



# Graduate Catalog

2022-2023

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# Catalog Home

## 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.*

*This catalog reflects current academic policy and programs in effect 08/31/2022 - 08/30/2023. Students who declare their catalog year to be 2022 are subject to the degree program requirements contained herein.*

*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 certificates, as well as, 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 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 classrooms situated nationwide are housed in properly fitted facilities and are equipped with computers, internet access, projectors and other equipment that support academic courses and programs of study.

Columbia College educates more than 13,000 students each year and has more than 99,000 alumni.

# College Profile

<b>Classification:</b>	Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
<b>Location:</b>	Home campus in Columbia, Missouri (population 126,000 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: <u>Alabama</u> : Redstone Arsenal; <u>California</u> : Lemoore, Los Alamitos, San Diego, San Luis Obispo; <u>Cuba</u> : NB Guantanamo Bay; <u>Colorado</u> : Denver; <u>Florida</u> : Jacksonville, NAS Jacksonville, Orlando, Tavares; <u>Georgia</u> : Fort Stewart, Hunter Army Air Field, NSB Kings Bay; <u>Hawaii</u> : USCG Honolulu; <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, Waynesville, Whitman AFB; <u>North Dakota</u> : Minot AFB; <u>Oklahoma</u> : Fort Sill; <u>South Dakota</u> : Ellsworth AFB; <u>Texas</u> : Mesquite, NASJRB Fort Worth; <u>Utah</u> : Salt Lake City; <u>Washington</u> : Marysville, NS Everett, NAS Whidbey Island.
<b>Degrees Conferred:</b>	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.
<b>School Code/FICE #:</b>	002456
<b>Campus:</b>	37 buildings on a 40-acre campus four blocks from downtown Columbia, and also includes a building downtown.
<b>Library:</b>	Print: More than 60,000 items. Electronic: More than 250,000 e-books and 55 databases. Member of MOBIUS statewide consortium.
<b>Enrollment:</b>	More than 1,000 full and part-time day students, representing 25 states and 12 foreign countries; more than 1,000 evening and graduate students and more than 12,000 Nationwide and Online students per year.
<b>Alumni:</b>	More than 99,000 Columbia College alumni.
<b>Athletics:</b>	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, bowling, competitive cheer and dance; and a variety of intramural sports.

## Accrediting Agencies

Columbia College is accredited by the Higher Learning Commission and approved for teacher preparation by the Missouri Department of Elementary and Secondary Education. The Associate in Science in Nursing and the Bachelor of Science in Nursing degrees are approved by the Missouri State Board of Nursing. The Bachelor of Science in Nursing is accredited by the Commission on Collegiate Nursing Education.

**The Higher Learning Commission**  
230 South LaSalle Street, Suite 7-500  
Chicago, IL 60604-1411  
Phone: (312) 263-0456 or (800) 621-7440  
E-mail: [info@hlcommission.org](mailto:info@hlcommission.org)

**Department of Elementary and Secondary Education**  
P.O. Box 480  
Jefferson City, MO 65102  
Phone: (573) 751-4212  
E-mail: [communications@dese.mo.gov](mailto:communications@dese.mo.gov)

**Missouri State Board of Nursing**  
3605 Missouri Boulevard  
P. O. Box 656  
Jefferson City, MO 65102-0656  
Phone: (573) 751-0681  
E-mail: nursing@pr.mo.gov

**Commission on Collegiate Nursing Education**  
655 K Street, NW, Suite 750  
Washington, DC 20001  
Phone: (202) 887-6791  
Website: <https://www.aacnnursing.org/CCNE>

The Associate in Science in Nursing program is accreditation by the:

**Accreditation Commission for Education in Nursing (ACEN)**  
3390 Peachtree Road NE, Suite 1400  
Atlanta, GA 30326  
Phone: (404) 975-5000  
<https://www.acenursing.org/>

The Medical Assisting Certification program is accredited by the:

**Commission on Accreditation of Allied Health Education Programs (CAAHEAP)**  
Award Letter: <https://ams.caahep.org/documents/program-documents/9126/2019-3.15-ma-columbia-college-c.pdf>

**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.

## 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 location, 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 advisor 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 through CougarTrack. 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, make a note of the contents of the message and contact the Enrollment Service Center during normal business hours. Students who have trouble logging into CougarTrack should contact the Help Desk.

## **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 through CougarTrack. 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 through CougarTrack.

## **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.

# 2022 - 2023 Academic Calendars

## Fall Semester August 29 – December 17, 2022

July 29	Deadline for cancelling housing contract (Day students, if approved for off-campus living)
July 30	Deadline to submit housing contract(Day students only)
August 24	Move-in for new residential Day students at 12:00pm
August 25	Meal Plans begin for students
August 25-28	Orientation for new students
August 28	Last day to register before classes begin
August 29	Start of semester
August 29	Classes begin
August 31	Last day to add classes
September 5	Labor Day: classes cancelled; offices closed (library closed Sept. 3-5)
September 6	Last day to drop a course (not applicable to Day total withdrawal)
October 8	Homecoming
October 21	Day student Fall Break: day classes cancelled, offices and library open
October 22	Midterm (Day students only)
October 25	Midterm grades for all Day courses entered online by 12:00 noon
October 31-November 4	Day Student Advising Week: students meet with advisor to determine Spring 2023 classes
November 7	Registration for Spring 2023 begins for currently enrolled seniors, Honors students and military members
November 9	Registration for Spring 2023 begins for currently enrolled juniors
November 10	Registration for Spring 2023 begins for currently enrolled sophomores
November 11	Registration for Spring 2023 begins for currently enrolled freshman and non-degree students
November 18	Last day to withdraw with grade of "W"
November 18	Residence halls close at 6:00 pm
November 21-25	Thanksgiving Break: day classes do not meet; offices and library closed Nov. 25-27
November 27	Residence Halls open at 12:00pm
November 28	Classes Resume
December 9	Last day of Day student classes; last day to complete a total withdrawal from all classes
December 12-15	Final examinations



December 14	Deadline for new Day students to submit housing contracts
December 16	Residence Halls close at 12:00pm(except by special arrangement)
December 16	Nurses' Pinning Ceremony, 6:30 pm
December 17	COMMENCEMENT
December 17	End of semester
December 22	Final grades entered by 12:00 noon
December 21	Deadline for cancelling housing contract (if approved for off-campus living)

## **Spring Semester January 9– April 29, 2023**

January 7	Residence Halls open, 12:00 noon
January 8	Last day to register before classes begin
January 9	Start of semester
January 9	Classes begin
January 11	Last day to add classes
January 16	Martin Luther King, Jr. Day: classes do not meet; offices and library closed
January 17	Last day to drop a course(not applicable to Day total withdrawal)
March 4	Midterm (Day students only)
March 7	Midterm grades for all Day courses entered online by 12:00 noon
March 24	Residence halls close at 6:00 pm (except by special arrangement)
March 27-31	Spring Break: Day student classes do not meet; evening and graduate classes are in session
April 2	Residence halls reopen at 12:00 noon
April 3	Last day to withdraw from classes with a grade of "W"
April 3	Day classes resume
April 3-7	Day Student Advising Week: students meet with their advisor to determine their Fall 2023 classes
April 11	Registration for Fall 2023 begins for currently enrolled seniors, Honors students and military members
April 12	Registration for Fall 2023 begins for currently enrolled juniors
April 13	Registration for Fall 2023 begins for currently enrolled sophomores
April 14	Registration for Fall 2023 begins for currently enrolled freshman
April 21	Last day of Day student classes; last day for Day students to complete a total withdrawal from all classes
April 24-27	Final examinations
April 28	Residence halls close at 12:00 noon (except by special arrangement)
April 28	Nurses' Pinning Ceremony, 6:30 pm
April 29	Ivy Chain, 9:00 am
April 29	COMMENCEMENTS

April 29	End of semester
May 2	Final grades entered by 12:00 noon

## **Early Fall Session August 29 – October 22, 2022**

July 11	Registration begins for graduate, seniors, military and new students
July 13	Registration begins for returning juniors
July 14	Registration begins for returning sophomores
July 15	Registration begins for returning freshmen and non-degree seeking students
August 29	Start of session
August 29	Classes begin
August 31	Last day to add undergraduate and graduate classes
September 5	Labor Day: offices closed; in-seat classes cancelled; (library closed Sept. 3-5)
September 6	Last day to drop classes
October 7	Last day to withdraw from classes with grade of "W"
October 22	Classes end
October 22	End of session
October 25	Grades entered by 12:00 noon

## **Late Fall Session October 24 – December 17, 2022**

July 11	Registration begins graduate, seniors, military and new students
July 13	Registration begins for returning juniors
July 14	Registration begins for returning sophomores
July 15	Registration begins for returning freshmen and non-degree seeking students
October 24	Start of session
October 24	Classes begin
October 26	Last day to add undergraduate and graduate classes
October 31	Last day to drop classes
November 24-25	Thanksgiving Break: in-seat classes cancelled; offices and library closed Nov. 24-27
December 2	Last day to withdraw from classes with grade of "W"
December 17	Classes end
December 17	End of session
December 20	Grades entered by 12:00 noon

## **Early Spring Session January 9 – March 4, 2023**

November 7	Registration begins graduate, seniors, military and new students
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November 9	Registration begins for returning juniors
November 10	Registration begins for returning sophomores
November 11	Registration begins for returning freshmen and non-degree seeking students
January 9	Start of session
January 9	Classes begin
January 11	Last day to add undergraduate and graduate classes
January 16	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
January 17	Last day to drop classes
February 17	Last day to withdraw from classes with a grade of "W" March
4	Classes end
March 4	End of session
March 7	Grades entered by 12:00 noon

## **Late Spring Session March 6 – April 29, 2023**

November 7	Registration begins graduate, seniors, military and new students
November 9	Registration begins for returning juniors
November 10	Registration begins for returning sophomores
November 11	Registration begins for returning freshmen and non-degree seeking students
March 6	Start of session
March 6	Classes begin
March 8	Last day to add undergraduate and graduate classes
March 13	Last day to drop classes
April 14	Last day to withdraw from classes with grade of "W"
April 29	Classes end
April 29	End of session
May 2	Grades entered by 12:00 noon

## **Early Summer Session May 1 – June 24, 2023**

March 20	Registration begins graduate, seniors, military and new students
March 22	Registration begins for returning juniors
March 23	Registration begins for returning sophomores
March 24	Registration begins for returning freshmen and non-degree seeking students
May 1	Start of session
May 1	Classes begin
May 3	Last day to add undergraduate and graduate classes

May 8	Last day to drop classes
May 29	Memorial Day: offices closed; library closed both May 29 & May 30; in-seat classes cancelled
June 9	Last day to withdraw from classes with grade of "W"
June 19	Juneteenth Holiday
June 24	Classes end
June 24	End of session
June 27	Grades entered by 12:00 noon

## **Late Summer Session June 26 – August 19, 2023**

March 20	Registration begins graduate, seniors, military and new students
March 22	Registration begins for returning juniors
March 23	Registration begins for returning sophomores
March 24	Registration begins for returning freshmen and non-degree seeking students
June 26	Start of session
June 26	Classes begin
July 3	Last day to drop classes
July 4	Independence Day recognized: offices and library closed, in-seat classes cancelled
August 4	Last day to withdraw from classes with grade of "W"
August 19	Classes end
August 19	End of session
August 22	Grades entered by 12:00 noon

## **Addendums**

# 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 would like to return to pursue one of the master's degree emphases, 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 a 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 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.

If you are a current student and wish to officially change your location, log in to your CougarTrack account. In the Forms section, select the "Change of Location" form. Indicate your new desired location.

If you are an applicant and are not currently enrolled, contact your desired location and request 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 grade point average (GPA) of 3.5 or higher; and rank within the upper 10% of education students. Cord colors: green and purple.

## **Sigma Beta Delta**

Sigma Beta Delta is an international honor society in business, management, and administration. Membership is open to all undergraduate and graduate students, regardless of their location, pursuing a business degree with Columbia College. The criteria for graduate membership is completion of 15 hours of coursework and be in the top 20 percent of their class with a minimum GPA of 3.50. Cord colors: green and gold.

# **Robert W. Plaster School of Business**

## **Departments**

- Business Administration

## **Business Administration**

## **Business Administration**

## **Business Administration, MBA with Emphasis Areas**

### **Program Description**

The Master of Business Administration program prepares you for advanced management positions. Students benefit from a mixture of business theory and practice and gain a deeper understanding of skills and methodologies used in strategic management. Advance your knowledge of decision making, analytics, managerial-level accounting and finance, marketing, information systems and managerial communication. Students will also explore legal and ethical issues in business.

Students may select from the traditional MBA program with optional electives or choose an emphasis in either accounting, human resources management, or real estate management.

An MBA can provide a basis for a management position or possible promotion opportunities to allow you to go further. Some use it to launch a career change while others find it a way to become more valuable to an employer. The MBA positions you to become a strategic thinker, apply conceptual knowledge, and possibly increase your earning potential and employability. It's a great addition to your portfolio.

### **Program Requirements**

Degree requirements include common core courses and integrate foundation courses for a minimum of 36 semester hours.

### **Required Graduate Core Courses (27 sem. hrs)**

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Managerial Communication 3 hours
- BUSI 506 - Legal and Ethical Environment for Business 3 hours



- BUSI 508 - Managerial Analytics 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 544 - Marketing Strategy 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours
- BUSI 595 - Strategic Management 3 hours <sup>1</sup>

## Elective Graduate Courses (9 sem. hrs)

Choose three electives from the list below (cannot choose all three electives from a particular MBA emphasis area).

- BUSI 520 - Real Estate Finance and Investments 3 hours
- BUSI 522 - Organizational Theory and Practice 3 hours
- BUSI 526 - Strategic Human Resource Management 3 hours **or**
- MSCJ 526 - Strategic Human Resource Management 3 hours
- BUSI 528 - International Business 3 hours
- BUSI 530 - Employment Law 3 hours
- BUSI 531 - Organizational Training and Development 3 hours
- BUSI 534 - Management of Compensation and Benefits Plans 3 hours
- BUSI 535 - Recruitment and Selection 3 hours
- BUSI 540 - Real Estate Law 3 hours
- BUSI 560 - Cases in Real Estate Management 3 hours
- ACCT 581 - Federal Income Tax-Business Entities 3 hours
- ACCT 584 - Intermediate Accounting III 3 hours
- ACCT 585 - Fund and Governmental Accounting 3 hours
- ACCT 588 - Advanced Financial Accounting 3 hours
- ACCT 590 - Integrative Accounting Seminar 3 hours
- ACCT 592 - Project Management 3 hours

## Minimum Total Semester Hours: 36 sem. hrs

<sup>1</sup> *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](mailto: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 management career in accounting. Students should check pre-requisites for accounting coursework required in this emphasis to ensure they can meet the requirements. Students intending to pursue a Certified Public Accountant (CPA) license should consider our M.S. Accountancy instead and should check with State requirements.

