2026-2027 Undergraduate Catalog

Catalog Home 6
About Columbia College 7
Accrediting Agencies 10
Articulation Agreements 11
2026-2027 Academic Calendars 15
Addendums 24
Academic Program Information 25
Academic Honors 27
Main Campus Day Only 28
General Education Requirements 30
General Education 35
General Education (Courses by Area) 40
Foreign Language Requirement 47
Associate Degree Requirements 49
Baccalaureate Degree Requirements 50
Robert W. Plaster School of Business 51
Business Administration 51
School of Arts and Sciences 142
Humanities 142
Natural Sciences and Mathematics 166
Social and Behavioral Sciences 214
Visual Arts and Music 245
School of Public Service 267
Education 267
Nursing 314
Social Work, Human Services, & Criminal Justice 324
General Programs 349
Teacher Certification Program 355
Admission Policies 359

Tuition and Fees 382
Main Campus Day Tuition and Fees 382
Main Campus Day Tuition and Fee Structure 384
Online, Nationwide, and Main Campus Evening Tuition 390
Online, Nationwide, and Main Campus Evening Tuition Structure 391
Financial Aid and Scholarships 395
Applying for Financial Aid 398
Certificate Program Aid 400
Main Campus Day Aid Information 407
Columbia College Global Aid Information 423
Online and Nationwide Aid Information 430
Determination of Federal Financial Aid Award 436
Financial Aid Satisfactory Academic Progress 439
Eligibility Requirements for Federal Aid 445
Return of Title IV Funds 450
Student Affairs 455
Main Campus Day Student Affairs 456
Main Campus Evening Student Affairs 466
Columbia College Global Student Affairs 469
Student Conduct 473
Resources 489
Technology Usage Policy 493
Main Campus Day Resources 499
Columbia College Global Resources 509
Student Accessibility Resources 519
Military, Veteran, Dependent and Spouse Education Benefits 522
Admissions and Readmission Policies 523
Academic and Administrative Policies, Regulations and Procedures 532
Admissions Policies Pertaining to Special Programs 533

Advising and Registration 538
Courses Available for Credit for Prior Learning 548
Degree Completion and Commencement 550
Education Certification Pass/Fail Exceptions 552
Evaluation of Credit and Testing 553
FERPA 561
Grading and Academic Standing 565
International Student Services 582
Main Campus Day Only 586
Online Courses and Scheduling Options 587
Course Descriptions 590
Personnel Directory 804
Board of Trustees 804
State Regulatory Information 819
Alabama 820
California 824
Colorado 836
Florida 838
Georgia 843
Hawaii 846
Illinois 848
Indiana 851
Oklahoma 854
Texas 857
Washington 860

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 08/25/2025 - 08/25/2026. Students who declare their catalog year to be 2025 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, master's and education specialist 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 with the Higher Learning Commission and holds specialized accreditations in its business, education and nursing programs. Students may enroll in day, evening or online education classes at the home campus in Columbia, Missouri, or courses 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 Provost, along with the Academic Operations team, 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

Classification:	Private, coeducational undergraduate and graduate-degree granting college with a liberal arts and sciences foundation. Carnegie Foundation classification: Master's Level College.
Location:	Home campus in Columbia, Missouri (population 108,000 plus more than 30,000 students at three separate colleges), on Interstate 70, halfway between St. Louis and Kansas City. Air service via major airlines to Columbia Regional Airport. Nationwide locations located throughout the United States: Alabama: Redstone Arsenal; California: Imperial, MCRD San Diego; Colorado: Denver; Florida: NAS Jacksonville; Georgia: Fort Stewart, Hunter Army Airfield; Illinois: Freeport; Missouri: Fort Leonard Wood, Lake of the Ozarks, Whiteman AFB; Oklahoma: Fort Sill; Texas: NASJRB Fort Worth; Washington: Marysville, NAS Whidbey Island.
Degrees Conferred:	Associate in Arts, Associate in General Studies, Associate in Science, Bachelor of Arts, Bachelor of Fine Arts, Bachelor of General Studies, Bachelor of Science, Master of Arts in Teaching, Master of Business Administration, Master of Education in Educational Leadership, Master of Public Administration, Master of Science in Accountancy, Master of Science in Athletic Administration, Master of Science in Business Analytics, Master of Science in Criminal Justice, Master of Science in Cybersecurity, Master of Science in Finance, Master of Science in Management Information Systems, Master of Social Work, Education Administration (Ed.S).
School Code/FICE #:	002456
Campus:	37 buildings on a 40-acre campus four blocks from downtown Columbia, and also includes a building downtown.
Library:	Print: More than 45,000 items. Electronic: More than 300,000 e-books and 45 databases. Member of MOBIUS statewide consortium.
Enrollment:	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.
Alumni:	More than 99,000 Columbia College alumni.
Athletics:	Member, American Midwest Conference of the NAIA: men's and women's: soccer, basketball, cross country, track and field, golf, and esports; men's: baseball and lacrosse; women's: volleyball, softball, bowling, competitive cheer and dance; and a variety of intramural sports.

Accrediting Agencies

Columbia College is accredited by the Higher Learning Commission and holds approvals or programmatic accreditation from the following:

The Higher Learning Commission
230 South LaSalle Street, Suite 7-500
Chicago, IL 60604-1411
Phone: (312) 263-0456 or (800) 621-7440
Website: https://www.hlcommission.org/
Email: info@hlcommission.org

Department of Elementary and Secondary Education
P. O. Box 480
Jefferson City, MO 65102
Phone: (573) 751-4212
Website: https://dese.mo.gov/
Email: communications@dese.mo.gov

Missouri Board of Nursing
P. O. Box 656
Jefferson City, MO 65102-0656
Phone: (573) 751-0681
Website: https://www.pr.mo.gov/nursing.asp
Email: 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

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

Accreditation Council for Business Schools and Programs (ACBSP)
8101 College Blvd #100
Overland Park, KS 66210
Phone: (913) 339-9356
Website: https://acbsp.org/

Council on Social Work Education (CSWE)
333 John Carlyle Street, Suite 400
Alexandria, VA 22314
Phone: (703) 683-8080
Website: https://www.cswe.org/
Email: info@cswe.org
Columbia College is in candidacy for accreditation for the Master of Social Work program.

Principles of Excellence: Columbia College 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.

