration 3 hours

Selected readings that allow the student to pursue areas of particular interest or need not covered in established courses or programs. **Prerequisite:** 12 semester hours of required graduate foundation courses.

MSCJ 551 - Readings 1-2 hours

This course is designed to provide transfer students with additional subject matter. Course involves research in current professional journals in the appropriate subject area. **Prerequisite:** Transfer student.

MSCJ 561 - Crisis Intervention 3 hours

Study of the theory and practice of crisis intervention with an emphasis on outreach intervention models. Demonstration of skills is required. **Prerequisite:** 12 semester hours of required graduate foundation courses.

MSCJ 567 - Seminar in Juvenile Justice 3 hours

Analysis of all aspects of the juvenile justice system and process. Topics include history, movements toward diversion and deinstitutionalization, police interaction, court coprocess, due process and community intervention. Included is an examination of the law as it relates to juvenile justice and future trends in the field. **Prerequisites:** MSCJ 500, MSCJ 501, MSCJ 510, MSCJ 524.

MSCJ 577 - Law Enforcement Administration 3 hours

An examination of selected criminal justice system management issues and problems focusing specifically on law enforcement, agency management including policy planning, forecasting, human resource management and project implementation. **Prerequisite**: graduate standing.

MSCJ 579 - Law Enforcement and the Community 3 hours

This course examines the nature of law enforcement organizations as components of the political and social networks that comprise communities. Topics such as the intersection of law enforcement, mental health, juvenile justice

and educational systems are examined. The public impact of law enforcement operations and the role of the media and special interest groups are examined in detail. **Prerequisite:** graduate standing.

MSCJ 587 - Corrections Administration 3 hours

The course develops students' capacity to develop and evaluate policies and procedures in all parts of the correctional administration arena. Judicial decisions which impact the legal status of the operation of correctional institutions and offender confinement are examined along with practical and operational decisions relating to corrections administration. **Prerequisite:** Graduate standing.

MSCJ 589 - Community Corrections 3 hours

Techniques and procedures utilized in the supervision of adult and juvenile probationers and parolees and other residents of communitybased corrections facilities. Preparation of social history, pre-hearing and presentence investigation reports. Emphasis on practical problems confronting the probation and parole and other community-based corrections officers. **Prerequisite:** graduate standing.

MSCJ 595 - Emergent Issues in Criminal Justice Leadership 3 hours

This serves as a capstone course for the Master of Science in Criminal Justice program, providing an opportunity for the integration of information offered in the program and its relationship and application to emergent issues. Addresses the effect of emergent perspectives in leadership and organizational theory on public administration and criminal justice leadership. Integrates leadership and organizational theory, principles of public administration, community expectations of criminal justice leaders, and relevant technological innovations and applications. Extensive use of case studies is used to integrate all previous course materials in the analysis and resolution of complex leadership issues. **Prerequisites:** 12 semester hours of required graduate foundation courses and an additional 18 semester hours of required graduate core courses.

Catalog Non-Curricular Change Document

This document outlines significant changes that were made to the catalog from last year's catalog.

These are Non-Curricular changes, please see sharepoint for Curriculum updates To see all of

the changes, please see the complete Catalog.

1. In the About Columbia College section, we updated the campus locations to show the Coast Guard Island, and Patrick Air Force Base campus closure.

2. In the Admission Policies section, the admission policies, deadlines, student authentication, Masters Pre-requisites, international student admissions, transfer students, readmission, non-degree seeking, location changes and teacher certification program were updated.

3. On the Application Procedures page, the application fee was removed.

4. On the Applying for Financial Aid page, Econsent was added as a step.

5. On the Grading and Academic Standing page, the dismissal policy was updated with information on how a grade appeal can affect a dismissal.

6. In the International Programs section, the number of hours each semester was updated and CPT eligibility requirements were updated.

7. On the Resources page, the number of alumni was updated, Enrollment Services Center information was added, and library numbers were updated. Parking Permits information and Bookstore/Textbook policy was updated.

8. On the Return of Title IV Funds page, we updated the determining earned aid section to include what happens when a student withdrawals multiple times.

9. On the Student Conduct page, policy on the Alcohol and Controlled and/or Illicit substances was updated. The Behavioral Misconduct policy was also updated along with the Disciplinary Procedures. The General Student Grievance Policy was also updated.

10. On the Tuition Rates and Payment Policies, the rates were updated for the current year.

11. The State Regulatory Information and Complaint Process section, we've updated each state to have their own page with updated information.