## Emphasis Requirements

### Required Graduate Core Courses (27 sem. hrs)

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Managerial Communication 3 hours
- BUSI 506 - Legal and Ethical Environment for Business 3 hours
- BUSI 508 - Managerial Analytics 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 544 - Marketing Strategy 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours
- BUSI 595 - Strategic Management 3 hours <sup>1</sup>

### Elective Graduate Courses (9 sem. hrs)

Select any three from:

- ACCT 581 - Federal Income Tax-Business Entities 3 hours
- ACCT 584 - Intermediate Accounting III 3 hours
- ACCT 585 - Fund and Governmental Accounting 3 hours
- ACCT 586 - Advanced Managerial Accounting 3 hours
- ACCT 589 - Auditing II 3 hours

### Minimum Total Semester Hours: 36 sem. hrs

<sup>1</sup> 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.

<sup>2</sup> 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 ACCT 581, ACCT 584, ACCT 585, or ACCT 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 (accounting emphasis) or M.S. Accountancy 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 credit hours necessary for the MBA (with accounting emphasis) or M.S. Accountancy 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 Core Courses (27 sem. hrs)

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Managerial Communication 3 hours
- BUSI 506 - Legal and Ethical Environment for Business 3 hours
- BUSI 508 - Managerial Analytics 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 544 - Marketing Strategy 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours
- BUSI 595 - Strategic Management 3 hours <sup>1</sup>

#### Elective Graduate Courses (9 sem. hrs)

Human Resource Management Emphasis must include BUSI 526 - Strategic Human Resource Management 3 hours and two others from the list below.

- BUSI 530 - Employment Law 3 hours
- BUSI 531 - Organizational Training and Development 3 hours
- BUSI 534 - Management of Compensation and Benefits Plans 3 hours
- BUSI 535 - Recruitment and Selection 3 hours

#### Minimum Total Semester Hours: 36 sem. hrs

<sup>1</sup>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.

## Real Estate Management Emphasis

The Real Estate Management emphasis of the MBA program offers the opportunity to apply management principles to real estate and delve further into real estate finance, law, and issues and trends in real estate management.

### Emphasis Requirements

#### Required Graduate Core Courses (27 sem. hrs)

- BUSI 502 - Information Systems for Management 3 hours
- BUSI 504 - Managerial Communication 3 hours

- BUSI 506 - Legal and Ethical Environment for Business 3 hours
- BUSI 508 - Managerial Analytics 3 hours
- BUSI 510 - Managerial Economics 3 hours
- BUSI 544 - Marketing Strategy 3 hours
- BUSI 562 - Managerial Accounting 3 hours
- BUSI 570 - Managerial Finance 3 hours
- BUSI 595 - Strategic Management 3 hours <sup>1</sup>

### Required Graduate Real Estate Management Courses (9 sem. hrs)

- BUSI 520 - Real Estate Finance and Investments 3 hours
- BUSI 540 - Real Estate Law 3 hours
- BUSI 560 - Cases in Real Estate Management 3 hours

Minimum Total Semester Hours: 36 sem. hrs

<sup>1</sup>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-to-day 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

## Departments

- Criminal Justice Administration and Human Services
- Education

## Criminal Justice Administration and Human Services

## Criminal Justice Administration and Human Services

## 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 - Strategic Human Resource Management 3 hours **or**
- BUSI 526 - Strategic Human Resource Management 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.

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**

## **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:
  - a. Within the first session on campus, meet with an advisor to discuss course selection and plans for degree completion.
  - b. Complete EDUC 500 - Research Design, and EDUC 504 - Curriculum Design and Evaluation as early in the program as possible.
  - c. 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.
  - d. 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.

## Alternative Certification Program, MAT

### Program Description

Students who have a baccalaureate degree may be eligible for the **Master of Arts in Teaching (MAT) Alternative Certification Program**. A candidate for the Alternative Certification Program must present evidence of the following:

- A passing score on the Missouri Content Assessment (MoCA) associated with the certification area being sought;
- A baccalaureate degree from an accredited college or university (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;
- Graduate Application submission for the MAT-Alternative Certification Program that includes, but is not limited to a personal goal statement.

Once admitted, Alternative Certification 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);
- Complete application materials for admission to the Teacher Certification Program

Columbia College offers Alternative Certification Programs in:

- Art Education (K-12)
- Music Education (K-12)
- Middle School Language Arts (5-9)
- Middle School Mathematics (5-9)
- Middle School Science (5-9)
- Middle School Social Science (5-9)
- Secondary Biology (9-12)
- Secondary Business (9-12)
- Secondary Chemistry (9-12)
- Secondary English (9-12)
- Secondary Mathematics (9-12)
- Secondary Social Science (9-12)

- Secondary Speech/Theatre (9-12)

## 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 Leader (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 emphasis areas 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 Missouri Initial School Leader (K-12) 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 School Leader (K-12) Certification; Missouri Instructional Leadership; Special Reading (K-12) Certification; Missouri Instructional Leadership - Gifted Education (K-12) Certification; Instructional Leadership - Instructional Coaching (Missouri certification is not available for the coaching emphasis area).

#### School Leader (K-12) Certification Emphasis

The School Leader (K-12) 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, Special Reading 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 Leader (K-12) Certification 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.)

Certification within some M.Ed. emphasis areas are for Missouri certification only. For all states other than Missouri, the Master of Education in Educational Leadership is a program that does meet licensure and/ or certification prerequisites in the state of Missouri.

The Master of Education in Educational Leadership is not currently available in all states. Students who reside outside Missouri, who plan to enroll in the Master of Education in Leadership, should be aware that the program is undetermined to meet licensure or certification prerequisites in other states. This information is listed on the state authorization website, under the licensure and certification prerequisites header.

Students may contact the Columbia College Education Department at [EducatorPrep@ccis.edu](mailto:EducatorPrep@ccis.edu) for help determining program eligibility in their state and whether the Master of Education in Educational Leadership does meet, does not meet, or is undetermined to meet licensure or certification prerequisites in their state.

An undergraduate degree with teacher certification in one or more areas, plus two years of teaching experience, is a prerequisite.

## 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

## School Leader (K-12) Certification Emphasis

The School Leader (K-12) 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 Leader (K-12) Certification 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 Leader (K-12) Certification 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 Leader (K-12) Certification 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 Supervision 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 525 - Educating Exceptional Individuals 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 K-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 2022-2023 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. Non-certification 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 TCP 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 TCP must have:

- Completed the Post-Baccalaureate core at Columbia College. (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents]);
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## 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 2022-2023 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. Non-certification 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 TCP 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 the Post-Baccalaureate core at Columbia College. Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents];
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## **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 2022-2023 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. Non-certification 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 TCP 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 the Post-Baccalaureate core at Columbia College. (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents]);
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## Music Education (K-12) Certification

Students pursuing teacher certification in Music Education must complete the Music Education (Grades K-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 2022-2023 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. Non-certification 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 TCP 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 the Post-Baccalaureate core at Columbia College. (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents]);
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## **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 2022-2023 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) 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. Non-certification 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 TCP 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 the Post-Baccalaureate core at Columbia College. (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents]);
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## 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 2022-2023 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. Non-certification 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 TCP 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 the Post-Baccalaureate core at Columbia College. (Post-Baccalaureate core courses are: EDUC 505, EDUC 542, and EDUC 560 [or their undergraduate equivalents]);
- 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 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 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 2022-2023 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 (non-degree) Program."

Question #47. Are you a master's or doctorate student? Student must answer, "No - Not working on a masters/doctorate program."

## **Other MAT Programs**

### **DESE Alternative Route to Certification Program**

Students who have a baccalaureate degree relating to secondary or middle school 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 Child Psychology 3 hrs **and**  
EDUC 392 Adolescent Psychology, **or** EDUC 396 Child and Adolescent Development 3 hrs

- 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 C\* (See Grading and Academic Standing);
- Maintain a minimum GPA of 3.0 in all content area courses with no grade lower than C\* (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).

\*Note: A grade of C while enrolled in the MAT Post-Baccalaureate program will result in a warning letter; two grades of C warrant dismissal from the MAT Post-Baccalaureate program.

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.

# 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);
- Obtain no grade lower than C in the professional education and content area courses; (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 3.0 or above in professional education and content area courses with no grade lower than C.
- 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 Educator Evaluation System (MEES)

## **Other Important Information:**

Post-baccalaureate certification students completing the FAFSA to receive financial aid for certification must complete the following questions on the 2022-23 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 #47. 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:

**Assessments:** Missouri requires various assessments throughout a student's teacher certification program. Assessment fees are outlined below:

- 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 Educator Evaluation System (MEES): No cost to student

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.

# Course Descriptions

## **ACCT 581 - Federal Income Tax-Business 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. **Prerequisites:** Admission to the MBA program with Accounting emphasis, or admission to the M.S. Accountancy program.

## **ACCT 586 - Advanced Managerial Accounting 3 hours**

Advanced topics in Managerial Accounting. A continuation of the undergraduate cost accounting course. **Prerequisites:** ACCT 386 or BUSI 562.

## **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 589 - Auditing II 3 hours**

Focus is on practical application of the conceptual structure of the audit process, including auditing of the major business cycles through use of a comprehensive audit case. **Prerequisites:** ACCT 489.

## **ACCT 590 - Integrative Accounting Seminar 3 hours**

This is the culminating experience for the M.S. Accountancy. It examines and integrates the four major areas that constitute the Uniform CPA exam: Financial Accounting and Reporting, Auditing and Attestation, Business Environment and Concepts, Regulation. **Prerequisites:** Completion of 21 hours in the M.S. Accountancy program.

## **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 - Managerial Communication 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 - Managerial Analytics 3 hours**

This course examines the usefulness of data in making managerial decisions using Excel as the main tool. It covers various analytical skills used by managers to make informed decisions. It provides a summary of basic data analytics before delving into sampling, inferences, regression, forecasting, data mining, modelling, simulation, and optimization. The focus will be to apply analytical skills to real life business decision making. **Prerequisites:** Knowledge of College Algebra and Excel® 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 520 - Real Estate Finance and Investments 3 hours**

This course consists of analyses of real estate capital markets, both debt and equity; institutional sources of capital, both public and private; legal aspects of real estate finance; underwriting; and real estate capital structure. Real estate investment includes analyses of risk and return, tax strategies, and disposition. Fundamentals of real estate finance include sources of funds, alternative financing instruments and mortgage securitization, analysis emphasizing cash flow projections, yield, risk for residential and commercial real estate, evaluating the role of financing and leverage in real estate investment analysis, valuation of financial structure, sources of equity financing, and the operation of secondary mortgage markets.

### **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 - Strategic Human Resource Management 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 and Selection 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 540 - Real Estate Law 3 hours**

This course analyzes the principles of real estate law that determine real estate use, restrictions, and transfer. Existing laws, past legal decisions, and current lawsuits are considered while developing a standard for issue identification and resolution. Emphasis is placed on recognizing appropriate business conduct under a variety of circumstances.

### **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 560 - Cases in Real Estate Management 3 hours**

This course examines the changing real estate environment through the lens of cases in real estate management. It explores various cases and how to apply real estate strategies and tactics in the industry. Students will use industry resources and case studies to guide learning through application of managerial strategies in real estate and emerging technology and tools in the industry.

### **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 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 charge 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 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 520 - Instructional Techniques for Teaching English Learners 3 hours**

Students will review current theories and research on second language learning and teaching English Learners. The course will include analysis of characteristics of English Learners as students, sociocultural contexts of school and community settings, policies governing English Learner education, and methods for teaching English Learners in the content areas. **Prerequisites:** Graduate Standing.

### **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. Pre-requisite: 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 In-Service 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.

### **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 - Communications-Counseling, 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 socio-emotional 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 from conception to the end of life. Students study the maturational and environmental factors that shape the physical, cognitive, and social-emotional development of the individual. **Prerequisites:** 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:** EDUC 560 or 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 assist students in language acquisition and emergent literacy will be addressed. Students will learn to observe and 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 multi-faceted 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. **Prerequisites:** 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:** EDUC 585 and 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 of 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, co-teaching, 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 or administrator 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. **Prerequisites:** Graduate standing.

### **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 Self-Perception 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. 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 - Strategic Human Resource Management 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 co-process, 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 community-based 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.

# Admission Policies

## Policies Pertaining to Graduate Admissions:

- Admissions Deadlines
- Admissions Procedures
- Student Authentication
- Admissions Requirements
- International Admissions
- English Proficiency Requirements
- Transfer Students
- Criminal History in Admissions
- Readmission
- Non-Degree Seeking Students
- Pre-Graduate Students
- Teacher Certification Programs
- Transcripts/Credit Documents Requirement

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 program emphasis areas with specific admissions requirements. 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: <https://www.ccis.edu/campus-safety/crime-reporting/reports-stats>.

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).

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 and/or get financial aid in place before the start of the session. Please visit the academic calendar to see dates for each academic year.

Applications remain active for three consecutive semesters. If an applicant is not admitted or does not enroll within this timeframe, the application will be withdrawn, and the applicant must reapply for readmission.

## 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.

All unofficial and non-transcript documents can be submitted electronically ([graduate@ccis.edu](mailto:graduate@ccis.edu)) or sent to: Recruiting & Admissions Division, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Unofficial transcripts should be submitted from the institution's student portal and include the following: the applicant's first name, last name, name of the institution, courses completed by semester/term, grades by semester/term, GPA by semester/term, cumulative GPA, and cumulative credits earned. Editable documents, linked documents, screenshots, etc. will not be accepted for admission review.

*Note: All official college transcripts should be submitted electronically to [EvalTrans@ccis.edu](mailto:EvalTrans@ccis.edu) or mailed to: Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.*

If an applicant makes an error on their application, additional documentation may be required in order to correct the error. Contact the Recruiting & Admissions Department for more information.

Every applicant to any Columbia College program or location, must complete the following steps for admission. Additional requirements may apply to specific applicant stage (i.e. full, post-bacc, non-degree, readmit, international, etc.). See specific applicant stage policies below for more information.

1. Submit a completed application at [www.ccis.edu/apply](http://www.ccis.edu/apply)
2. Authenticate identity (see Student Authentication section)
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 email 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.



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. However, veterans, spouses, and dependents of military members need to complete identity authentication as part of their application to Columbia College.

To complete authentication, applicants must show a government-issued photo identification to 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](mailto: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 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](mailto: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

Note all emphasis areas 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 five MBA prerequisite courses must be completed with a grade of B or higher (exception: one grade of C in any one of the five undergraduate prerequisite courses is acceptable) 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

\* ACCT 280, ACCT 281, and FINC 350 must be taken sequentially.