Articulation Agreements

Columbia College has an articulation agreement with the following colleges:

Barstow Community College (CA)

Associate of Arts
Associate of Science
Associate of Arts for Transfer
Associate of Science for Transfer
IGETC
CSUGE

Barton Community College (KS)

Associate in Arts
Associate in Science

Blackhawk Technical College (WI)

University Transfer - Associate of Arts
University Transfer - Associate of Science

Cayuga Community College (NY)

Associate of Arts
Associate of Science

Central Texas College (TX)

Associate of Arts
Associate of Science

Cisco College (TX)

Associate of Arts
Associate of Arts in Teaching

College of Lake County (IL)

Associate in Arts
Assocate in Arts in Teaching
Associate in Engineering Science

Maricopa Community College District (AZ)

Associate in Arts
Associate in Arts-Fine Arts (AAFA)
Associate in Arts-Elementary Education (AAEE)
Associate in Business-Special Requirements (ABUS-SR)
Associate in Business-General Requirements (ABUS-GR)
Associate in Science

McHenry Community College (IL)

Associate in Arts
Associate in Fine Arts
Associate in Science

Metropolitan Community College (MO)

Associate in Arts
Associate in Arts in Teaching
Associate in Science

Mineral Area College (MO)

Associate of Arts
Associate of Arts in Teaching
Associate of General Studies
Associate of Science in Nursing

Moberly Area Community College (MO)

Associate of Arts
Associate of Arts in Teaching
Associate of Science

North Central Missouri College (MO)

Associate in Fine Arts
Associate in Science

Colorado Community College (CO)

- Arapahoe Community College
- Colorado Northwestern Community College
- Community College of Aurora
- Community College of Denver
- Front Range Community College
- Lamar Community College
- Morgan Community College
- Northeastern Junior College
- Otero Junior College
- Pikes Peak Community College
- Pueblo Community College
- Red Rocks Community College
- Trinidad State Junior College

Associate of Arts
Associate of Science

Cuesta College, San Luis Obispo Campus (CA)

Associate in Arts for Transfer
Associate in Science for Transfer
IGETC
CSUGE

Dallas College (TX)

- Brookhaven College
- Cedar Valley College
- Eastfield College
- El Centro College
- Mountain View College
- North Lake College
- Richland College

Associate in Arts
Associate in Arts in Teaching
Associate in Science

Oakton Community College (IL)

Associate in Arts
Associate in Science
Associate in Fine Arts
Associate of Science in Engineering

Ozarks Technical College (MO)

Associate of Arts
Associate of Science

Ranken Technical College (MO)

Associate of Technology
Associate of Science

Rock Valley College (IL)

Associate in Arts
Associate in Science
Associate in Engineering Science

Rockford Career College (IL)

Associate of Applied Science

Salt Lake Community College (UT)

Associate of Arts
Associate of Science

Savannah Technical College (GA)

Associate in Science

Shasta College (CA)

Associate in Arts (AA-T)
Associate in Science (AS-T)

Associate of Arts
Associate of Science
Associate of Arts in Teaching

East Central College (MO)

Associate of Arts
Associate of Arts in Teaching
Associate of Science in Transfer, Engineering

Elgin Community College (IL)

Associate in Arts
Associate in Science
Associate in Fine Arts
Associate in Science in Engineering Science
IAIGEC

Ensign College (UT)

Associate of Science

Harper College (William Rainey, IL)

Associate in Arts
Associate in Science
Associate in Fine Arts - Music or Art
Associate in Engineering Science

Highland Community College (IL)

Associate of Arts
Associate of Science
Associate of Engineering Science

Imperial Valley College (CA)

Associate of Arts
Associate in Arts for Transfer (AA-T)
Associate in Science
Associate in Science for Transfer (AS-T)
IGETC
CSUGE

Southern Arkansas University Tech (AR)

Associate of Arts
Associate of Science; Business Administration
Associate of Science; Teacher Education

State Fair Community College (MO)

Associate of Arts
Associate of Arts in Teaching
Associate of Fine Arts
Associate of Science

State Technical College of Missouri (MO)

Associate of Applied Science

St. Charles Community College (MO)

Associate of Arts
Associate of Science
Associate of Arts in Teaching

St. Louis Community College (MO)

Associate in Arts
Associate of Arts in Teaching
Associate in Science

Tarrant County College (TX)

Associate of Arts
Associate of Arts in Teaching
Associate of Science

Three Rivers College (MO)

Associate of Arts
Associate of Science
Associate of Arts in Teaching

IGETC
CSUGE

Ivy Tech Community College (IN)

Associate of Arts
Associate of Fine Arts
Associate of Science

Jefferson College (MO)

Associate of Arts
Associate of Arts in Teaching

Jefferson Community College (NY)

Associate in Arts
Associate in Science

Kansas City Kansas Community College (KS)

Associate in Arts
Associate in Science

Valencia Community College (FL)

Associate in Arts

Waubonsee Community College (IL)

Associate in Arts
Associate in Science
Assocate in Fine Arts
Associate in Engineering Science

West Hills Community College (CA)

Associate of Arts for Transfer (AA-T)
Associate of Science for Transfer (AS-T)
IGETC
CSUGE

Western Wyoming (WY)

Associate of Arts
Associate of Science

Windward Community College (HI)

Associate in Arts
Associate in Science in Natural Science

2026-2027 Academic Calendars

4-Week Academic Schedule

Fall 4-Week A: August 31 – September 26, 2026

August 31	Classes begin
September 2	Last day to add classes
September 7	Labor Day: no synchronous classes; offices closed
September 8	Last day to drop classes
September 18	Last day to withdraw from classes with grade of "W"
September 26	Classes end
September 29	Final grades entered online by Noon

Fall 4-Week B: September 28 – October 24, 2026

September 28	Classes begin
September 30	Last day to add classes
October 5	Last day to drop classes
October 16	Last day to withdraw from classes with grade of "W"
October 24	Classes end
October 27	Final grades entered online by Noon

Fall 4-Week C: October 26 – November 21, 2026

October 26	Classes begin
October 28	Last day to add classes
November 2	Last day to drop classes
November 11	Veteran's Day: no synchronous classes; offices closed
November 13	Last day to withdraw from classes with grade of "W"
November 21	Classes end
November 24	Final grades entered online by Noon

Fall 4-Week D: December 14, 2026 – January 9, 2027

December 14	Classes begin
December 16	Last day to add classes
December 21	Last day to drop classes
December 24-25	Holiday Break
December 31-January	Holiday Break
January 4	Last day to withdraw from classes with grade of "W"
January 9	Classes end

January 12	Final grades entered online by Noon

4-Week Academic Schedule

Spring 4-Week A: January 11 – February 6, 2027

January 11	Classes begin
January 13	Last day to add classes
January 18	Martin Luther King Jr. Day: no synchronous classes; offices closed
January 19	Last day to drop classes
January 29	Last day to withdraw from classes with a grade of “W”
February 6	Classes end
February 9	Final grades entered online by Noon

Spring 4-Week B: February 8 – March 6, 2027

February 8	Classes begin
February 10	Last day to add classes
February 15	Last day to drop classes
February 22	Registration for Fall 2027 begins for currently enrolled seniors, Honors students, and military members
February 24	Registration for Fall 2027 begins for currently enrolled juniors
February 25	Registration for Fall 2027 begins for currently enrolled sophomores
February 26	Registration for Fall 2027 begins for currently enrolled freshman &
February 26	Last day to withdraw from classes with grade of "W"
March 6	Classes end
March 9	Final grades entered online by Noon

Spring 4-Week C: March 8 – April 3, 2027

March 8	Classes begin
March 10	Last day to add classes
March 15	Last day to drop classes
March 26	Last day to withdraw from classes with grade of "W"
April 3	Classes end
April 6	Final grades entered online by Noon

Spring 4-Week D: April 5 – May 1, 2027

April 5	Classes begin
April 7	Last day to add classes

April 12	Last day to drop classes
April 23	Last day to withdraw from classes with grade of "W"
May 1	Classes end & Commencement
May 4	Final grades entered online by Noon

4-Week Academic Schedule

Summer 4-Week A: May 3 – May 29, 2027

May 3	Classes begin
May 5	Last day to add classes
May 10	Last day to drop classes
May 21	Last day to withdraw from classes with grade of "W"
May 29	Classes end
June 1	Final grades entered online by Noon