#### MBA Accounting Pre-requisites:

In addition to a cumulative undergraduate 3.0 GPA and 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 (exception: one grade of C in any of the eleven undergraduate prerequisite courses is acceptable) in order to be considered for full admission:

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

Students may opt to take CLEP/DANTES tests (where applicable) to meet the MBA prerequisite requirement(s). See below for minimum scores required.

#### CLEP Exam Equivalencies and Minimum Scores for MBA Prerequisites

CLEP Exam	Columbia College Equivalency	Credit Hours	Minimum Score
Financial Accounting	ACCT 280	3	65
Principles of Management	MGMT 230	3 LL	63
Principles of Marketing	MKTG 210	3 LL	65

#### DANTES Exam Equivalencies for MBA Prerequisites

Test Form	DANTES Exam	Columbia College Equivalency	Credit Hours	Minimum Score
DSST 524	Principles of Finance	FINC 350	3 LL	53 or 434
DSST 535	Principles of Financial Accounting	ACCT 280 (01/01/1990 -10/01/2012)	3 LL	55 or 434

In special cases, appropriately prepared students, in consultation with their advisor and with permission of the School of Business, may take inbound assessment tests (Fall 2020 onward) to meet prerequisite requirements. Students should contact their advisor for further information.

#### MSCJ Pre-requisites:

In addition to a cumulative undergraduate 3.0 GPA, applicants must meet the following criteria:

- A baccalaureate degree in criminal justice

OR

Have completed the following MSCJ prerequisite courses with an earned grade of B or higher in each course:

CJAD 101	Introduction to Criminal Justice	3 hrs
CJAD 415	Criminal Procedures	3 hours

#### MAT Alternative Certification Pre-requisites:

In addition to a cumulative undergraduate 3.0 GPA, applicants must meet the following criteria:

- Successful completion of the Missouri Content Assessments (MoCA), as deemed accepted by the Columbia College Education Office.

#### **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 to complete needed prerequisites.

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 Post-Bacc only: Once admitted to Columbia College, students completing post-baccalaureate courses fall under the same program retention requirements as full program graduate 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).

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

For MBA only: Applicants possessing a baccalaureate degree without having the five MBA pre-requisites may be considered for admission as a Post-Baccalaureate. Students complete all MBA prerequisite courses (as outlined in the Full Program Admission, MBA section) with a grade of B or higher in order to be considered for full admission. Note: An exception of one grade of C in any one of the five undergraduate prerequisite courses is acceptable.

### **Conditional Admission**

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 or acceptable GMAT score taken within the last 5 years, if available (not required). 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 granted a stay under the Deferred Action for Childhood Arrivals (DACA) are exceptions.

*International students seeking an I-20 Form from the College are eligible for graduate admission through the Main Campus and Denver Location only.* Housing contracts are only available for students applying to the traditional Main Day Campus Program 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.

There are several visa types that are eligible for full-time study at the College. International applicants should contact the Recruiting & Admissions Department for enrollment eligibility information.

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 3.0 cumulative grade point average in university-level coursework, equivalent to a bachelors degree in the United States. 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, the College must receive all documents 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 stage or Location.

Though not required for admission, additional documents must be provided in order to prove eligibility to receive an I-20 from Columbia College (at the approved locations). International students must submit the following:

- SEVIS Supplement form.
- Official bank documents to show evidence of adequate financial support (in U.S. dollars) for one year of study at the College.
- Copy of valid passport

- Copy of visa stamp, I-94 record, and I-20 from the last school attended, if transferring to the College from an institution in the U.S.
- Completed Transfer Request Form

*Please note: Once admitted, international admits at the following Locations (Main Campus and 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.*

#### Nationwide Locations

To be reviewed for admission to 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)

*\*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. F1 visa applicants, regardless if English is their native language as listed on the application, must provide proof of English proficiency. Appropriate scores from the following exams demonstrate English language proficiency for admission review:

		GRADUATE PROGRAM
Test Type	Institutional Code	Standard Admission (Any Location)
TOEFL-iBT* (Internet-based)	6095	Score of 80** or higher (with no subset score lower than 20)
TOEFL-PBT* (paper-based)		Score of 550 or higher (with no subset score lower than 55)
International English Language Testing System (IELTS)*	-	Score of 6.5 or higher (with no individual band score lower than 6.0)
International Test of English Proficiency* (iTEP Academic)		Score of 3.9 or higher (with no subset level lower than 3.0)
Duolingo		Score of 105 or higher

English Test (DET)*		
Pearson Test of English* (PTE Academic)		Score of 58 or higher (with no subset score lower than 40)
English3 Proficiency Test (E3PT)		Score of 67 or higher (with no subset score lower than 18)

\* Submitted scores reports must be within two years of the of 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 I course completed at a regionally-accredited U.S. institution and deemed equivalent by the Office of the Registrar to the Columbia College.
- A score of 50\* or higher for CLEP of an English composition course as deemed equivalent by the Office of the Registrar to the Columbia College ENGL 111 course. (*\*Minimum score subject to change based on recommendations by the America Council on Education.*)
- A score of 400\* or higher for DSST of an English composition course as deemed equivalent by the Office of the Registrar to the Columbia College ENGL 111 course. (*\*Minimum score subject to change based on recommendations by the America Council on Education.*)
- Successful completion of high school in the United States from an accredited institution.
- Successful completion of an English language GED or HiSET exam.
- Successful completion of a bachelor's or master's degree in the United States from an accredited institution.
- 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 for the Main Campus Day Program: 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 Recruiting & Admissions Department 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 Location for instruction and additional details. Detailed information about transfer of credit can be found here: Evaluation of Credit and Testing.

# Criminal History in Admissions

The College is committed to the safety and well-being of all members of the College community, including its students, staff, faculty and visitors. To help ensure the safety and well-being of members of the College community, the College requires that all applicants for admission disclose certain criminal history to the College as part of the admissions process. Set forth below is information pertaining to criminal history disclosed by applicants during the admissions process and how the College will process and evaluate the same.

All applicants seeking admission to the College are required to answer "Yes" or "No" to the following question (or similar question) that is included in the application for admission: " Have you ever been convicted of a felony or misdemeanor?"

If the applicant answers "Yes" to this question, the applicant will be contacted, in most cases within one week, by the College and informed of the initiation of the review process for affirmative answers to this question. An affirmative answer to this question is not an automatic disqualifier to admission, but will initiate a review process and will be evaluated as part of the College's admissions process. During the review process the applicant will provide additional information and details regarding his or her felony and/or misdemeanor history. The applicant will typically be required to provide an explanation of each felony and/or misdemeanor, with the option to include official documentation of the same, letters of recommendation, a release to obtain related documentation and information, and additional information the applicant would like considered by the College. The College's Admissions Process Coordinators are responsible for compiling the information for the Conviction Review Committee ("CRC") to review.

If convictions exceed more than one misdemeanor or any number of felonies, the Admissions Process Coordinators will forward the conviction information onto the CRC.

The CRC will review the information provided by the applicant and make a determination as to whether or not to offer admission to the applicant, assuming all other application requirements are satisfied. The CRC is comprised of the representatives across campus.

Factors considered by the CRC as part of the review process include, but are not limited to:

- Amount of time that has passed since crime or offense
- Successful completion of sentence
- Severity of the crime or offense
- Nature of the crime or offense
- Other educational programs attended since time of crime or offense
- Nature of the academic program in which the applicant seeks to enroll

Admission may be denied to an applicant based on prior criminal convictions, including but not limited to in instances where admission creates a risk to the safety or welfare of the College community, to specific individuals or to the public, or where admission poses a potential risk to property. All applicants, regardless of any prior admission to the College, will be subject to the CRC process for each admission to the College. After evaluating all information provided by the applicant as well as other information available to the CRC, the CRC will endeavor to make a determination within a reasonable amount of time given the individual circumstances as to whether or not the applicant will be allowed to continue the admission process to the College and the applicant will be informed of the same in writing.

Applicants who are denied admission by the CRC may appeal this determination by completing the appeal form at [www.ccis.edu/appeal](http://www.ccis.edu/appeal). Appeals will be reviewed, additional potentially relevant information may be obtained, and a decision will be made within a reasonable amount of time given the individual circumstances. The applicant will be informed of the outcome of the appeal in writing. This decision is final and is not appealable.



The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant consistent with College policies, including for applicants who provide false or misleading information to the College.

Members of the CRC will receive training and education on this subject annually and this policy will also be evaluated periodically.

For privacy, consistency and other reasons, admissions decisions involving criminal history shall be made by the centralized CRC and not at individual College locations. All campus locations are expected to abide by this policy and process.

## 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 three consecutive semesters to enroll in courses after admission. If students do not enroll within this timeframe or if students are absent from a graduate program for three semesters (or longer), they must submit a new application for readmission. 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 readmission application review. Students with outstanding payments at Columbia College may not be granted admission until financial obligations are resolved. (Students may contact the Enrollment Service Center directly (573-875-7252) to determine if there is a balance due.) Students serving suspension or not in good academic standing may not be granted 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 (excluding the personal statement) AND meet all program-specific Admissions Requirements.

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 three consecutive sessions 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 graduate 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. One admitted, 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 Department 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, MBA, and MSCJ Pre-Graduate 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 this program at Columbia College, may apply for Pre-Graduate status. Applicants must meet all other qualifications for the Teacher Certification Program, in addition to having a cumulative GPA of 3.0, and a passing score on the appropriate Missouri Content Assessment(MoCA). 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.
- **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.
- **MBA:** Students requesting the MBA pre-graduate option must submit the "Accelerated MBA [Pre-Grad] Participation Form." Students must have earned more than 90 undergraduate semester hours toward the baccalaureate degree at a regionally accredited college or university, be registered at Columbia College for an undergraduate degree in the Robert W. Plaster School of Business (in senior standing), have completed all Columbia College MBA prerequisite requirements, and have an overall GPA of 3.0. Those approved to participate in the Accelerated MBA may take up to nine (9) semester hours of graduate coursework in the MBA program (from specified options) while observing all existing MBA program requirements. Accelerated MBA courses include:
  - BUSI 562 - Managerial Accounting
  - BUSI 544 - Marketing Strategy
  - BUSI 504 - Managerial Communication
  - BUSI 508 - Managerial Analysis
  - BUSI 570 - Managerial Finance (*Note: BUSI 508 is a prerequisite for this course*)

## 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](http://www.ccis.edu). Contact the Recruiting & Admissions Department 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/admissions/bachelors-and-associate/teacher-certification>.

### Master's Post Bacc

Columbia College Master's Post Baccalaureate program (MAT.PB) and Master's Alternative Certification program (MAT.AC) are designed for students who already hold a bachelor's degree and wish to pursue teacher certification along with a master's degree. (*This program is offered at a select number of Locations in the state of Missouri. Contact the Recruiting & Admissions Department 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/admissions/bachelors-and-associate/teacher-certification>.

### 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 offered at a select number of Locations in the state of Missouri. Contact the Recruiting & Admissions Department for more information.)* Post-baccalaureate students are only eligible to take courses required for certification. Non-certification courses are not covered by federal financial aid.

Students interested in applying to the undergraduate program must follow the undergraduate admissions procedures as outlined in the undergraduate catalog.

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.

**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.**

## **Academic and Administrative Policies, Regulations and Procedures**

### **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/locations](http://www.ccis.edu/locations) 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:
  - From all institutions where a bachelor's degree was earned
  - From all institutions where a master's degree was earned
  - From all institutions where any of the required prerequisite courses were completed
  - From all non-U.S. institutions where any coursework was completed
  - *All other transcripts may be submitted as unofficial copies.*
3. 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.
4. Current resume.
5. Authenticate identity (see section below on Student Authentication)

The application, 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 degree-granting 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 degree-granting 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

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. However, veterans, spouses, and dependents of military members need to complete identity authentication as part of their application to Columbia College.

To complete authentication, applicants must show a government-issued photo identification to 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](mailto:Admissions@ccis.edu) for verification.
  1. *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 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](mailto: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.

## 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:

		UNDERGRADUATE PROGRAM	GRADUATE PROGRAM
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Test Type	Institutional Code	Admission with English Language Support*** (EAP Program for Columbia Main Campus Day Program Only (US.ESOL))	Standard Undergraduate Admission (Any Location, excludes EAP Program)	Standard Graduate Admission (Any Location)
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)	Score of 80** or higher (with no subset score lower than 20)
TOEFL-PBT* (paper-based test)	6095	Score of 480 or higher (with no subset score lower than 46)	Score of 530 or higher (with no subset score lower than 53)	Score of 550 or higher (with no subset score lower than 55)
International English Language Testing System (IELTS)*		Score of 5.0 or higher (with no individual band score lower than 4.0)	Score of 6.0 or higher (with no individual band score lower than 5.5)	Score of 6.5 or higher (with no individual band score lower than 6.0)
International Test of English Proficiency* (iTEP Academic)		Score of 3.5 or higher (with no subset level lower than 2.0)	Score of 3.7 or higher (with no subset level lower than 2.5)	Score of 3.9 or higher (with no subset level lower than 3.0)
Duolingo English Test (DET)*		Score of 80 or higher	Score of 95 or higher	Score of 105 or higher
Pearson Test of English* (PTE Academic)		Score of 42 or higher (with no subset score lower than 20)	Score of 50 or higher (with no subset score lower than 30)	Score of 58 or higher (with no subset score lower than 40)
English3 Proficiency Test (E3PT)		Score of 45 or higher (with no subset score lower than 7)	Score of 60 or higher (with no subset score lower than 14)	Score of 67 or higher (with no subset score lower than 18)
SAT	6095	Critical Reading subset score of 380 or higher	Critical Reading subset score of 430 or higher	---

ACT	2276	Subset score of 15 or higher in English	Subset score of 17 or higher in English	---
<i>*Submitted results cannot be older than two years prior to the desired enrollment date.</i>				

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 paper-based 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.

## **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.

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](http://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.

## 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. Columbia College does not have an articulation or transfer agreement with another university or college at the graduate level.

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.

<u>CLEP Exam Title</u>	<u>CC Course</u>	<u>"B"- Level Score</u>
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 DSST exams. Credit for DSST exams 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.

<u>DSST Test Number</u>	<u>DSST Exam Title</u>	<u>CC Course</u>	<u>"B"- Level Score</u>
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 is currently transitioning between exam versions. Score reports may reflect either of the noted scores above.

## Military Training Credit

Columbia College awards credit for military training and experience based on ACE credit recommendations. 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. 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.