Summer 4-Week B: June 7 – July 3, 2027

June 7	Classes begin
June 9	Last day to add classes
June 14	Last day to drop classes
June 18	Juneteenth Holiday, no synchronous classes; offices closed
June 25	Last day to withdraw from classes with grade of "W"
July 3	Classes end
July 5	Independence Day observed: no synchronous classes; offices closed
July 6	Final grades entered online by Noon

Summer 4-Week C: July 12 – August 7, 2027

July 12	Classes begin
July 14	Last day to add classes
July 19	Last day to drop classes
July 30	Last day to withdraw from classes with grade of "W"
August 7	Classes end
August 10	Final grades entered online by Noon

8-Week Academic Schedule

Early Fall Session August 31 – October 24, 2026

August 31	Classes begin
September 2	Last day to add classes
September 7	Labor Day: no synchronous classes; offices closed
September 8	Last day to drop classes
October 9	Last day to withdraw from classes with grade of "W"
October 24	Classes end
October 27	Final grades entered online by Noon

Mid-8 Week Session October 12 – December 5, 2026

October 12	Classes begin
October 14	Last day to add classes
October 19	Last day to drop classes
November 11	Veteran's Day: no synchronous classes; offices closed
November 20	Last day to withdraw from classes with grade of "W"
November 26-27	Thanksgiving Break; no synchronous classes
December 5	Classes end
December 8	Final grades entered online by Noon

Late Fall Session October 26 – December 19, 2026

October 26	Classes begin
October 28	Last day to add classes
November 2	Last day to drop classes
November 11	Veteran's Day: no synchronous classes; offices closed
November 26-27	Thanksgiving Break: no synchronous classes
December 4	Last day to withdraw from classes with grade of "W"
December 19	Classes end
December 19	Commencement
December 22	Final grades entered online by Noon

8-Week Academic Schedule

Early Spring Session January 11 – March 6, 2027

January 11	Classes begin
January 13	Last day to add classes
January 18	Martin Luther King Jr. Day: no synchronous classes; offices closed
January 19	Last day to drop classes
February 19	Last day to withdraw from classes with a grade of "W"
February 22	Registration for Fall 2027 begins for currently enrolled seniors, Honors students and military members
February 24	Registration for Fall 2027 begins for currently enrolled juniors
February 25	Registration for Fall 2027 begins for currently enrolled sophomores
February 26	Registration for Fall 2027 begins for currently enrolled freshman
March 6	Classes end
March 9	Final grades entered online by Noon

Mid-8 Week Session February 8 – April 3, 2027

February 8	Classes begin
February 10	Last day to add classes
February 15	Last day to drop classes
February 22	Registration for Fall 2027 begins for currently enrolled seniors, Honors students and military members
February 24	Registration for Fall 2027 begins for currently enrolled juniors
February 25	Registration for Fall 2027 begins for currently enrolled sophomores
February 26	Registration for Fall 2027 begins for currently enrolled freshman
March 19	Last day to withdraw from classes with grade of "W"
April 3	Classes end
April 6	Final grades entered online by Noon

Late Spring Session March 8 – May 1, 2027

March 8	Classes begin
March 10	Last day to add classes
March 15	Last day to drop classes
April 16	Last day to withdraw from classes with grade of "W"
May 1	Classes end
May 1	Commencement
May 4	Final grades entered online by Noon

8-Week Academic
Schedule

Early Summer Session May 3 – June 26, 2027

May 3	Classes begin
May 5	Last day to add classes
May 10	Last day to drop classes
May 31	Memorial Day: no synchronous classes; offices closed
June 11	Last day to withdraw from classes with grade of "W"
June 18	Juneteenth Holiday, no synchronous classes; offices closed
June 26	Classes end
June 29	Final grades entered online by Noon

Mid-8 Week Session June 7 – July 31, 2027

June 7	Classes begin
June 9	Last day to add classes
June 14	Last day to drop classes
June 18	Juneteenth Holiday, no synchronous classes; offices closed
July 5	Independence Day observed: no synchronous classes; offices closed
July 16	Last day to withdraw from classes with grade of "W"
July 31	Classes end
August 3	Final grades entered online by Noon

Late Summer Session June 28 – August 21, 2027

June 28	Classes begin
June 30	Last day to add classes
July 5	Independence Day observed: no synchronous classes; offices closed
July 6	Last day to drop classes
August 6	Last day to withdraw from classes with grade of "W"
August 21	Classes end
August 24	Final grades entered online by Noon

16-Week Academic Schedule

Fall Semester August 31 – December 19, 2026

August 26	Residence Halls open at Noon
August 27	Meal Plans begin for students
August 30	Last day to register before classes begin
August 31	Classes begin
September 2	Last day to add classes
September 7	Labor Day: no synchronous classes; offices closed
September 8	Last day to drop classes (not applicable to Day total withdrawal)
October 12-16	Homecoming
October 19	Midterm (Day students only)
October 23	Day student Fall Break: day classes cancelled, offices & library open
October 26-30	Day Campus Advising Week
October 27	Midterm grades for all Day courses entered online by Noon
November 11	Veteran's Day: no synchronous classes; offices closed
November 20	Residence Halls close at 6pm for Thanksgiving Break
November 20	Last day to withdraw from 16-week classes, with grade of "W"
November 23-27	Thanksgiving Break: Day campus classes canceled; offices & library closed Nov. 26-27
November 29	Residence Halls reopen at Noon
November 30	Classes resume
December 11	Last day of Day student classes; last day to complete a total withdrawal from all Day classes
December 14-17	Day Campus Final Examinations
December 18	Residence Halls close at Noon (except by special arrangement)
December 18	Nurses' Pinning Ceremony, 6:30 pm
December 19	Commencement
December 19	End of semester
December 22	Final grades entered online by Noon

Spring Semester January 11 – May 1, 2027

January 10	Residence Halls open and Meal Plans begin at Noon
January 10	Last day to register before classes begin
January 11	Classes begin
January 13	Last day to add classes
January 18	Martin Luther King, Jr. Day: no synchronous classes; offices closed
January 19	Last day to drop classes (not applicable to Day total withdrawal)
February 22	Registration for Fall 2027 begins for currently enrolled seniors, Honors students and military members
February 24	Registration for Fall 2027 begins for currently enrolled juniors
February 25	Registration for Fall 2027 begins for currently enrolled sophomores
February 26	Registration for Fall 2027 begins for currently enrolled freshman
March 1	Midterm (Day students only)
March 9	Midterm grades for all Day courses entered online by Noon
March 20	Residence Halls close for Spring Break at 6pm (except by special arrangement)
March 22-26	Spring Break: Day Campus classes canceled; evening and graduate classes are in session
March 29	Residence Halls reopen at Noon
March 29	Day classes resume
April 2	Last day to withdraw from 16-week classes with a grade of "W"
April 23	Last day of Day student classes; last day to complete a total withdrawal from all Day classes
April 26-29	Day Campus Final Examinations
April 30	Residence Halls close at noon (except by special arrangement)
April 30	Ivy Chain, 3:00 pm
April 30	Nurses' Pinning Ceremony, 6:30 pm
May 1	Commencement
May 1	End of semester
May 4	Final grades entered online by Noon

Summer Semester May 3 – August 21, 2027

May 2	Last day to register before classes begin
May 3	Classes begin
May 5	Last day to add classes
May 10	Last day to drop classes

May 31	Memorial Day: no synchronous classes; offices closed
June 18	Juneteenth Holiday: no synchronous classes, offices closed
July 5	Independence Day observed: no synchronous classes, offices closed
July 23	Last day to withdraw from 16-week classes with a grade of "W"
August 21	End of semester
August 24	Final grades entered online by Noon

Addendums

October 13, 2025

- Updated Honors Program page.