## 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

## 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	<p>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 family member.)</p> <p>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 <i>all courses currently enrolled in must be included in the WE request.</i></p> <p>A grade of WE is not automatic and is subject to review and approval.</p>
S	Awarded to a student showing satisfactory progress on culminating experience, with the exception of the MBA.
I	<p>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.</p> <p>If a student receives an Incomplete, the student 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.</p> <p>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 the student's status at the college should the student be unable to complete the remaining work.</p> <p>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 incomplete grade 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</p>



	<p>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 Columbia College Global (CCG) locations, directors will ensure the responsible instructor is completing the work that is outstanding, or will find a qualified instructor to complete the grading.</p> <p>Students enrolled in EDUC 508 - Integrative Project and EDUC 608 - Education Leadership Practicum are exempt from this policy.</p>
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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 *or designee*; or Associate Provost, Academic Operations *or designee*.

## 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 (GPA), and the first grade is identified as R (Repeat) on the transcript. The first grade does not figure in the total hours or the GPA. 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

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 (16-week classes) or sixth week of the session (8-week classes). 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 the student 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 or submitting a Course Withdrawal Form through Self-Service in CougarTrack (all locations except Day). Requests to withdraw from a course will not be accepted by telephone. Students are required to personally complete, sign and date all withdrawal paperwork. 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 (CCG), 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 after the drop period ends. This is typically Tuesday of the second week of classes. Discontinuing class attendance does not constitute a withdrawal and students remain academically and financially liable. Those who do not complete the withdrawal process as outlined above are in danger of receiving an F in the course or being administratively withdrawn.

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.

## **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 a course. 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 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. Contact the Dean's Office for the appropriate School for information on how to apply for a leave of absence.

## Probation

Students whose cumulative GPA 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 GPA to 3.0 within the next 9 semester hours. Failure to raise the cumulative GPA 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, the student 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 the 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 CCG**

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 School Dean.

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 School Dean 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 or Dismissal Appeal**

Students may appeal the academic suspension or dismissal decision. Main Campus Day students must file a formal appeal with their School Dean. Main Campus Evening, Online, and CCG students must file a formal appeal by email with their location Director.

## **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 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. <sup>1</sup>

<sup>1</sup> 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.



# Tuition Rates and Payment Policies

## 2022-2023 Tuition Rates

On-Campus Graduate Tuition (per credit hour)	\$490
Online Graduate Tuition (per credit hour)	\$490
Standard Partnership Rate (per credit hour)	\$441
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 charges 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.

California students can find California-specific refund information on the California State Regulatory page.

## 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 semester and must be requested for each individual semester.

## 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:

<u>Time Frame</u> (Count all days, including weekends)	<u>Charge</u>
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.

# 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 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 Annual Limits		
Dependent Student	Subsidized	Total (Subsidized & Unsubsidized)
Post-Baccalaureate	\$5,500	\$5,500
Independent Undergraduate <i>*Includes dependents with a Parent PLUS loan denial</i>	Subsidized	Total (Subsidized & Unsubsidized)
Post-Baccalaureate	\$5,500	\$12,500
Graduate	n/a	\$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 Aid Offers

College e-mail addresses are assigned to all Columbia College applicants (see Resources). The Financial Aid Office corresponds with students via e-mail and CougarTrack's Self-Service Financial Aid regarding the status of their financial aid application and notification of financial aid estimated offers. 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 estimate(s) through the CougarTrack link on Columbia College's website. The financial aid offer and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic 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 financial aid offer process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the financial aid 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 their 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 their 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 aid offer 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, they 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 exceeds their 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 their home address or sent electronically to the student's bank account (for students who elect the direct deposit option through their ePayment account.)

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:
  - a. Question 29, "What will be your grade level be when you begin college in the 2022-2023 school year?" will need to be answered "5th year/other/undergraduate."
  - b. Question 30, "What degree or certificate will you be working on when you begin college in the 2022-2023 school year?" will need to be answered "Teaching credential (non-degree program)."
  - c. Question 47, "At the beginning of the 2022-2023 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 students 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 post-baccalaureate 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:
  - a. Question 29, "What will be your grade level be when you begin college in the 2022-2023 school year?" will need to be answered, "5th year other/undergraduate."
  - b. Question 30, "What degree or certificate will you be working on when you begin college in the 2022-2023 school year?" will need to be answered "other/undecided."
  - c. Question 47, "At the beginning of the 2022-2023 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 2022-2023 school year?" will need to be answered, "1st year college graduate/professional."
2. Question 30, "What degree or certificate will you be working on when you begin college in the 2022-2023 school year?" will need to be answered "Graduate or professional degree."
3. Question 47, "At the beginning of the 2022-2023 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](http://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 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, 2021, for those applying for the 2022-2023 academic year, which begins August 2022).

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 Self-Service Financial Aid and 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" and Self-Service Financial Aid, 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;
- 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 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
<b>U.S. citizens (citizens of):</b> <ul style="list-style-type: none"> <li>• <b>The 50 States</b></li> <li>• <b>The District of Columbia</b></li> <li>• <b>Puerto Rico</b></li> <li>• <b>The U.S. Virgin Islands</b></li> <li>• <b>Guam</b></li> </ul>	<ul style="list-style-type: none"> <li>• Copy of student's birth certificate.</li> <li>• Current or expired U.S. Passports.</li> <li>• 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).</li> </ul>

Category	Acceptable Documentation
<ul style="list-style-type: none"> <li>• The Northern Marian Islands</li> <li>• Born abroad to U.S. parents</li> </ul> <p><b>U.S. Nationals:</b></p> <ul style="list-style-type: none"> <li>• All U.S. Citizens</li> <li>• Natives of American Samoa (not considered a U.S. citizen)</li> <li>• Natives of Swain's Island (not considered a U.S. citizen)</li> <li>• Natives of American Samoa and Swain's Island are eligible to receive funds from federal programs except the ACG/National SMART grants</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate of Citizenship (Forms N-560 or N561).</li> <li>• Certificate of Naturalization (Forms N-550 or N-570).</li> </ul>
<b>U. S. Permanent residents</b>	<ul style="list-style-type: none"> <li>• Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997).</li> <li>• Alien Registration Receipt Card (Form I-151) issued prior to June 1978.</li> <li>• Arrival/Departure Record (Form I-94) or the Arrival/Departure Record (Form I-94A) with the following endorsement: "Processed for I-551."</li> <li>• Machine Readable Immigrant Visa (MRIV).</li> </ul>
<b>Refugees</b>	<ul style="list-style-type: none"> <li>• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admission.</li> </ul>
<b>Victims of human trafficking</b>	<ul style="list-style-type: none"> <li>• Student's certification or eligibility letter from the Department of Health and Human Services (HHS).</li> <li>• For a spouse, child, or parent of a trafficking victim, T-visa (T-2 or T-3), victim's certification letter.</li> </ul>
<b>Persons granted asylum</b>	<ul style="list-style-type: none"> <li>• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admissions.</li> </ul>
<b>Conditional entrants</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Person paroled into the U.S. for at least 1 year</b>	<ul style="list-style-type: none"> <li>• 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.</li> </ul>
<b>Cuban-Haitian entrants</b>	<ul style="list-style-type: none"> <li>• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been classified as a "Cuban-Haitian Entrant."</li> </ul>

## 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 the 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](mailto: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
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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 the maximum timeframe. There is no 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 the 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 ( $120 \times 150\% = 180$ ). 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 student's 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 is 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 semester 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 canceled 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 option 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
  - Qualitative measurement
  - Quantitative measurement
  - Maximum Timeframe measurement.
- Students are reviewed using the 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

Federal regulations require Title IV financial aid funds to be awarded under the assumption that a student will attend the College for the entire period in which federal assistance was awarded. However, in the event a student withdraws from all courses for any reason, including medical withdrawals or stops attending class, the College is required to determine if the student has fully earned the awarded Title IV aid. The return of funds is based upon the premise that students earn their financial aid in proportion to the amount of time in which they are enrolled. A pro-rated schedule is used to determine the amount of federal student aid funds he/she will have "earned" at the time of the withdrawal and return the "unearned" disbursed funds to the appropriate federal program. 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. Attendance is considered more than logging into an online course or physically attending an in-seat course. Students who do not attend courses may be academically withdrawn for non-attendance and may be required to return Title IV aid. See Withdrawal Policy.

. 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 is scheduled to attend.
- The withdrawal date is always the last date of attendance at an academically-related activity by a student as recorded by instructors.

### **Certificate Programs:**

Students seeking solely a certificate program (not also seeking a degree) will have a student-specific payment period calculated based on the student's number of weeks completed and credits earned within the certificate program. Because the payment period is student-specific, the 60% point will also be student-specific and may not align with the traditional semester payment period. Additional information regarding how certificate payment periods are calculated may be found at Certificate Program Aid.

### **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 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 student's 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](mailto: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 for 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 each module 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](mailto: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 the 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).

## **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 the 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 attend 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 the 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 contact [info@vr.dese.mo.gov](mailto:info@vr.dese.mo.gov).

### **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](mailto: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>.

# Student Conduct

- Student Conduct General Principles
- Student Code of Conduct
- Student Rights and Responsibilities
- Alcohol and Other Drugs
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## 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 Harassment 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 forward to the Student Conduct Officer.
- An accused student ("respondent") and the alleged victim ("complainant"), when applicable, 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 parties to present all information they would like considered in the investigation and determination process.
- If a respondent is found responsible for a violation of policy, corresponding sanctions are assessed.
- The respondent receives written notice of the outcome of the investigation and any corresponding disciplinary action from the Student Conduct Officer.
- The respondent may appeal the Student Conduct Officer's determination and/or corresponding disciplinary action.

## 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 a complaint is received of an alleged student conduct violation, the Student Conduct Officer will send written notice to the student accused of wrongdoing ("respondent") and the complainant, when applicable, that includes, but is not limited to, information about the alleged conduct, general information about the investigation process and determination of responsibility, and the opportunity of involved parties to present witnesses and evidence they would like considered by the Student Conduct Officer by the date specified in the written notice. The Student Conduct Officer shall then begin an investigation. During the investigation, the Student Conduct Officer will meet with the respondent, and with the complainant when applicable, to allow the party to review evidence and to present any additional information they would like considered during the investigation. If a party fails to respond, fails to meet with the Student Conduct Officer, or chooses not to provide witnesses

or evidence by the date specified in the written notice, then the Student Conduct Officer will proceed with the investigation and make a determination based upon the information available at that time.

2. Upon completion of the investigation, the Student Conduct Officer shall make a determination of responsibility. If it is determined that no violation occurred, the matter will be dismissed. If the respondent admits responsibility or if the Student Conduct Officer determines a violation has occurred, then corresponding disciplinary action may be imposed. Depending on the alleged conduct, a respondent's entire record of both academic misconduct and behavioral misconduct may be considered when determining appropriate sanctions. The respondent, will be notified in writing of the determination of responsibility and any corresponding disciplinary action.
3. The respondent the right to accept the Student Conduct Officer's determination and any disciplinary action imposed, at which time the matter is closed; or, respondent may appeal the determination and/or disciplinary action to the Dean for Student Affairs.
4. To initiate an appeal, the respondent must file an appeal request with the Dean for Student Affairs 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.
5. If a decision is made to accept the appeal request and reconsider the matter, the Dean for Student Affairs or designee will adjudicate the matter. At this time, the Dean and/or designee may review and consider information and evidence from the initial investigation conducted by the Student Conduct Officer and any additional information or evidence provided by a party. The Dean and/or designee will evaluate the information, make a final determination, 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 the 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:

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.
3. 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.

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 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.*

## 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. Students who are suspended from the College may not visit the College (any location) or attend any College functions during the period of suspension unless prior permission is granted by Dean or designee.

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.

## **Academic Misconduct as it pertains to students enrolled in graduate programs:**

Students in graduate programs at Columbia College are expected to conduct their academic work, scholarship, research, teaching and other professional responsibilities with the highest standard of academic integrity. Academic misconduct is a serious matter for graduate students committed to scholarly pursuits. The Office of Student Conduct in partnership with the Academic Deans enforces Columbia College's Academic Integrity Policy and Procedures. Details of this policy is available online in the policy library: <https://www.ccis.edu/policies/academic-integrity-policy-and-procedures.aspx>

### **More detailed standards of academic conduct, procedures, and sanctions for students enrolled in graduate programs are set forth below.**

#### **Outcome Information:**

All proven cases of academic dishonesty will be penalized as appropriate under the circumstances. Graduate course instructors, who make the determination that a breach of academic integrity occurred are empowered, in their sole discretion, and according to their syllabus, to determine the effect this violation will have on the student's grade in the course.

Non-academic sanctions may be imposed by the Office of Student Conduct in partnership with the Academic Deans. Outcomes may include but are not limited to:

- A letter of reprimand and warning
- An education meeting with the Academic Dean from student's graduate program
- A defined period of probation that may impact a student's eligibility for academic awards or honors
- A defined period of suspension, up to two years
- Disciplinary dismissal from Columbia College (all venues)
- Revocation of an awarded degree
- Any appropriate combination of the above

Depending on the nature of the offense, a student may be suspended or permanently dismissed as a result of a first-time offense.

## **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 Harassment 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 in 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

Columbia College 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.

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 College is a private institution of higher education and, as such, College property is considered private property and no party may enter or remain upon College property without the consent of the College. All sales, solicitations, promotions and similar activities are prohibited on College property, which includes all College-owned, rented or otherwise occupied (e.g., military) buildings, facilities and grounds. Requests for exceptions to this policy should be directed to the Plant and Facilities Operations Department.

### **Gifts and Gratuities**

From time-to-time vendors and others may offer employees gifts or gratuities as thanks for business given them, or as inducements to gain future business. While many of these, such as an occasional lunch, are

fairly insignificant and would not impact the decision as to which vendor to use, sometimes the gifts or gratuities may be more substantial in value and thus be considered inappropriate.

In order to avoid the perception of wrong-doing, any employee of the College who is offered a gift or gratuity by a vendor or potential vendor, client or other party, other than an occasional lunch, dinner or ticket to a sporting or other event, is expected to report such an offer to the President via the appropriate AC member, and obtain approval prior to acceptance. Examples of inappropriate gifts would be offering a free airline ticket to a secretary because he or she uses a certain travel agency, or providing "prizes" to employees for utilizing a vendor such as a delivery or outside copy service. In many instances the gift may be something, such as free travel or rental car days that can and should be used by the College.

Please note that the purpose of this policy is not to eliminate the occasional business lunch or dinner, but to ensure that improprieties or the perception of improprieties do not exist.

# **Resources**

## **Alumni Association**

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 95,000 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.

## **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.

## **Internet Access and Anti-Virus Software**

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 registration assistance, financial aid support, bill inquiries, and payment plan questions. [Click here for office hours and contact information.](#)

## **Grossnickle Career Services Center**

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 or virtual 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](mailto:careerservices@ccis.edu) or by stopping by the office in Missouri Hall 223.

Additionally, Columbia College students have access to a powerful, innovative 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](http://www.ccis.edu/handshake)

## Honor Societies

### *Alpha Chi*

Missouri Epsilon chapter of the national honor society invites graduate students who are in the top 5 percent of their class based on cumulative GPA, have earned at least 24 credit hours at Columbia College, and are enrolled for coursework at the time of eligibility. Available to all graduate students.