August 6, 2025

- Updated Attendance Policy.

July 16, 2025

- Updated Testing Center address.

July 2, 2025

- Updated Parking Permit policy and cost.

July 1, 2025

- Updated California state page (removed NB San Diego).

February 17, 2025

- Updated Transfer Freshmen section of Admission Policies page.

February 14, 2025

- Updated tuition information.

Academic Program Information

Academic Departments by Schools

Academic instruction is offered by faculty in eight academic departments in three schools:

- Robert W. Plaster School of Business
    - Business Administration Department
- School of Arts and Sciences
    - Humanities Department
    - Natural Sciences and Mathematics Department
    - Social and Behavioral Sciences Department
    - Visual Arts and Music Department
- School of Public Services
    - Education Department
    - Nursing Department
    - Social Work, Human Services, and Criminal Justice Department

Not all departmental programs are available through all locations.

Declaration of Major

Students are strongly encouraged to officially declare a major during the semester in which 48 to 60 semester hours are scheduled for completion.

The Bachelor of Fine Arts (BFA) degree is a specialized degree designed specifically for students in art.

The Bachelor of General Studies is a degree designed for the student who desires a liberal arts and sciences bachelor's degree without a major.

The Bachelor of General Studies for Elementary Education Certification is a degree option for students pursuing Elementary Education.

All majors require students to successfully complete a culminating educational experience in the form of a final capstone course prior to graduation.

Double Major

A double major is defined as a **single** degree with two majors (both majors must be offered within a Bachelor of Arts or a Bachelor of Science degree). Students cannot mix degrees in a double major. A double major may be earned if requirements for both declared majors

are completed. No additional residency criterion is required. Majors and minors may not be added to an already earned degree.

Dual Degrees

A student who wishes to earn a second baccalaureate degree at Columbia College must complete all requirements for both degrees, including at least **30 additional** semester hours in residence beyond the requirements for the first degree, for a total of 150 completed hours.

A second associate degree requires **15 additional** semester hours in residence, beyond the requirements for the first degree, for a total of 75 completed hours. "In residence" in this context indicates hours earned through Columbia College courses. Majors and minors may not be added to an already earned degree.

The baccalaureate degree grade point average (GPA) is frozen once the degree has been awarded. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated, but the subsequent grade will not replace the initial grade. Both instances of the course and grades for each will be reflected on the record, and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit that was applied toward an initial degree is not included in the additional 30 hours in residence required for a subsequent degree.

Changing Location (Location Transfer)

Students can change their Columbia College location as an applicant or a current student at any time. Students are encouraged to meet with an advisor at their current location prior to changing locations.

If you are a current student and wish to officially change your location, log in to MyPortal. In the Pages section, select the Student forms and then "Change of Service Location" form. Indicate your new desired location.

If you are an applicant and are not currently enrolled, please contact the Admissions Office and request they update your location on your application. This process cannot be completed by logging into your application.

Academic Honors

Recognition of Academic Achievement

Dean's Academic Achievement Award

Students who graduate with at least 39 but fewer than 60 Columbia College hours and earn at least a 3.5 cumulative grade point average (GPA) may be eligible for the Dean's Academic Achievement Award upon graduation. Students must meet the following criteria:

1. Hold an Associate in Arts or Associate in Science from a community college with an articulation agreement with Columbia College.
2. Earn a cumulative GPA of 3.5 or higher.
3. Complete 39 hours in residency with Columbia College.

Students seeking a second baccalaureate degree and to whom a Dean's Academic Achievement Award was granted with a prior degree must complete an additional 39 hours in residency with at least a 3.5 cumulative GPA to be granted a second Dean's Academic Achievement Award.

Students eligible for Latin Honors are ineligible for the Dean's Academic Achievement Award.

Dean's List

The Dean's List is an honor awarded to students who achieve academic distinction. Students may be named to the Dean's List if:

1. They complete at least 12 semester hours of Columbia College credit in a given semester with a GPA of 3.5 or higher.

A grade of Incomplete eliminates a student from Dean's List consideration. A grade earned to replace an Incomplete cannot be applied to Dean's List requirements. ENGL 107, MATH 104, and MATH 106 do not apply when determining Dean's List eligibility.

Courses taken by students as pass/fail or satisfactory/unsatisfactory are not included in the minimum requirement of at least 12 semester hours.

Graduation Honors

Columbia College confers baccalaureate degrees with the following Latin honors designations:

GPA	Designation

3.9 and above	*summa cum laude*
3.75 to 3.89	*magna cum laude*
3.5 to 3.74	*cum laude*

To receive a degree with these honors, students must have completed 60 hours of credit at Columbia College.

Students seeking a second baccalaureate degree who received an Honors designation on a prior degree must complete an additional 60 hours in residency and earn the requisite GPA in order to be granted a second Honors designation.

The Presidential Award

At Commencement special recognition is given to students earning a 4.0 GPA who have completed the entire course of study for the bachelor's degree at Columbia College.

Main Campus Day Only

Baccalaureate Degrees with Distinction

The Bachelor's Degree with Distinction is available for any degree program offered by Columbia College and requires a demonstration of excellence in a special two-semester project (excluding summer sessions) in addition to satisfying degree requirements.

Distinction work is done under the direct supervision of a faculty member qualified in the field of the project. At all major stages of the project (formal prospectus, complete draft or evidence of significant and substantive progress, and final project), work must be submitted by designated deadlines to the Chair of the Academic Honors and Awards Committee for approval or direction. All students completing a Distinction Project must take three credit hours of HNRS 484 with their faculty mentor for the project as the instructor of record. Credit hours must be taken during the student's final semester before graduation-fall for December graduates and spring for April/May or Summer graduates.

To be eligible, a student must be currently enrolled, a member of the Honors Program, must have second-semester junior standing (75 semester hours, with at least 15 semester hours at Columbia College), and a 3.5 cumulative GPA. Eligibility is based on the assumption that a student may be eligible after five semesters. Entry into the program must be at a date that permits two semesters of work on the project. Students do not need to complete Honors Program requirements in order to complete the Distinction Project, but they must be admitted to the program.

The President's Honorarium for Academic Excellence (Overload Tuition Rate Waiver)

Columbia College Day students who have earned 30 institutional semester hours may take an overload to a total of 21 semester hours without additional cost if their cumulative GPA is at least 3.75.

General Education Requirements

General Education (Goals and Outcomes)

The General Education curriculum provides knowledge and skills appropriate to a student in the 21st century. It is designed around a set of outcome statements and organized so that students can incorporate foundational seminars and upper-level courses. Arrangement of the General Education curriculum by outcome instead of discipline allows for flexibility and learning across disciplines. **A grade of C or higher is required for all core courses within each goal, the Foundations Seminar (COLL 133), and the First-Year Writing Seminar (ENGL 133W).**

General Education requirements consist of:

Foundational Courses (6 sem. hrs):

COLL 133 - General Education Foundations Seminar 3 hours

ENGL 133W - First-Year Writing Seminar 3 hours

Core Courses (24-26 sem. hrs):

Select one core course from each of the eight goals. A list of general education courses for each goal can be found here.

Ethical Reasoning Requirement (3 sem. hrs):

Students pursuing Bachelor's degrees should choose the Ethics course that fulfills the ethics requirement within their Bachelor's degree. A list of these courses can be found here.

Elective Courses (9 sem. hrs):

Select three courses with differing subject areas from three unique goals. A list of general education courses for each goal can be found here.

Writing Intensive Requirement:

In addition to ENGL 133W, students must complete two other writing-intensive courses, of which one must be from within the General Education curriculum. Choose courses designated with an alpha character of "W" after each course number.

Civic Engagement

Students will acquire foundational knowledge about political institutions and processes in the U.S. as well as their historical development. Students will understand the expectations of responsible citizenship for local and national contexts. Students will also understand the importance of personal and social well-being and engaged citizenship in a complex and changing world.

1. Identify key U.S. civic institutions and their historical development.
2. Describe structural and institutional factors which affect civic life.
3. Acquire knowledge from one's own academic studies and explain its connection to civic life, politics, and government in contemporary and historical contexts.

Creative Thinking and Experience

Students will use the creative process to form thoughts and actions that enable discussion of existing knowledge and interpretation of experiences from perspectives other than their own.

1. Demonstrate creative practices and techniques.
2. Describe knowledge of the processes used in completion of creative works.
3. Express meaning and intent of creative works.

Global Awareness

Students will acquire foundational knowledge about societies outside of the U.S. Students will learn to critically analyze complex global systems in their historical and contemporary contexts. They will critically understand cross-cultural practices and world-views and address global challenges through individual and collective action.

1. Demonstrate competency in describing the diversity of cultural practices, perspectives, and viewpoints of other peoples of the world.
2. Identify one's own cultural identity, norms, and biases in order to address social issues both historically and within contemporary contexts.

Environmental Stewardship

Students will comprehend environmental challenges facing the U.S. and other societies. Students will develop a greater understanding of the implications of their own actions for environmental sustainability.

1. Identify environmental challenges facing the U.S. and other societies.
2. Explain key relationships between human and natural processes and the implications of those relationships for the earth's sustainability through the study of empirical evidence.
3. Explain, develop, or engage in sustainability solutions at the campus or community-level.

Human Experience

Students will demonstrate an understanding of the fundamental questions regarding reality, inquiry and knowledge, and the nature of human existence as well as the most plausible and compelling attempts to answer those questions by drawing upon diverse traditional and contemporary sources. They will appreciate and engage with the unifying attempts across epochs and cultures to locate and create meaning.

1. Demonstrate an understanding of the fundamental questions of reality, inquiry, knowledge, and the nature of human existence.
2. Utilize diverse traditional and contemporary sources to answer questions of reality, inquiry, knowledge, and the nature of human existence
3. Demonstrate an appreciation for the unifying attempts across epochs and cultures to make human life meaningful.

Communication Competence

Students will communicate effectively through understanding multiple contexts, purposes, and audiences. They will communicate competently within the conventions of different academic fields. They will research for quality evidence and use it effectively in their work. They will communicate with integrity, clarity, and fluency.

1. Demonstrate foundational skills in written and oral communication.
2. Recognize and employ effective communication techniques to account for diverse contexts, purposes, audiences, and academic fields.
3. Identify and employ different forms of writing and speaking, including but not limited to argumentative, informative, professional, or creative modes.
4. Demonstrate effective techniques for locating, evaluating, selecting, and citing appropriate sources, information, and evidence.

5. Practice active listening and respectful responding.
6. Demonstrate skill in revising written and oral communication.

Reasoning in Natural Science

Students will understand concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts.

1. Explain the basic facts, principles, theories, and history of modern science.
2. Describe the basic methods of experimental design and the scientific method.
3. Draw appropriate conclusions based on the analysis of different types of data and information, while recognizing the limits of this analysis.

Mathematical Reasoning

Students will be able to apply mathematical skills when solving real world problems. They will be able to create mathematical models for a variety of contexts based on data or other information and use them to make conclusions. They will summarize and analyze different types of data in order to answer questions and make predictions.

1. Explain information presented in mathematical forms such as equations, graphs, diagrams, tables, formulas, and words.
2. Convert data and relevant information into various mathematical forms such as equations, graphs, diagrams, tables, formulas, and words.
3. Make predications and draw appropriate conclusions based on the analysis of data or mathematical models and be able to explain the limitations of this analysis.

Ethical Reasoning Requirement

Students will critically explore and define ethical values as they relate to the individual and the contemporary world.

1. Describe multiple, relevant ethical perspectives/concepts, and identify one's own beliefs and values in relation to those frameworks.
2. Apply multiple, relevant ethical perspectives/concepts to a social or political problem, and evaluate the consequences of those applications.

Writing Intensive Requirement

All students, with the exception of those receiving a General Education Waiver, will complete the following sequence of writing-intensive courses to fulfill the General Education writing-intensive component:

1. ENGL 133W First-Year Writing Seminar
2. Two additional writing-intensive courses (designated with the alpha character "W" directly after the course number) One course must be a designated general education course.

Writing-intensive courses require a significant amount of formal, graded writing that:

1. Utilizes conventions of a discipline, including appropriate organization.
2. Demonstrates insight, creativity, and/or sophistication.
3. Exemplifies a process of writing, including revision, appropriate to a discipline.
4. Incorporates source material effectively and responsibly.

General Education

General Education (Goals and Outcomes)

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3. Exemplifies a process of writing, including revision, appropriate to a discipline.
4. Incorporates source material effectively and responsibly.

General Education (Courses by Area)

General Education Courses

The following courses meet associate in arts and baccalaureate degree general education requirements. Some courses have prerequisites. A grade of C or higher is required for all core courses within each goal, the Foundations Seminar (COLL 133), and the First-Year Writing Seminar (ENGL 133W).

Foundation Courses (6 sem. hrs)

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

Ethical Reasoning Course (3 sem. hrs)

Bachelor's degree students should choose the Ethical Reasoning course that fulfills the Ethics requirement within their Bachelor's degree. Associate degree students should choose an Ethical Reasoning course that is required by, or allowed within, their Associate Degree. A list of general education requirements for the Ethical Reasoning Requirement can be found here.

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours
- MGMT 368W - Business Ethics 3 hours
- PHIL 130 - Thinking about Ethics 3 hours
- PHIL 332 - Environmental Ethics 3 hours
- PHIL 460 - Biomedical Ethics 3 hours

Core Courses (24-26 sem. hrs)

Select one core course from each of the eight goals. A list of general education requirements for each goal can be found here.

Elective Courses (9 sem. hrs)

Select three courses with differing subject areas from three unique goals. A list of general education requirements for each goal can be found here.