### *Kappa Delta Pi*

Kappa Delta Pi is a national education society. Membership is limited to the top 10 percent of undergraduate and graduate education majors. The organization encourages excellence in scholarship, personal standards and teaching preparation. Available to Main Campus only.

### *Sigma Beta Delta*

Sigma Beta Delta is an international honor society for students interested in business, management and administration. Membership is open to all students in the top 15 percent of their class. Members must also have at least a 3.5 GPA and 30 credit hours at Columbia College. Available to all graduate students.

## 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 70 hours a week and librarians are available to provide assistance and answer questions during normal business hours 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 60,000 physical items (books, videos, compact discs, etc.), more than 30 print magazine, journal, and newspaper titles, as well as more than 250,000 electronic books and over 55 databases. Our databases include full-text articles, as well as streaming videos and audio. 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 77 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](mailto: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 with a disability/condition 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](mailto: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, issues with accessing CougarMail and CougarTrack, or other Columbia College owned systems. Please click [here](#) for Technology Services hours of operation.

## **Testing Services**

The primary mission of the Columbia College Testing Center is to provide a comfortable, professional, uniform and secure testing environment for all customers. The Testing Center is located in the Tenth Street Center at 310 N. 10th Street.

The Testing Center conducts a variety of tests such as the CLEP, DSST, ACT Residual, Online Proctored Exams, MOGEA, and testing for students with approved ADA accommodations. For more information regarding various exams Testing Services can be contacted at (573) 875-7485, or by e-mail at [testingservices@ccis.edu](mailto:testingservices@ccis.edu).

## **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. Questions? Please visit their website or call: (573) 875-7341.

### **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.

## **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](http://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.

## **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.

## **Wellness Health and Counseling Services**

Wellness, Health, and 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.

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, treatment and medication prescriptions for 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 available Monday - Friday. Students may schedule appointments on the student health portal, accessed through student links on CougarTrack or call 573-875-7423.

## **Elizabeth Toomey Seabrook Writing Center and Tutoring Services**

Writing consultants can help students with any of the following and more:

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

Professional and peer tutors are also available to enhance student learning experiences in various academic disciplines. This free service is available to current students enrolled in tutor-supported courses at Columbia College. 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, call (573) 875-7616 or email [writingcenter@ccis.edu](mailto:writingcenter@ccis.edu).

## **Textbooks**

Columbia College provides required course material for all students. The options for students to access textbooks vary depending on the venue of their courses (i.e., Day vs. Columbia College Global).

### **I. Columbia College Traditional Venue (Day) Textbook Program**

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through the day program. All students are opted in upon admission to the College. Some books will be provided in an eText format through D2L while others courses will have physical text books. The eTexts will be available by the Friday before classes start or within 48 hours of registering on or after this date. Once the physical text books are available they will be picked up from the bookstore. These books will work under a rental model and will be required to be returned at the end of the course. If they books are not returned the student will be charged them on their student account.

### **II. Columbia College Nontraditional Venue (CCG) Textbook Program**



As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through CCG. All students are opted in upon admission to the College. Most textbooks for CCG courses are digital textbooks that students have access to their textbooks through D2L 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 by the college's online bookstore. 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 late. The students can keep these books and will not be charged for them unless they drop the course.

- Students enrolled in Day and CC Global courses will receive their physical material from two different bookstore based on the location of their course.

### **III. Opting Out**

Students may elect to opt out of the textbook program. Day location students will communicate this intent to their academic advisor while CCG location students will talk with the Enrollment Service Center. They will then have to submit a completed Textbook Program Opt-out form before enrolling in courses at the College for the semester. After communicating intent to opt out, the student will be sent an email with a link to the Opt-out form. Opting out of receiving textbooks through the textbook program applies to all courses for which the student registers after opting out (Day and CCG). 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 or MAT Tuition Waiver and opt out will not be charged \$20 per credit hour for the textbook program regardless of their tuition reduction amount; these students who opt out of the textbook program are responsible for purchasing required materials on their own. A student who opts out of the textbook program, but who would like to re-enroll in the program will have the opportunity to opt in at the beginning of each academic year by contacting the Enrollment Service Center.

## **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 with a disability/condition 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](mailto: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

### **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.](#)

# 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 twelve 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 our 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.
- Unique scholarship and grant opportunities
- VA and tuition assistance payment deferments

## Principles of Excellence

Columbia College, to include all Columbia College Global 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.

For students receiving VA education benefits, any complaint against the school should be routed through the VA GI Bill® Feedback System by going to the following link:

<http://www.benefits.va.gov/GIBILL/Feedback.asp>. The VA will then follow up through the appropriate channels to investigate the complaint and resolve it satisfactorily.

## 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.

## **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. 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.

## **Military Withdrawal and Refund Policies**

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.

Military Tuition Assistance (MTA), per College policy, is refunded at a prorated rate for officially withdrawn MTA-funded course(s). An official withdrawal requires the student to submit a form to notify the College of their intent to no longer participate in course(s). An official withdrawal is available from the end of the drop period through the end of the sixth week of the session. Specific session withdrawal dates can be found on the College's Academic Calendars .

The refund schedule for an 8-week course is as follows:

- A withdrawal in days 1-8 of the session results in a 100% refund of MTA
- Day 33 of the session represents the 60% point and results in a 41% refund of MTA

- Days 34-56 of the session result in a 0% refund of MTA

## **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](mailto: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.

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). For more information, please visit the Office of the Registrar website, or e-mail [msc@ccis.edu](mailto:msc@ccis.edu).

## **Military Scholarships & Financial Aid**

### **Military Tuition Assistance**

Students receiving 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.

## **Brigadier General 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](http://www.ccis.edu/mcgeescholarship).

## **George H. Ousley, Jr. & Gayleen Ousley Veterans Service Center Scholarship**

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/veteransscholarships/ousley](http://www.ccis.edu/military/veteransscholarships/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](http://www.ccis.edu/randersonscholarship).

## **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. For specific details on the MyCAA program, refer to the official MyCAA website.

## **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](mailto: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>.

## **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. While pending payment from the Department of Veterans Affairs the student will not be blocked from enrollment, accessed a penalty or late charge, required to secure alternative or additional funding, or denied access to any resources (access to classes, libraries, or other institutional facilities) available to other students who have satisfied their tuition bills to the college.

## **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](mailto: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](http://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.

## **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 <https://www.va.gov/education/transfer-post-9-11-gi-bill-benefits/>.

## **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 (MU) 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.

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](http://www.ccis.edu/military).

### **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 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 the McGee House, 904 N. 8th Street. For additional information contact the Columbia College veterans certifying official, (573) 875-7504, [vacert@ccis.edu](mailto:vacert@ccis.edu) or visit [www.ccis.edu/military/veteranscenter](http://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](mailto: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](http://www.ccis.edu/nationwide/local-centers.aspx).

For additional information visit [www.ccis.edu/military/veterans.aspx](http://www.ccis.edu/military/veterans.aspx).

## **International Student Services**

### **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

#### Enrollment in Online Courses

International 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, a graduate student taking three 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 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.

#### 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 on Withdrawals.

## 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:

- The student has been lawfully enrolled on a full time basis, in a Service-approved college, university, conservatory, or seminary for one full academic year. An academic year is defined as two semesters of course work.
- Is currently in valid F-1 status
- The student will continue to be enrolled for a full course of study during the CPT
- The training is directly related to the student's major area of study
- Enroll in a CPT approved course

**Part-time CPT:** Employment for 20 hours or less per week is considered part-time. During the fall and spring semester, students must be simultaneously enrolled full-time in order to maintain lawful F-1 status. There is no limitation for participation in part-time CPT.

**Full-time CPT:** Employment for more than 20 hours per week is considered full-time. Students may request full-time CPT during designated break periods, including the summer months. Students who have been authorized for 12 months or more of full-time CPT will be ineligible for Optional Practical Training.

CPT is processed and authorized each semester. Contact the International Center 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 for specific guidelines regarding OPT applications or to request a copy of the college's OPT policy.

### 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 or J-1 status are eligible for coverage under the international student plan. Charges for medical insurance premiums are posted to the 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.

Insurance charges will be divided in two segments and assessed each semester. Students are responsible for charges posted to their student account, and may make payments according to the college's Deferred Payment Policy. For questions and details about the mandatory insurance program, please contact the International Center.

# Personnel Directory

- Board of Trustees
- Administration
- Faculty
- Emeriti Faculty
- Alumni Association

## Board of Trustees

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**Helen (Dale) Coe Simons '65**, Vice Chair  
**Carol Winkler, '93**, Treasurer  
**Genie Rogers**, Secretary

2020 Term	2021 Term	2022 Term	2023 Term
<p><b>Lynne Stuver Baker '64</b> Independence, Missouri</p> <p><b>Walter E. Bixby, III, '82</b> Kansas City, Missouri</p> <p><b>Daisy Grossnickle '66</b> Columbia, Missouri</p> <p><b>Lt. Gen. Richard C. Harding</b> Columbia, Missouri</p> <p><b>George Hulett</b> Columbia, Missouri</p> <p><b>Mitchell Humphreys, M.D.</b> Phoenix, Arizona</p> <p><b>*Danielle Langdon</b> Columbia, Missouri</p> <p><b>David Russell, Ph.D.</b> Columbia, Missouri</p> <p><b>Jolene Marra Schulz '61</b> Columbia, Missouri</p>	<p><b>Jerry Daugherty</b> Columbia, Missouri</p> <p><b>June Viner Hurdle '83</b> Columbia, Missouri</p> <p><b>William Johnston '82</b> Columbia, Missouri</p> <p><b>Matt Williams</b> Columbia, Missouri</p> <p><b>Janet Carter Wright '58</b> Columbia, Missouri</p> <p><b>*Kent Stordtman, Ph.D.</b> Columbia, Missouri</p>	<p><b>Lex Cavanah</b> Marceline, Missouri</p> <p><b>Genie Rogers</b> Columbia, Missouri</p> <p><b>Reverend Brad Stagg</b> Columbia, Missouri</p> <p><b>Gary Tatlow</b> Columbia, Missouri</p> <p><b>Carol Winkler '93</b> Columbia, Missouri</p>	<p><b>Jane Blackman Lossing '64</b> Key West, Florida</p> <p><b>Kevin Sprouse '04</b> Columbia, Missouri</p>

<b>Helen "Dale" Coe Simons</b> <b>'65</b> Driftwood, Texas  <i>*Faculty Representative</i>	<i>*Faculty Representative</i>		
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## Senior Administration

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B.S., Henderson State University; M.A., The American University; Ph.D. University of Missouri - Columbia

**Piyusha Singh, Ph.D.**, Provost and Senior Vice President of Academic Affairs

Ph.D., Carnegie Mellon University

**Bruce E. Boyer, C.P.A.**, Chief Financial Officer

B.S., Bowling Green State University

**James Arnold**, Director of Athletics

B.A., Glenville State College; E.M.B.A., Benedictine 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**, Vice President of Facilities Operations

B.S., University of Missouri; M.B.A., University of Missouri

**Suzanne Rothwell**, Vice President of Advancement

B.S., University of Missouri - Columbia

**Patty Fischer**, Chief Human Resources Officer



**Dixie Williams**, Vice President of Enrollment and Marketing

## Academic Affairs

**Piyusha Singh, Ph.D.**, Provost and Senior Vice President of Academic Affairs; Ph.D., Carnegie Mellon University

**Jennifer Jewell**, Dean, School of Humanities, Arts and Social Sciences  
B.A. University of Louisville, M.S.W. Spalding University, Ph.D., Kent School of Social Work, University of Louisville

**Raj Sachdev**, Dean, Robert W. Plaster School of Business  
B.A.S. in Marketing, York University; M.S., Oxford University, M.B.A., University of Leicester; LL.M, TJSL, D.B.A, IPE-PPA

**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**, Vice President of Advancement  
B.S., University of Missouri - Columbia

**Missy Montgomery**, Senior Director of Philanthropy  
B.A., William Woods College; M.B.A., Columbia College - Columbia

**Sam Fleury**, Senior Director of Strategic Communications  
B.S., University of Nebraska at Kearney

**Beth McWilliams**, Senior Director of Advancement  
M.A., University of Montana

## Athletics

**James Arnold**, Athletic Director

**Cynthia Potter**, Senior Deputy Director of Athletics  
B.A., Columbia College; M.A.T., Columbia College

**Drew Grzella**, Associate Director of Athletics  
B.A., Columbia College; M.A., University of St. Mary

**Jon Barfknecht**, Athletic Trainer  
B.S., University of Iowa; M.A., Tennessee Technological University

**Tomas Brock**, Head Men's Basketball Coach  
B.S., Southwest Baptist University; M.S., Northwest Missouri State University

**Damon Helgevold**, Head Bowling Coach

**Lorrie Ellison**, Associate Head Athletic Trainer

**Meg Goddard**, Assistant Soccer Coach  
B.S., Columbia College; M.B.A., Ottawa University

**Tracy Jex**, Head Cross Country Coach and Track & Field Coach  
B.A., Colorado Christian University; M.A., Adams State University

**Allison Jones-Olson**, Head Volleyball Coach  
B.S., William Woods University; M.S., Northwest Missouri State University

**John D. Klein**, Head Soccer Coach  
B.S., St. Louis University; M.B.A., University of Missouri - Columbia

**Craig McAndrews**, Assistant Baseball Coach

**Darren Munns**, Head Baseball Coach  
B.S., Missouri Western State University; M.Ed., William Woods University

**Taylor Possail**, Head Women's Basketball Coach  
B.S., Winona State University; M.A.T., Columbia College

**Daniel Radkowiec**, Assistant Track & Field Coach  
B.A., University of Missouri-Kansas City; M.Ed., William Woods University

**Wendy Spratt**, Head Softball Coach  
B.S., Columbia College; M.B.A., Central Missouri State University

**Michelle Parrish**, Interim 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

## **Columbia College Global**

**Nathan Miller**, Associate Vice President, CCG - Civilian & Online Division  
B.B., University of Missouri - Columbia; M.M., University of Missouri - Columbia; M.A., University of Missouri - Columbia; Ph.D. University of Nebraska - Lincoln

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B.S., University of Central Missouri; M.B.A., Webster University

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A.A., College of DuPage; B.A., Eastern Illinois University; M.A., Eastern Illinois University

**Cindy Miller**, Regional Director, CCG-Civilian & Online Region 2 and Kansas City, Missouri  
B.A., University of Wisconsin - Stevens Point; M.A., University of Missouri - Kansas City

**Andrew Reeves**, Regional Director, CCG-Civilian & Online Region 4 and Evening Campus, Columbia, MO  
B.S., Lincoln University; M.A. Lincoln University