Civic Engagement Goal

Core Options:

- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- POSC 111 - American National Government 3 hours

Elective Options:

- ANTH 270 - Diversity and Society 3 hours
- SOCI 270 - Diversity and Society 3 hours
- COMM 215 - Mass Communication and Social Movements 3 hours
- ECON 293 - Macroeconomics 3 hours
- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 353W - Missouri History 3 hours
- HIST 360W - The History of Immigration in the United States 3 hours
- HIST 370W - American Military History 3 hours
- HIST 372W - Native American History 3 hours
- HIST 374W - African American History 3 hours
- HIST 373W - Women and Gender in American History 3 hours
- WMST 373W - Women and Gender in American History 3 hours
- PHIL 323 - Marx and Marxism 3 hours
- POSC 215 - State and Local Government 3 hours
- POSC 340 - The American Justice System 3 hours
- POSC 350 - Congressional Politics 3 hours
- POSC 361 - American Political Parties 3 hours
- SOCI 216 - American Social Problems 3 hours
- SOCI 375 - Social Movements 3 hours
- AMST 375 - Social Movements 3 hours
- HIST 377W - U.S. Women's Movements: A History 3 hours
- WMST 377W - U.S. Women's Movements: A History 3 hours

Creative Thinking and Experience Goal

Core Options:

- ARTS 105 - Art Appreciation 3 hours
- ENGL 207W - Introduction to Creative Writing 3 hours
- MUSI 120 - Music and the Human Experience 3 hours

Elective Options:

- ARTS 255 - Digital Photography 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 317 - Web Design I 3 hours

- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours
- ENGL 210W - Introduction to Fiction 3 hours
- ENGL 211W - Introduction to Poetry 3 hours
- ENGL 212W - Introduction to Drama 3 hours
- ENGL 313W - Intermediate Fiction Writing 3 hours
- ENGL 314W - Intermediate Non-Fiction Writing 3 hours
- ENGL 315W - Intermediate Poetry Writing 3 hours

Global Awareness Goal

Core Options:

- ANTH 112 - General Anthropology 3 hours
- SOCI 112 - General Anthropology 3 hours
- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ENGL 264W - World Literature II 3 hours
- HIST 111 - Ancient Worlds: A Global Story 3 hours
- HIST 112 - Making the Modern World 3 hours
- POSC 250 - Comparative Politics 3 hours

Elective Options:

- ANTH 319W - The Modern Middle East 3 hours
- HIST 319W - The Modern Middle East 3 hours
- ANTH 212 - Cultures in the World 3 hours
- SOCI 212 - Cultures in the World 3 hours
- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours
- ANTH 336 - Gender and Globalization 3 hours
- SOCI 336 - Gender and Globalization 3 hours
- WMST 336 - Gender and Globalization 3 hours
- COMM 303W - Intercultural Communication 3 hours
- ENGL 263W - World Literature I 3 hours
- HIST 300W - The World since 1945 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 330W - The Struggle for Modern Europe 3 hours
- HIST 347W - World War I 3 hours
- HIST 348W - World War II 3 hours
- HIST 322W - Women and Gender in World History 3 hours
- WMST 322W - Women and Gender in World History 3 hours
- NURS 415 - Cultural Awareness in Nursing Practice 3 hours
- MGMT 338 - International Business 3 hours
- MUSI 220W - Exploring the Music of World Cultures 3 hours
- POSC 292 - International Relations 3 hours
- POSC 321 - Politics of Developing Nations 3 hours

- POSC 353 - Asian Politics 3 hours
- POSC 331 - European Politics 3 hours

Environmental Stewardship Goal

Core Options:

- GEOG 101 - Introduction to Geography 3 hours
- BIOL 115 - Introduction to Environmental Science 3 hours
- ENVS 115 - Introduction to Environmental Science 3 hours
- ENGL 267W - Literature and the Environment 3 hours
- ENVS 267W - Literature and the Environment 3 hours

Elective Options:

- BIOL 222 - Conservation Biology 3 hours **or**
- ENVS 222 - Conservation Biology 3 hours

- ANTH 345 - Environment and Society 3 hours
- SOCI 345 - Environment and Society 3 hours
- ENVS 251 - Resource Management 3 hours
- GEOG 251 - Resource Management 3 hours
- ENVS 352W - American Environmental History 3 hours
- HIST 352W - American Environmental History 3 hours
- SOCI 401W - The City 3 hours

Human Experience Goal

Core Options:

- ENGL 120 - Human Lives, Human Voices 3 hours
- PHIL 101 - Introduction to Philosophy 3 hours
- PSYC 101 - General Psychology 3 hours
- RELI 101 - Religion and Human Experience 3 hours
- SOCI 111 - General Sociology 3 hours

Elective Options:

- ANTH 341W - Religion and Society 3 hours
- SOCI 341W - Religion and Society 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 364W - History of Drama: Staging the Family 3 hours

- ENGL 372W - African American Literature 3 hours
- HIST 303W - Science, Technology, and Humanity: A History 3 hours
- PHIL 321 - Ancient Philosophy 3 hours
- PHIL 322 - Modern Philosophy 3 hours
- PHIL 202 - Asian Philosophy and Religion 3 hours
- RELI 202 - Asian Philosophy & Religion 3 hours
- PSYC 270 - Psychology of Emotion 3 hours
- PSYC 235 - Social Psychology 3 hours
- SOCI 235 - Social Psychology 3 hours
- PSYC 385 - Human Sexuality 3 hours
- SOCI 385 - Human Sexuality 3 hours
- RELI 201 - Religious Classic Texts 3 hours

Communication Competence Goal

Core Options:

- COMM 110 - Presentational Skills 3 hours
- COMM 203 - Human Communication 3 hours

Elective Options:

- ANTH 381 - Music and Society 3 hours
- SOCI 381 - Music and Society 3 hours
- COMM 308W - Health Communication 3 hours
- COMM 321 - Sports Communication 3 hours
- COMM 344 - Visual Communication and Culture 3 hours
- COMM 343W - Gender Communication 3 hours
- WMST 343W - Gender Communication 3 hours
- EDUC 300 - Techniques of Teaching 3 hours
- ENGL 204W - Technical Writing 3 hours
- MGMT 254W - Business Communication 3 hours
- SOCI 388W - Fashion and Society 3 hours
- WMST 388W - Fashion and Society 3 hours

Reasoning in Natural Science Goal

Core Options:

- ASTR 108 - Introduction to Astronomy 3 hours **and**
- ASTR 108L - Physical Science Survey Laboratory 2 hours
  or
- BIOL 108 - Human Biology 3 hours **and**
- BIOL 108L - Human Biology Laboratory 2 hours
  or
- BIOL 110 - Principles of Biology I 3 hours **and**

- BIOL 110L - Principles of Biology I Laboratory 2 hours
  or
- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours
  or
- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **and**
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
  or
- CHEM 110 - Chemistry I 3 hours **and**
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
  or
- CHEM 108 - Physical Science Survey 3 hours **and**
- CHEM 108L - Physical Science Survey Laboratory 2 hours
  or
- PHYS 108 - Physical Science Survey 3 hours **and**
- PHYS 108L - Physical Science Survey Laboratory 2 hours
  or
- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours

- FRSC 100 - Reasoning in Forensic Science 3 hours
- GEOL 111 - Applied Geology 4 hours
- SCIN 110 - Essential Biology for Non-Majors (with lab) 4 hours
- SCIN 112 - Essential Chemistry for Non-Majors (with lab) 4 hours

Elective Options:

- NURS 311 - Advanced Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours

Mathematical Reasoning Goal

Core Options:

- MATH 110 - Quantitative Reasoning 3 hours
- MATH 150 - College Algebra 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 250 - Statistics I 3 hours