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B.S. Central Michigan University, M.S., Kansas State University

**Carl David**, Regional Director, CCG-Military Region 2 and Los Alamitos, California  
B.A., Central Methodist University; B.S., McNeese State University; M.Ed., University of Missouri - Columbia

**Darin Hand**, Interim Regional Director, CCG-Military Region 3, NS Everett/Marysville and NAS Whidbey Island, Washington  
B.A., Chapman University; M.S., Chapman University; Ed.D. Brandman University

**Jeannie Simmons**, Senior Regional Director, CCG-Military Region 4 and Fort Worth, Texas  
B.A., Columbia College; M.A., Tarleton State University

**Michael B. Agron**, Program Coordinator, Ellsworth Airforce Base, Ellsworth, South Dakota  
B.S., Drake University; M.B.A., Rockhurst College

**Ashley Allen-Brown**, Director, Lake of the Ozarks, Osage, Missouri  
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**Carla Barnes**, Program Coordinator, Minot Airforce Base, Minot, North Dakota  
B.A., Minot State University

**Karen Beckstrom**, Director, Elgin, Illinois  
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B.S., Lincoln University; M.B.A., Columbia College

**Tara Clawson**, Director, San Diego, California  
A.A., Palomar College; B.A., National University; M.A., National University; M.A.Ed., National University

**Cory Elfrink**, Director, Rolla, Missouri  
B.S., University of Missouri, M.Ed., University of Missouri

**Charity Fonoimoana**, Director, Honolulu, Hawaii  
B.S., Excelsior College; M.B.A., Western Governors University; M.S. Western Governors University

**John Fulton Jr.**, Director, Hunter Army Airfield, GA  
B.S., South University; M.B.A., South University

**Theresa Genova**, Director, San Luis Obispo, California  
A.A., Cuesta College; B.A., Mount Saint Mary's College; M.B.A., California Polytechnic State University - San Luis Obispo

**Kathy Gress**, Director, Springfield, Missouri  
B.A., Drury University; M.Ed., Drury University

**Joie Hendricks**, Director, Online Student Services, Columbia, MO  
B.A., Columbia College; M.A., University of Missouri

**Michael Johnson**, Program Coordinator, Moberly, Missouri  
A.A., Moberly Area Community College; B.A., University of Missouri; M.B.A., Western Governors University

**Shena Laymon-Frazier**, Program Coordinator, NSB Kings Bay, Kings Bay, Georgia  
B.S., Charleston Southern University; M.S., Trident University; Dr. P.H., Capella University

**Catherine McKenzie-Baeten**, Academic Advisor I, Guantanamo Bay, Cuba  
M.S., University of North Florida

**Jim McNally**, Director, Denver, Colorado  
B.A., Christian Life College; M.A., Regent University

**Kelly Nekvinda**, Director, Lake County, IL  
B.A., Massey University; GradDipTchgLn, University of Canterbury; M.Sc.Ed., Capella University; M.A., Marshall University

**Ellen Parham**, Director, Fort Stewart, Georgia  
B.S., Saint Leo University; M.A., Webster University

**Guillermo Salgado**, Program Coordinator, Imperial, California  
B.S., San Diego State University; M.B.A., National University

**Joe Savopolos**, Interim Program Coordinator, NAS Lemoore, California  
B.S., Columbia College; B.A., Columbia College

**Carthel Starks**, Director, NAS Jacksonville, Florida;  
B.S., University of Phoenix; M.S., University of Phoenix

**David Stoddard**, Director, Salt Lake City, Utah  
B.S., University of Utah; M.P.C., Westminster College; Ed.D., Maryville University of St. Louis

**Vanessa Swindell**, Director, Jacksonville, Florida  
B.S., Jacksonville University; M.A., University of Phoenix; M.S.Ed., Capella University

**Erika Thomas**, Director, St. Louis, Missouri  
B.S., University of Missouri - Columbia; M.B.A., Fontbonne University; M.A.T., Fontbonne University

**Brittaney Todd**, Director, Ft. Sill, Oklahoma  
B.A., Cameron University; M.B.A., Columbia College

**Aaron Williams**, Director, Orlando, Florida  
B.S., University of Central Florida; M.B.A., Embry Riddle Aeronautical University

**Paige Woods**, Director, Redstone Arsenal, Alabama  
B.S., Christopher Newport University; M.S., University of Tennessee, Knoxville

## Enrollment Management

**Dixie Williams**, Vice President, Enrollment Management & Marketing

**Kim Craig**, Senior Director of Enrollment Service Center  
B.S., Columbia College; MSL, Stephens College

## Enrollment Service Center

**Courtney Yount**, Director, Enrollment Service Center  
B.S., Central Methodist University. M.B.A, Columbia College

## Finance & Business

**Bruce E. Boyer**, C.P.A., Chief Financial Officer  
B.S., Bowling Green State University

**Allen Schelp**, C.P.A., Controller  
B.S., University of Central Missouri

**Denise Gelina**, Bursar  
A.G.S., Columbia College; B.S., Columbia College

## Financial Aid

**Colleen Brown**, Associate Vice President/Senior Director of Financial Aid  
B.A., Truman State University; M.B.A., Columbia College

## Human Resources

**Patty Fischer**, Chief Human Resources Officer

## Institutional Compliance

**Victoria Steel**, Director  
Ph.D., University of Missouri - Columbia

## Institutional Research

**Jennifer Thorpe**, Registrar and Assistant Provost of Institutional Research  
B.S., University of Missouri - Rolla; M.Ed. University of Missouri - St. Louis

## **International Programs**

**Britta Wright**, Director

## **Mail, Imaging & Print Services**

**Daniel Jimenez**, Director  
B.F.A., University of Missouri - Columbia

## **Marketing**

**Ken Brodersen**, Interim Senior Director of Marketing  
B.J., University of Missouri

## **Military & Veterans Service Center**

**Keith Glindemann**, Senior Director  
B.S., Franklin University; M.B.A, Columbia College

## **Music Activities**

**Nollie Moore, Jr.**, Director of Music Program  
B.S., M.Ed., University of Missouri - Columbia

## **Office of the Registrar**

**Jennifer Thorpe**, Registrar & Assistant Provost of Institutional Research  
B.S., University of Missouri - Rolla; M.Ed. University of Missouri - St. Louis

## **Online Education**

**Kate Bowersox**, Assistant Provost, Academic Operations  
B.A., Kansas State University; M.A., M.A., Webster University

## Plant and Facilities

**Clifford Jarvis**, PE, Vice President of Plant and Facilities Operations  
B.S., University of Missouri - Columbia; M.B.A., University of Missouri - Kansas City

**David Heffer**, Director of Campus Safety  
B.A., George Washington University

## President

**David R. Russell, Ph.D.**, President  
B.S., Henderson State University; M.A., The American University; Ph.D. University of Missouri - Columbia

**Mary Brown**, Senior Executive Assistant to the President & Assistant Secretary to the Board  
B.S., Kansas State University

## Recruiting & Admissions

**Dixie Williams**, Vice President of Enrollment and Marketing

## Student Affairs

**David Roberts**, Dean of Student Affairs  
B.S., Valdosta State University; M.Ed., University of South Florida

**Melissa Hill**, Director of Student Accessibility Resources  
B.A., Wartburg College

**Erin Mazzola**, Associate Dean and Title IX Coordinator  
B.A., Truman State University; M.S.L. Stephens College

**Terri Zeilenga**, MA, LPC Assistant Dean and Director of Counseling Services  
B.A., Hope College; M.A., University of Arizona

## Student Success

**Stephanie Whitener**, Senior Director  
B.S., University of Central Missouri; M.Ed., Clemson University

## Technology Services

**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

## TRiO Student Support Services

**Rachel Smith**, Director of Student Success and TRiO EOC Project Director

## Writing Center

**Jerrell Brenner**, Director of Tutoring Services

## Faculty

### Full-Time Faculty at Day Campus

**Kenneth Akers**, Assistant Professor of Business Administration

B.S., M.S., Radford University, Ph.D., University of Missouri-Columbia

**Kennedy Amofa**, Assistant Professor of Business Administration

A.A., Rochester Community and Technical College; B.A., University of Ghana; M.B.A., Cardinal Stritch University; Ph.D., Capella University

**Mohamed Aturban**, Assistant Professor of Cybersecurity

B.S., University of Tripoli, M.S., New Mexico State University, Ph.D., Old Dominion University

**Bo Bedilion**, Associate Professor of Art

B.A., California University of Pennsylvania; M.F.A., Kansas State University

**Danny C. Campbell**, Associate Professor of English

B.A., William Jewell College; M.A., University of Missouri - Kansas City; Ph.D., University of Oklahoma

**Joseph J. Carrier**, Associate Professor of Criminal Justice

B.A., Southeastern Louisiana University; M.A., Ph.D., University of Missouri - Columbia; Certification in Law Enforcement

**Clayton Clark**, Instructor of Nursing

B.S.N., M.S.N., University of Missouri

**Kristina L. Clevenger**, Professor of Education

B. A., University of California; M.A., Bowling Green State University; Ph.D., University of Missouri - Columbia



**Amy Darnell**, Professor of Speech Communication  
B.A., Morehead State University; M.A., University of Texas at Austin; Ph.D., Southern Illinois University

**Johanna Denzin**, Professor of English  
B.A., M.Ed., M.A., Ph.D., University of Illinois

**Yngve Digernes**, Associate Professor of Sociology  
A.A., Bergen University, Norway; B.A., M.A., Ph.D., University of Missouri - Columbia

**Mary Dorn**, Assistant Professor of Finance  
M.B.A., University of Missouri - St. Louis, Ph.D. (ABD), University of Missouri - Columbia

**Faye Fairchild**, Assistant Professor of Nursing  
B.S.N., M.S.N., D.N.P. University of Missouri

**Kenneth R. Felts, II**, Associate Professor of Mathematics  
B.S., M.S., Ph.D., University of Missouri

**Corrine Floyd**, Chair & Director of Nursing  
A.S.N, Columbia College; B.S.N., M.S.N, University of Central Missouri, Ph.D., University of Missouri - St. Louis

**Lisa Ford-Brown**, Associate Professor of Communication  
B.A., M.A., Indiana State University, Ph.D., Southern Illinois University - Carbondale

**Joyce Gentry**, Professor of Nursing  
B.S.N., Truman State University; M.S.N., Ph.D., University of Missouri

**Roxanne Gifford**, Assistant Professor of Nursing  
B.A., B.S., University of Missouri, M.S.N., University of Central Missouri, D.N.P., University of Missouri

**Becky Gordon-Bocklage**, Director, Fishman Center for Entrepreneurship  
B.S. Entrepreneurship, B.S. Advertising, M.B.A., Missouri State University

**Sandra Hamar**, Associate Professor of Education  
B.A., Graceland College; M.A., University of Missouri-St.Louis; Ed.D., Grand Canyon University

**Gretchen Hendrickson**, Associate Professor of Psychology  
B.A., Earlham College; M.A., Ball State University; M.A., Ph.D., University of Missouri

**Alan J. James**, Associate Professor of Chemistry  
B.S., Truman State University; Ph.D., University of Missouri

**Amy Johns**, Instructor of Music  
B.A., M.M., University of Missouri

**David S. Karr**, Professor of History  
B.A., M.A., University of Alabama; Ph.D., Vanderbilt University

**Brian L. Kessel**, Associate Professor of Political Science  
B.A., University of Northern Iowa; Ph.D., University of Iowa

**Danielle Langdon**, Associate Professor of Art  
B.A., Ursinus College; M.F.A., University of Missouri

**Barry R. Langford**, Associate Professor of Criminal Justice  
M.S., J.D., University of Missouri

**Naomi Sugino Lear**, Professor of Art

B.Mus, B.A., Eastern Illinois University; M.F.A., Wichita State University

**Yihsiang Liow**, Associate Professor of Computer Science

B.S., National University of Singapore; M.S., M.S., Ph.D., University of Illinois at Urbana - Champaign

**Sarah Lirley**, Assistant Professor of History

A.A., Maple Woods Community College; B.A., Northwest Missouri State University; M.A., Ph.D., University of Missouri

**Brad D. Lookingbill**, Distinguished Professor of History

B.A., Southwestern Oklahoma State University; M.A., Ph.D., University of Toledo

**Tara Martin**, Associate Professor of Biology

B.S., Ph.D., University of Missouri

**Aurelien Mauxion**, Associate Professor of Sociology

B.A., M.A., University of Rennes; Ph.D., Northwestern University

**Scott McMahon**, Associate Professor of Art

B.F.A., University of the Arts; M.F.A., Massachusetts College of Art

**Melinda McPherson**, Associate Professor of Forensic Science

B.A., M.S., Michigan State University; Ph.D., Virginia Polytechnic Institute and State University

**Mary Miller**, Assistant Professor of Education

B.A., University of Missouri; Ph.D., Vanderbilt University

**Peter Monacell**, Associate Professor of English

B.A. University of Virginia; M.A., Ph.D., University of Missouri - Columbia

**Heidi Monroe**, Assistant Professor of Nursing

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**Nollie Moore, Jr.**, Associate Professor of Music

B.S., M.Ed., University of Missouri

**Blake Nielsen**, Assistant Professor of Psychology

B.A., University of Nebraska-Lincoln; M.A., Ph.D., University of Alabama

**Jonathan Oxford**, Assistant Professor of Psychology

B.A., M.A., Ph.D., University of Missouri

**Michael R. Perkins**, Instructor of Human Services

B.A., Columbia College; M.S.W., University of Missouri

**Mark L. Price**, Professor of Philosophy

A.A., Dalton College; B.A., University of Georgia; M.S., Ph.D., University of Missouri

**Melissa Pickett**, Instructor of Nursing

A.D.N., St. Mary's College of O'Fallon/St. Charles County Community College, B.S.N., M.S.N., University of Missouri

**Cory Prash**, Instructor of Nursing

B.S.N., University of Missouri, M.S.N., Walden University

**Kathy Roseland**, Assistant Professor of Nursing  
B.S.N., M.S.N., D.N.P., Chamberlain University

**Bradley Scharf**, Assistant Professor of Biology  
B.S., M.S., Ph.D., University of Missouri

**Ann Schlemper**, Professor of Mathematics  
B.S., Southwest Missouri State University; M.A., Ph.D., University of Missouri

**Gina Singleton**, Assistant Professor of Accounting  
M.Acc., University of Missouri

**Michael Sleadd**, Professor of Art  
B.A., Georgetown College; M.F.A., University of Missouri

**Terry B. Smith**, Professor of Political Science  
B.A., Central Methodist College; M.A., Ph.D., Michigan State University