Elective Options:

- BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours
- MATH 215 - Differential Calculus 3 hours

- PHIL 210 - Logic and Critical Thinking 3 hours

Foreign Language Requirement

Foreign Language Requirement

Day students seeking a Bachelor of Arts degree must complete successfully six semester hours of a single foreign language. CCG (Nationwide and Online) students may meet this requirement by successfully completing six semester hours of a single foreign language or six semester hours of Culture and Society coursework. A student may also satisfy this requirement as follows:

- By receiving a letter grade of C or higher in eight semesters of a high school foreign language (four semesters with a grade of C or higher will fulfill the first course in the language sequence.); **or**
- SAT II: Subject Test Foreign Language:
    - Test date before May 1995: score of at least 550;
    - Test date May 1995 or later: score of at least 590;

    or
- Advanced Placement Exam in a foreign language: three hours of foreign language 101 credit with a score of 3; six hours of foreign language 101 and 102 credit with a score of four or higher; **or**
- A CLEP score equal to or greater than the creditgranting language level 1 score as recommended by the American Council on Education; **or**
- Graduation from a high school where the native language is not English and one of the following: a minimum TOEFL score of 72 (internet-based); a minimum TOEFL score of 530 (paper-based), a minimum IELTS score of 6, a Duolingo score of 90; **or**
- Students who have earned either a state Seal of Biliteracy or the Global Seal of Biliteracy are eligible to have their Foreign Language Requirement waived. Students must submit official documentation of their state Seal of Biliteracy or Global Seal of Biliteracy to the Office of the Registrar. Upon verification, the Foreign Language Requirement will be waived in the student's academic record, and they may proceed without needing to enroll in foreign language courses. This waiver does not carry credit hours; **or**
- By completing six semester hours of American Sign Language at an accredited institution of higher education from which Columbia College accepts credit; **or**
- By completing the equivalent language courses via the Defense Language Institute per the American Council on Education recommendations; **or**
- By completing the equivalent language courses at an institution of higher education from which Columbia College accepts credit; **or**

- By completing the equivalent language courses non-traditionally via a program from which Columbia College accepts credit.

Associate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with an associate degree, students must have been officially admitted to the College and must:

1. Complete a minimum of 60 semester hours;

2. Complete the appropriate number of General Education courses determined by individual degree requirements;

3. Complete ENGL 133W First Year Writing Seminar;

4. Complete all major requirements;

5. Attain a minimum cumulative grade-point average of 2.0;

6. Fulfill the residency requirement of at least 15 semester hours taken with Columbia College;

7. Satisfy all financial obligations; and

8. Apply for graduation via MyPortal the semester/session before they expect to graduate.

Baccalaureate Degree Requirements

To be recommended by the faculty and approved by the Board of Trustees for graduation with a baccalaureate degree, students must have been officially admitted to the College and must have:

1. Completed successfully at least 120 semester hours with at least 39 semester hours in 300- and 400-level, or 300, 400, 500, and 600-level for those enrolled in eligible pre-grad programs;
2. Completed successfully at least 38 semester hours of general education courses, to include an Ethics course, distributed as indicated in the previous section;
3. Completed successfully required semester hours for a major in the degree program selected. No fewer than 12 semester hours may be earned in the major at Columbia College including at least 6 semester hours of 300- and 400-level coursework;
4. Attained a minimum cumulative grade-point average of 2.0;
5. Fulfilled the residency requirement - at least 30 semester hours taken with Columbia College;
6. Fulfilled all requirements for a culminating experience specified for the major;
7. Earned at least one-half of the credit toward the baccalaureate degree from institutions accredited by United States regional associations and/or approved by the United States Office of Education and recognized by Columbia College;
8. Satisfied all financial obligations; and
9. Applied for graduation via MyPortal the semester/session before expected date of graduation;
10. If seeking a Bachelor of Arts degree, completed successfully six semester hours of a single foreign language. Columbia College Global students may meet this requirement by successfully completing six semester hours of Culture and Society coursework. See the Foreign Language Requirement page for additional information regarding this requirement. All core courses in each major resulting in a Bachelor of Arts (B.A.), Bachelor of Science (B.S.) or Bachelor of Fine Arts (B.F.A.) degree require completion with a grade of C or higher.

Robert W. Plaster School of Business

Department

- Business Administration

Business Administration

Business Administration

Business Administration, AS

The Associate in Science in Business Administration is a general business degree that provides for the student a fundamental understanding of basic business practices. Students will combine general education courses with foundational business classes, which allows students to obtain an understanding of key business areas. This degree can be a springboard to a bachelor's degree and prepare students to enter a number of fields. This program is accredited by ACBSP.

Program Learning Outcomes:

1. Demonstrate an understanding of concepts in the functional areas of accounting, marketing, finance, and management.
2. Develop and deliver effective forms of professional communication.
3. Utilize technology to facilitate problem solving in different functional areas.

Program CIP: 52.0101 - Business/Commerce, General.

Program SOC: 11-1021 - General and Operations Managers

General Education Requirements (24 sem. hrs)

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

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

Required

- ECON 293 - Macroeconomics 3 hours **and**
- MATH 110 - Quantitative Reasoning 3 hours **or**
- MATH 150 - College Algebra 3 hours **or**
- MATH 250 - Statistics I 3 hours

Ethical Reasoning Requirement (3 sem. hrs)

Select one course from the Ethical Reasoning area of General Education.

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours
- MGMT 368W - Business Ethics 3 hours
- PHIL 130 - Thinking about Ethics 3 hours
- PHIL 332 - Environmental Ethics 3 hours
- PHIL 460 - Biomedical Ethics 3 hours

General Education Core (9 sem. hrs)

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

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

Major Area Requirements (24 sem. hrs)

Courses in the major cannot be taken pass/fail.

- MGMT 150 - Introduction to Business 3 hours
- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 350 - Business Finance 3 hours

- MGMT 230 - Principles of Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Choose at least two courses from the following:

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

Major Area Electives (12 sem. hrs)

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

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

Total Semester Hours: 60

Computer Information Systems, AS

The Associate in Science in Computer Information Systems degree provides an intense exposure to computer programming and the functional applications of computers in the business world.

Program Learning Outcomes:

1. Students will write computer programs to meet a given set of computing requirements.
2. Students will design data and information models aligned with organizational processes.

Program CIP: 11.0101 - Computer and Information Sciences, General.

Program SOC: 15-1242 - Database Administrators

General Education Requirements (24-26 sem. hrs)

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

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

Required (3-5 sem. hrs)

- MATH 150 - College Algebra 3 hours **or**
- MATH 201 - Calculus and Analytic Geometry I 5 hours **or**
- MATH 215 - Differential Calculus 3 hours

General Education Core (15 sem. hrs)

Take 3 credits from 5 of the following areas to complete the general education requirement. Courses must be taken from the general education core options.

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

Or, take 3 credits from 4 of the goal areas above plus 3 credits from the Ethical Reasoning area of general education.

- Ethical Reasoning

Major Area Requirements (35-36 sem. hrs)

Courses in the major cannot be taken pass/fail.