**Frank L. Somer, Jr.**, Professor of Physical Chemistry  
B.S., Oglethorpe University; Ph.D., University of Tennessee

**Thomas J. Stauder**, Associate Professor of Business Administration  
B.S., M.A., University of Missouri

**Kent Strodtman**, Associate Professor of Biology  
B.S., Benedictine College; Ph.D., University of Missouri

**Ahoo Tabatabai**, Associate Professor of Sociology  
B.A., M.A., Ph.D., University of Cincinnati

**Suzanne E. Tourville**, Assistant Provost for Accreditation and Assessment; Professor of Mathematics  
B.A., Agnes Scott College; M.A., Ph.D., Washington University

**Stephanie Woods**, Assistant Professor of Education  
Ph.D., University of Missouri - Columbia

**Peggy Wright**, Professor of Biology  
B.S., M.S., Ph.D., University of Missouri

**Youlong Zhuang**, Associate Professor of Management Information Systems  
B.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 Government  
A.B., Marietta College; M.A., University of Missouri - Columbia

**Ben D. Cameron**, Professor Emeritus of Art  
B.S., St. Louis University; M.A., University of Iowa; M.F.A. University of Cincinnati

**Edward C. Collings**, Professor Emeritus of Art  
A.B., M.A., M.F.A., University of Missouri - Columbia

**L. Novelle Dunathan**, Professor Emerita of Education  
B.A., Northwestern University; M.S., University of Utah; Ed.D., University of Missouri - Columbia

**Arlin Epperson**, Associate Professor Emeritus of Business Administration  
B.S., University of Missouri - Columbia; M.A., Re.D., Indiana University, Bloomington

**Dennis M. Grev**, Professor Emeritus of Chemistry  
A.B., Mankato State University; M.S., University of Missouri - Columbia

**Elaine T. Grev**, Professor Emerita of Music  
B.S., M.M.Ed., University of Missouri - Columbia

**Cheryl Hardy**, Professor Emerita of Psychology  
B.S., Bowling Green State University; M.A., Ph.D., State University of New York at Binghamton

**Helga Huang**, Professor Emerita of Sociology  
A.B., National Taiwan University; M.C.L., Southern Methodist University; Ph.D., University of Missouri - Columbia

**Timothy Ireland**, Professor Emeritus of Business  
B.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 Business  
B.A., M.A., Central Missouri State University; Ph.D., University of Missouri - Columbia

**David O'Hagan**, Professor Emeritus of Music  
A.B., Furman University; M.Mus., Indiana University

**J. Thomas Watson**, Professor Emeritus of Art  
B.A., Harding College, M.A., M.F.A., University of Missouri - Columbia

**Lawrence W. West**, Professor Emeritus of Computer Science  
B.S., Southwest Missouri State University; Ph.D., University of Kansas

**Becky J. Widener**, Associate Professor Emerita of Education  
B.S., Southeast Missouri State University; M.A., Webster University; Ph.D., University of Missouri - Columbia

## Alumni Association

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**Josh Muder '99**

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Chicago, IL

**Ed Sasan '11**

Harvest, AL

**Corbin Umstattd '12**

Columbia, MO

**Carol Winkler '93**

Columbia, MO

## Ex-Officio Members

**Suzanne Rothwell**

Vice President of Advancement

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 90,000 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.

## State Regulatory Information

- Alabama
- California
- Colorado
- Florida
- Georgia
- Georgia - Online
- Hawaii
- Illinois
- North Dakota
- Oklahoma
- South Dakota
- Texas
- Utah
- Washington

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: <https://www.ccis.edu/directory/institutional-compliance> 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

Paige Woods, Director,  
Redstone Army Arsenal Educational  
Center  
Building 3495, Suite 106

Dr. Piyusha Singh,  
Provost and Senior Vice President of  
Academic Affairs  
1001 Rogers Street

Redstone Arsenal, AL 35898-5192  
redstone@ccis.edu  
Phone: (256) 881-6181  
Fax: (256) 881-2897

Columbia, MO 65216  
provost@ccis.edu  
Phone: (573) 875-7500  
Fax: (573) 875-7445

## **Student Costs**

For 2022-2023 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

## **2022-2023 Academic Calendars**

For 2022-2023 Academic Calendars, please visit the 2022 - 2023 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 <https://www.alabamaachieves.org/>.

### **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](http://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 reference and research sources in support of the college's academic curriculum. Stafford Library serves as the primary library for all students, faculty and staff from all locations through the library's web site at <http://library.ccis.edu>. Librarians are available to answer questions via email, chat, text or phone during library hours to assist with research.

Stafford Library's collection of materials supports the curriculum of Columbia College and contains more than 70 online databases with full-text and indexed articles from professional journals, legal publications, newspapers and magazines; 90,000 electronic journals, magazines, and newspapers; 210,000 electronic books; 150,000 streaming audio discs; and 35,000 streaming videos. All of the library's electronic collections are accessible remotely 24 hours/day via the library website using a person's CougarTrack username and password through a proxy server. Electronic delivery of articles not found in the library databases is also available.

More than 140 electronic subject and course guides have been created by library liaisons to provide information about finding articles, books, e-books, videos, and other resources about a topic. Subject guides provide a good starting point for students to find library resources pertaining to a subject, such as the best article databases to use or how to find e-books. Course guides are created for a specific course and include library resources pertinent to that course. Information about the research process and style manuals are available on the library's website.

For a detailed list of library resources available to students, contact the Redstone Arsenal 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, students 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 and Workforce Development (MDHEWD) at (573) 526-1577 or review the MDHE complaint process.

## State Regulatory Agency Contact Information

<i>Alabama Commission on Higher Education (ACHE)</i> 100 North Union Street, Suite 782 Montgomery, AL 36104-3758 Phone: (334) 242-1998 <a href="#">Visit ACHE Webpage</a>	<i>The Alabama Community College System (ACCS)</i> 135 South Union Street Montgomery, AL 36104-4340 Phone: (334) 293-4500 <a href="#">How to File a Complaint</a>
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## California

Imperial | Lemoore | Los Alamitos | San Diego | San Luis Obispo

## Approval for Operation

Columbia College is a private Institution and 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, 1747 N. Market Blvd. Ste 225, Sacramento, CA 95834, (916) 574-8900.

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.

**California STRF is \$2.50 per one thousand dollars (\$1000.00) of institutional charges.**

## **Columbia College California Locations**

### **Columbia College - Imperial, CA #58669817**

Primary Contact: Guillermo Salgado, Program Coordinator

*Address: 380 E Aten Road, Building 100, Imperial, CA 92251*

*Phone: (760) 355-5746*

*Email: [imperial@ccis.edu](mailto: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 instructors have access to reserved classrooms and fully functional, accessible classroom technology including computer and projector. In addition to classroom availability, Columbia College - Imperial Valley staff and students have access to the Test Proctoring Center and Study Skills Center located at the Imperial Valley Campus Library. Students also have access to Columbia College Stafford Library and their online databases. The campus is located on 160 acres in Imperial County,

California. The nearest residential community to campus is approximately 2 miles away, as agricultural land surrounds the campus.

**Columbia College - Lemoore, CA #1600141**

Primary Contact: Carl David, Regional 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 and computer lab. All in-seat classes are offered in a classroom or in the computer lab 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, Regional 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 580. 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: Tara Clawson-Inga, Director

*Address: 3975 Norman Scott Road, Building 3280, Room B114, San Diego, CA 92136-1421*

*Phone: (866) 594-2330*

*Email: sandiego@ccis.edu*

*Website: <http://www.ccis.edu/sandiego>*

Columbia College - Naval Base San Diego (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. The location has secure internet connectivity as well as 24/7 library connectivity, classroom audiovisual equipment, and other educational equipment.

**Columbia College - San Luis Obispo, CA #4000851**

Primary Contact: Theresa Genova, Director

*Address: University Partner Center, Building 3400 at Cuesta College, San Luis Obispo, CA 93403-8106*

*Phone: (805) 593-0237*

*Email: [sanluisobispo@ccis.edu](mailto:sanluisobispo@ccis.edu)*

*Website: <http://www.ccis.edu/sanluisobispo.aspx>*

Columbia College - San Luis Obispo is located in Building 3400 on the Cuesta College main campus in San Luis Obispo. The San Luis Obispo location has a small computer lab for student use during office hours. The location office hours are Monday - Thursday: 10:00 a.m. to 6:00 p.m. and Friday 10:00 a.m. to 4:00 p.m. PST. For library resources, students have access to the Columbia College Stafford Library. Students may also utilize the Cuesta College Library, Kennedy Library on Cal Poly State University in San Luis Obispo and the San Luis Obispo County Library System with fourteen locations throughout the county.

Cuesta College comprises the San Luis Obispo Community College District. There are three Cuesta College student serving locations in the district: the main campus in San Luis Obispo, the North County Campus in Paso Robles and the South County Center in Arroyo Grande. Cuesta College opened in 1964 and enrolls approximately 10,000 students per year. The current Superintendent/President is Dr. Jill Stearns.

### **Columbia College - San Diego, CA #32205612**

Primary Contact: Tara Clawson-Inga, Director

*Address: Lifelong Learning Center, 4025 Tripoli Avenue, Building 111, San Diego, CA 92140*

*Phone: (866) 594-2330*

*Email: [sandiego@ccis.edu](mailto:sandiego@ccis.edu)*

*Website: <http://www.ccis.edu/sandiego.aspx>*

Columbia College - San Diego is the main location of the two locations in San Diego where classes are offered. The main location is located on the Marine Corps Recruit Depot San Diego (MCRD San Diego) and a satellite location at Naval Base San Diego (NBSD). As one of the two schools on the MCRD base, Columbia College occupies space in a one-story building. Columbia College has three administrative office spaces, the Director's office, and two Academic Advisor offices. Courses are offered in two classrooms, Room Echo and Room Golf. Each room accommodates 25 students. The San Diego locations provide free WIFI to staff, adjunct faculty and students. Student may utilize the MCRD Base Library or local community college and university libraries throughout San Diego. The location has secure internet connectivity and routers, switches and all computers for operations as well as 24/7 Stafford Library connectivity, classroom audiovisual equipment, projectors, TV monitors, and furniture which is all provided by the main campus in Columbia MO.

## **Residential Housing**

Columbia College does not provide residential housing options at locations in California; the Institution has no responsibility to find, or to assist in finding, housing for students. 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 2022-2023 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>

### **Estimated Charges**

Master's

Total charges for the current period of attendance: \$5,880.00

Estimated total charges for the entire education program: \$17,640.00

The estimated total charges for current period of attendance assumes full time enrollment (12 credits) in a semester multiplied by the highest tuition rate. The estimated total charges for entire education program is based on completion of the minimum number of credit hours required for a degree program as outlined above. The amounts listed may not reflect any tuition discounts or financial aid the student may receive.

### **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 the student cancels this agreement by submitting a Columbia College Drop Form prior to close of business on the first business day 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 at 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.

### **Cancel, Withdrawal, and Refund Policies**

Students may find information regarding the cancellation, withdrawal, and refunds policies at the Online, Nationwide, and Main Campus Evening Tuition Structure page in the Columbia College Catalog. California students shall be refunded 100 percent of the amount paid for institutional charges if notice of cancellation is made through attendance at the first class session, or the seventh day after enrollment, whichever is later.

There are two California withdrawal refund formulas; one for 8 week classes (55 day term) and one for 16 week classes (111 day term). The percentage of tuition refunded is based on the number of unused days remaining in the term, divided by the total number of days in the term.

For the 8 week term, California students who drop on days 1-8 will receive 100% refund. Students who withdraw on days 9-42 will receive a refund based on the unused number days remaining in the term. To find the unused number of days, subtract the number of days registered from 55. Then, divide the number of unused days by 55 to get the percentage refunded ( $\text{Unused days} / 55 = \text{unused class time}$ ). Finally, multiply the original tuition of the withdrawn section by the percentage of unused class time to find the refunded tuition dollar amount ( $\$ \text{Tuition} * \% = \$ \text{refunded}$ ). No refunds are issued days 43-55. To receive this refund formula, the student must be withdrawing from an 8 week class and be a California student.

For the 16 week term, California students who drop on days 1-8 will receive 100% refund. Students who withdraw on days 9-84 will receive a refund based on the unused number days remaining in the semester. To find the unused number of days, subtract the number of days registered from 111. Then, divide the number of unused days by 111 to get the percentage refunded ( $\text{Unused days} / 111 = \text{tuition refund}$ ). Finally, multiply the original tuition of the withdrawn section by the percentage of unused class time to find the refunded tuition dollar amount ( $\$ \text{Tuition} * \% = \$ \text{refunded}$ ). No refunds are issued days 85-111. To receive this refund formula, the student must be withdrawing from a 16 week class and be a California student.

### **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, students 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:

<b>Mailing Address:</b> Bureau for Private Postsecondary Education P. O. Box 980818 West Sacramento, CA 95798-0818	<b>Physical Address:</b> Bureau for Private Postsecondary Education 1747 North Market Blvd., Suite 225 Sacramento, CA 95834	<b>Phone:</b> (916) 574-8900 <b>Toll Free:</b> (888) 370-7589 <b>Main Fax:</b> (916) 263-1897 <b>Licensing Fax:</b> (916) 263-1894  <b>Enforcement/STRF/Closed Schools Fax:</b> (916) 263-1896  <b>Website:</b> <a href="http://www.bppe.ca.gov">www.bppe.ca.gov</a>
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## 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 Library, and books.

The Resources section of the catalog details information regarding the activity calendar, alumni association, career services, student accessibility resources, technology services and solution center, 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: [library@ccis.edu](mailto:library@ccis.edu) Website: <https://library.ccis.edu/home>

### International Center

The Columbia College International Center provides guidance on immigration matters and issues I-20's for F-1 student status at select locations. Columbia College does not provide this service for students physically located in California. More information can be found on the International Student Services section of this catalog.

### Placement Services

Columbia College has trained personnel to assist students with career planning and development but does not offer placement services. Employment upon completion of program(s) is not guaranteed. The Resources section of the catalog details more information regarding to career services available to students.

## 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: <https://www.ccis.edu/about/consumer-information>
- 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, West Sacramento, CA 95798-0818, <http://www.bppe.ca.gov>, (916) 574-8900.
- Instruction does not occur in any language other than English.

#### **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 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 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 and Workforce Development (MDHEWD) 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  
<https://higherred.colorado.gov/>*

## Florida

## 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 2022-2023 Graduate catalog are effective July 31, 2022.

## 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 Specific Information

### **Columbia College - Jacksonville**

Vanessa Swindell, Director  
7077 Bonneval Road, Suite 114  
Jacksonville, FL 32216  
jacksonville@ccis.edu  
Phone: (904) 338-9150  
Fax: (904) 338-9263

### **Physical Facilities and Equipment Information**

Columbia College - Jacksonville is located in the Liberty Center, 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216. The college leases a suite on the first floor for administrative, testing and general office duties. The 4 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 8:00 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 4:00 p.m. The classrooms and computer lab are open per the session schedule.

#### **Columbia College - Orlando**

Aaron Williams, Director  
2600 Technology Drive, Suite 101  
Orlando, FL 32804  
orlando@ccis.edu  
Phone: (407) 293-9911  
Fax: (407) 293-8530

#### **Physical Facilities and Equipment Information**

Columbia College - Orlando is located at 2600 Technology Drive, Suite 101, Orlando, FL 32804. This location currently occupies 4 classrooms, 2 computer labs, a student resource lab, a student lounge, 5 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 building. The administrative office is open Monday through Thursday from 8:00 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 4:00 p.m.

#### **Columbia College - Tavares**

Aaron Williams, Director  
1565 Lane Park Cutoff Road  
Tavares, FL 32804  
tavares@ccis.edu  
Phone: (407) 293-9911  
Fax: (407) 293-8530

#### **Physical Facilities and Equipment Information**

Columbia College - Tavares is located in the Liberty Center, 1565 Lane Park Cutoff Road, Tavares, FL 32778. The Orlando location uses a first-floor classroom to conduct classes at Liberty Center. The classroom has a 25-30 student capacity. The classroom is equipped with a data projector and equipment capable of projecting CD, DVD, PowerPoint and other methods of instruction. The Lake County Location Administrative Office is open for assistance from 8:00 a.m. to 4:30 p.m. Monday through Friday, while all registration and administrative duties will be implemented by the Orlando Location staff at 2600 Technology Drive, Orlando, Florida.

#### **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 2022-2023 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

- Reverend Dr. Brad Stagg, Chair
- Helen (Dale) Coe Simons, Vice-Chair
- Genie Rogers, Secretary
- Carol J. Winkler, Treasurer
- Ken Akers, Ph.D.
- Lynne Stuver Baker
- Helen Jane Blackman, M.D.
- Lt. Gen. Richard C. Harding
- Byron Hill
- Mitchell R. Humphreys, M.D.
- June Viner Hurdle
- William J. Johnston
- Bill Leeper
- Joshua Muder
- Mark Price, Ph.D.
- Col. Mike Randerson
- Jolene Marra Schulz
- Kevin Sprouse
- Gary A. Tatlow
- Matt Williams

## Senior Administration

- Dr. David R. Russell, President
- Dr. Piyusha Singh, Provost, Vice President of Academic Affairs
- Clifford Jarvis, Vice President of Facility Operations
- Suzanne Rothwell, Vice President of Advancement
- Dixie Williams, Vice President of Enrollment, Marketing & Communications
- James Arnold, Athletic Director
- Bruce Boyer, Chief Financial Officer
- Patricia Fischer, Chief Human Resources Officer
- Gary Stanowski, Chief Information Officer

## 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](http://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 Services

Columbia College has trained personnel to assist students with career planning and development but does not offer placement services. Employment upon completion of program(s) is not guaranteed. The Resources section of the catalog details more information regarding to career services available to students.

## **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 2022-2023 Graduate catalog, students can contact the Enrollment Service Center office at (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 2022-2023 Graduate catalog also pertain to nontraditional programs.

## **2022-2023 Academic Calendars**

For 2022-2023 Academic Calendars, please visit the 2022 - 2023 Academic Calendars page in the catalog.

## **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**

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.

### **Jacksonville and Online**

- Master of Business Administration
- Master of Education in Educational Leadership
- Master of Science in Criminal Justice

### **Orlando and Online**

- Master of Business Administration
- Master of Business Administration with Accounting Emphasis
- Master of Business Administration with Human Resource Management Emphasis
- Master of Educational Leadership
- Master of Science in Criminal Justice
- Master of Science in Criminal Justice Correction Administration
- Master of Science in Criminal Justice Law Enforcement Administration

### **Tavares and Online**

- Master of Science in Criminal Justice

### **Graduate Programs Offered Online**

- Master of Arts in Teaching
- Master of Business Administration
- Master of Business Administration with Accounting Emphasis
- Master of Business Administration with Human Resource Management
- Master of Business Administration with Real Estate Management Emphasis
- Master of Educational Leadership, School Leader
- Master of Science in Criminal Justice with Law Enforcement Administration Emphasis
- Master of Science in Criminal Justice with Correction Administration Emphasis

## **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, students 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 and Workforce Development (MDHEWD) at (573) 526-1577 or review the MDHE complaint process.

## State Regulatory Agency Contact Information

*Florida Commission for Independent Education  
325 West Gaines Street  
Tallahassee, FL. 32399-0400  
Phone: (850)-245-0505  
[www.fldoe.org/contact-us](http://www.fldoe.org/contact-us)*

## 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 offers in-seat courses on military installations in the state of Georgia and therefore is exempt by the Georgia Nonpublic Postsecondary Education Commission under Georgia code 20-3-250.3 (a)(8).

## Accreditation

Columbia College is accredited by the Higher Learning Commission.

## Location Contact Information

Ellen Parham, Director  
Columbia College - Fort  
Stewart

John Fulton, Director  
Columbia College - Hunter  
Army Airfield Education Center

Shena Laymon-Frazier, Program  
Coordinator  
Columbia College - Naval



Army Education Center  
100 Knowledge Drive, Suite 147  
Ft. Stewart, GA 31314  
ftstewart@ccis.edu  
Phone: (912) 877-3406  
Fax: (912) 877-3415

165 Markwell Street, Building 1290  
Hunter Army Airfield, GA 31409  
hunter@ccis.edu  
Phone: (912) 352-8635  
Fax: (912) 315-5625

Submarine Base Kings Bay  
918 USS James Madison Road  
Building 1030  
Kings Bay, GA 31547-2532  
kingsbay@ccis.edu  
Phone: (912) 439-3976

## 2022-2023 Academic Calendars

For 2022-2023 Academic Calendars, please visit the 2022 - 2023 Academic Calendars page in the catalog.

## Student Costs

For 2022-2023 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

*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, students 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 Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084-5305  
Phone: (770) 414-3300  
Website: <https://gnpec.georgia.gov/>*

## 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 National Council for State Authorization Reciprocity Agreements (NC-SARA) to offer 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 Senior Vice President of Academic Affairs  
Columbia College  
1001 Rogers Street  
Columbia, MO 65216  
[provost@ccis.edu](mailto:provost@ccis.edu)  
Phone: (573) 875-7500  
Fax: (573) 875-7445

## 2022-2023 Academic Calendars

For 2022-2023 Academic Calendars, please visit the 2022 - 2023 Academic Calendars page in the catalog.

## Student Costs

For 2022-2023 tuition and charges, please visit the Tuition Rates and Payment Policies 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, students 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 Commission  
2082 East Exchange Place, Suite 220  
Tucker, Georgia 30084-5305  
Phone: (770) 414-3300  
Website: <https://gnpec.georgia.gov/>*

## 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.

- 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, students 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  
Website: <http://cca.hawaii.gov/hpeap/>

## Illinois

Crystal Lake | Elgin | Freeport | Lake County

## Authorization

Illinois locations are 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

### Crystal Lake Location Contact Information

Debra Hartman, Senior Regional Director  
446 N. Route 31, Crystal Lake, IL 60012  
[crystallake@ccis.edu](mailto:crystallake@ccis.edu)  
Phone: (815) 477-5440  
Fax: (815) 477-5449

Dr. Piyusha Singh, Provost and Senior Vice President of Academic Affairs  
1001 Rogers Street Columbia, MO 65216  
[provost@ccis.edu](mailto:provost@ccis.edu)  
Phone: (573) 875-7500  
Fax: (573) 875-7445

Website: <http://www.ccis.edu/crystallake>

### Elgin Location Contact Information

Karen Beckstrom, Director  
1700 Spartan Drive, E205, Elgin, IL 60123  
[elgin@ccis.edu](mailto:elgin@ccis.edu)

Phone: (847) 214-7197

Fax: (847) 214-7003

Dr. Piyusha Singh, Provost and Senior Vice President of Academic Affairs

1001 Rogers Street Columbia, MO 65216

provost@ccis.edu

Phone: (573) 875-7500

Fax: (573) 875-7445

Website: <http://www.ccis.edu/elgin>

### **Freeport Location Contact Information**

Debra Hartman, Senior Regional Director

2998 West Pearl City Road, Freeport, IL 61032

freeport@ccis.edu

Phone: (815) 599-3585

Dr. Piyusha Singh, Provost and Senior Vice President of Academic Affairs

1001 Rogers Street Columbia, MO 65216

provost@ccis.edu

Phone: (573) 875-7500

Fax: (573) 875-7445

Website: <http://www.ccis.edu/freeport>

### **Lake County Location Contact Information**

Kelly Nekvinda, Director

1225 Tri-State Parkway, Suite 560, Gurnee, IL 60031

lakecounty@ccis.edu

Phone: (847) 336-6333

Fax: (847) 336-6466

Dr. Piyusha Singh, Provost and Senior Vice President of Academic Affairs

1001 Rogers Street Columbia, MO 65216

provost@ccis.edu

Phone: (573) 875-7500

Fax: (573) 875-7445

Website: <http://www.ccis.edu/lakecounty>

## **Students Costs**

For 2022-2023 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, students 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: <https://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]).

## North Dakota

## Authorization

Columbia College is currently authorized to operate in North Dakota under North Dakota Century Code 15-18-1.

North Dakota was approved as a SARA member state on April 03, 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 North Dakota.

## 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 in seat students are unable to resolve with Columbia College should be directed to the North Dakota University System by emailing [stateauth@ndus.edu](mailto:stateauth@ndus.edu)
- Students may also use The Higher Learning Commission complaint process if they do not believe their complaint has been addressed.

## State Regulatory Agency Contact Information

*North Dakota University System  
10th Floor, State Capitol  
600 East Boulevard Ave., Dept. 215  
Bismarck, ND 58505-0230  
Website: <https://ndus.edu/state-authorization-sara/>*



# 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.

## 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 Columbia 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.

## 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, students 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]).

## South Dakota

### Authorization

Columbia College is currently authorized to operate in South Dakota under South Dakota Code 13-48.

South Dakota was approved as a SARA member state on November 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 South Dakota.

## 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.

- Student that are unable to resolve complaints with Columbia College should contact the South Dakota Secretary of State by emailing [sos.edu@state.sd.us](mailto:sos.edu@state.sd.us).
- Students may also use the Higher Learning Commission complaint process if they do not believe their complaint has been addressed.

## State Regulatory Agency Contact Information

*South Dakota Office of the Secretary of State  
Capitol Building  
500 East Capitol Avenue, Suite 204  
Pierre, SD 57501-5070  
Website: <https://sdsos.gov/default.aspx>*

## Texas - Mesquite | NASJRB 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, students 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: <https://www.highered.texas.gov/links/student-complaints/>
- 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: <https://www.highered.texas.gov/>*

## **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, students 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 <https://dcp.utah.gov/complaints.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: [www.dcp.utah.gov/business/stateauth.html](http://www.dcp.utah.gov/business/stateauth.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

Maryville| NS Everett

## 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 or by email at [degreeauthorization@wsac.wa.gov](mailto:degreeauthorization@wsac.wa.gov).

## Location Contact Information

### Columbia College - Marysville

MarJean Knokey, Senior Regional Director  
13910 45<sup>th</sup> Avenue NE, Suite 802  
Marysville, WA 98271  
[marysville@ccis.edu](mailto:marysville@ccis.edu)  
Phone: (360) 653-4480  
Fax: (360) 653-4710

### Columbia College - NS Everett

MarJean Knokey, Senior Regional Director  
2000 West Marine View Dr.  
Everett, WA 98207  
[marysville@ccis.edu](mailto:marysville@ccis.edu)  
Phone: (360) 653-4480  
Fax: (360) 653-4710

### Columbia College

Dr. Piyusha Singh, Provost and Senior Vice President of Academic Affairs  
1001 Rogers Street  
Columbia, MO 65216  
[provost@ccis.edu](mailto:provost@ccis.edu)  
Phone: (573) 875-7500  
Fax: (573) 875-7445

## Student Costs

For 2022-2023 tuition and charges, please visit the Tuition Rates and Payment Policies page in the catalog.

## Student Loans

For Washington State residents seeking information and resources about student loan repayment or seeking to submit a complaint relating to your student loans or student loan servicer, please visit [www.wsac.wa.gov/loan-advocacy](http://www.wsac.wa.gov/loan-advocacy) or contact the Student Loan Advocate at [loanadvocate@wsac.wa.gov](mailto:loanadvocate@wsac.wa.gov)

## 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 Services

Columbia College has trained personnel to assist students with career planning and development but does not offer placement services. Employment upon completion of program(s) is not guaranteed. The Resources section of the catalog details more information regarding to career services available to students.

## 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 Columbia 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 reference and research sources in support of the college's academic curriculum. Stafford Library serves as the primary library for all students, faculty and staff from all locations through the library's web site at <http://library.ccis.edu>. Librarians are available to answer questions via email, chat, text or phone during library hours to assist with research.

Stafford Library's collection of materials supports the curriculum of Columbia College and contains more than 70 online databases with full-text and indexed articles from professional journals, legal publications,

newspapers and magazines; 90,000 electronic journals, magazines, and newspapers; 210,000 electronic books; 150,000 streaming audio discs; and 35,000 streaming videos. All of the library's electronic collections are accessible remotely 24 hours/day via the library website using a person's CougarTrack username and password through a proxy server. Electronic delivery of articles not found in the library databases is also available.

More than 140 electronic subject and course guides have been created by library liaisons to provide information about finding articles, books, e-books, videos, and other resources about a topic. Subject guides provide a good starting point for students to find library resources pertaining to a subject, such as the best article databases to use or how to find e-books. Course guides are created for a specific course and include library resources pertinent to that course. Information about the research process and style manuals are available on the library's website.

## **2022-2023 Academic Calendars**

For 2022-2023 Academic Calendars, please visit the 2022 - 2023 Academic Calendars page in the catalog.

## **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.

### **Marysville and Online**

- Master of Business Administration
- Master of Business Administration with Accounting Emphasis
- Master of Business Administration with Human Resource Management Emphasis

### **NS Everett and Online**

- Master of Business Administration
- Master of Business Administration with Accounting Emphasis
- Master of Business Administration with Human Resource Management Emphasis

### **Graduate Programs Offered Online Only**

- Master of Arts in Teaching
- Master of Business Administration with Real Estate Management emphasis
- Master of Educational Leadership, School Leader
- Master of Science in Criminal Justice
- Master of Science in Criminal Justice with Correction Administration emphasis
- Master of Science in Criminal Justice with Law Enforcement Administration emphasis

## **General Student Grievance Policy**

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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 statutes and regulations and that failure to comply may lead to suspension or withdrawal of programs by the WSAC/SAA and/or DVA.

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Robert Boone  
Associate Vice President, CC Global Military  
Columbia College

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Date