- COSC 240 - Introduction to Programming 4 hours (Day) **and**
- COSC 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - C++ Programming I 3 hours (Evening and CCG) **and**

- CISS 242 - C++ Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - C++ Programming III 3 hours (Evening and CCG)

- CISS 170 - Introduction to Computer Information Systems 3 hours **or**
- COSC 176 - Introduction to Computer Science 3 hours

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MATH 250 - Statistics I 3 hours
- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 254W - Business Communication 3 hours

Major Area Electives (3 sem. hrs)

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 298 - Web Programming 3 hours

Total Semester Hours: 60

Cybersecurity, AS

The Columbia College cybersecurity program gives you a foundational understanding of computers information systems while preparing you to protect operating systems and networks against cyber-attacks.

Program Learning Outcomes:

1. Anticipate, identify, assess, protect and respond to digital threats.
2. Enhance organizational decision making in the cybersecurity context.
3. Design and implement a computing based solution to meet a given set of requirements.

Program CIP: 11.1003 - Computer and Information Systems Security/Auditing/Information Assurance.

Program SOC: 15-1244 - Network and Computer Systems Administrators

General Education Requirements (24-26 sem. hrs)

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

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

Required (3-5 sem. hrs)

- MATH 150 - College Algebra 3 hours **or**
- MATH 201 - Calculus and Analytic Geometry I 5 hours **or**
- MATH 215 - Differential Calculus 3 hours

General Education Core (15 sem. hrs)

Take 3 credits from 5 of the following areas to complete the general education requirement. Courses must be taken from the general education core options.

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

Or, take 3 credits from 4 of the goal areas above plus 3 credits from the Ethical Reasoning area of general education.

- Ethical Reasoning

Major Area Requirements (31-33 sem. hrs)

- CISS 202 - Introduction to Databases 3 hours
- CISS 298 - Web Programming 3 hours
- CISS 301 - Operating Systems and Cloud Computing 3 hours
- CISS 302 - Business Data Communications and Networking 3 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours

- CYSC 150 - Python Programming and Applications I 3 hours
- CYSC 200 - Introduction to Cybersecurity 3 hours
- CYSC 260 - Powershell for Cybersecurity 3 hours
- CYSC 391 - Information Systems Security 3 hours

- CYSC 400 - Digital Forensics 3 hours **or**
- FRSC 400 - Digital Forensics 3 hours

- CYSC 402 - Network Security 3 hours

Electives (1-5 sem. hrs)

Total Semester Hours: 60

Organizational Leadership, AS

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

Program Learning Outcomes:

1. Compare and contrast major leadership theories.
2. Apply leadership theories to management practices and techniques.
3. Demonstrate professional oral and written communication skills.
4. Explain benefits and challenges in having a diverse work environment and suggest ways to address the challenges in a positive and constructive manner.
5. Discuss the difficulties in implementing change within an organization and various approaches to addressing these challenges.

Program CIP: 52.0213 - Organizational Leadership.

Program SOC: 11.3121 - Human Resources Managers

General Education Requirements (24 sem. hrs.)

Complete the following required general education courses with a 'C' or higher grade:

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MGMT 368W - Business Ethics 3 hours
- PSYC 101 - General Psychology 3 hours
- COMM 110 - Presentational Skills 3 hours
- MATH 110 - Quantitative Reasoning 3 hours
- MGMT 254W - Business Communication 3 hours
- COMM 303W - Intercultural Communication 3 hours

Core Requirements (30 sem. hrs.)

Complete the following core courses with a 'C' or higher grade. Courses in the major cannot be taken Pass/Fail.

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

- ECON 210 - Survey of Economics 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours
- ORGL 320 - Leading Change 3 hours
- ORGL 330 - Fiscal Management for Leaders 3 hours
- ORGL 370 - Negotiation and Conflict 3 hours

Major Area Electives (6 sem. hrs.)

Choose at least two of the following:

- COMM 393 - Organizational Communication 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Total Semester Hours: 60

Real Estate Management, AS

The Associate's in Real Estate Management prepares students with the knowledge and skill sets needed to succeed in the industry. You'll explore modern issues encountered in business and real estate management.

The real estate management associates degree program prepares students with knowledge and skill sets needed to succeed in highly competitive real estate environments. The program focuses on providing a strong theoretical background and applied skills to prepare for modern business issues encountered in the field of real estate including management, marketing, finance, and organizations.

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to apply major concepts in the area of real estate management including management, marketing, finance, leadership, organizations, and negotiation.
2. Graduates will be able to demonstrate essential real estate management skills including effective leadership, negotiation, finance and digital marketing.
3. Graduates will be able to apply real estate strategies to effect a change initiative in a real estate business scenarios.

Program CIP: 52.1501 - Real Estate.

Program SOC: 11-9141 - Property, Real Estate, and Community Association Managers

General Education Requirements (15 sem. hrs)

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

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

Recommended

- MATH 150 - College Algebra 3 hours

Ethical Reasoning Requirement (3 sem. hrs)

Select one course from the Ethical Reasoning area of General Education. A list of these courses can be found here.

General Education Core (3 sem. hrs)

Take 3 credits from 1 of the following areas to complete this requirement. Course must be taken from the general education core options.

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

General Education Elective (3 sem. hrs)

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

Major Area Requirements (18 sem. hrs)

- FINC 397 - Principles of Real Estate 3 hours
- FINC 398 - Real Estate Finance 3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Major Area Electives (27 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 254W - Business Communication 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 278 - Introductory Business Analytics 3 hours
- MGMT 370 - Real Estate Negotiation 3 hours
- MGMT 390 - Real Estate Leadership Strategy Practicum 4 hours

- MGMT 395 - Real Estate Negotiation Strategy Practicum 4 hours
- MKTG 331 - Consumer Behavior 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Sales and Sales Management 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 398 - Real Estate Digital Marketing Strategy Practicum 4 hours
- ORGL 370 - Negotiation and Conflict 3 hours

Total Semester Hours: 60

Business Administration, BA

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to apply major concepts in the functional areas of accounting, marketing, finance, and management in an integrated manner.
2. Graduates will be able to apply legal, ethical, social, and economic standards of business within a global environment.
3. Graduates will be able to employ effective group collaboration techniques to complete a designated task.
4. Graduates will be able to apply tools and techniques to obtain and process information for business decision making.

5. Graduates will be able to develop and deliver effective forms of professional communication.
6. Graduates will be able to utilize technology and research skills to develolp effective business practices and facilitate critical thinking and problem solving.

Program CIP: 52.0101 - Business/Commerce, General.

Program SOC: 11-1021 - General and Operations Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (45 sem. hrs)

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

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

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

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

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

Electives (27-30 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479 - Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Business Administration major.

Accounting, BS

The Accounting major prepares students for entry-level positions in areas such as managerial accounting, taxation, or auditing. The program also helps prepare students for graduate studies in accounting and/or other business related fields. Students learn to report, analyze and manage accounts. Students will gain a strong understanding of business principles and theories and learn about business finance, business ethics and business communication alongside managerial and financial accounting. Then, student will delve deeper into accounting information systems, auditing and personal financial management.

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to record transactions and prepare financial statements according to Generally Accepted Accounting Principles for 'for-profit' as well as governmental entities.
2. Graduates will be able to describe and implement the basic auditing procedures.
3. Graduates will be able to apply accounting data for the purpose of management decision making.
4. Graduates will be able to understand and apply federal tax law relating to individuals .
5. Graduates will be able to design and implement accounting information systems.

Program CIP: 52.0301 - Accounting.

Program SOC: 13-2011 - Accountants and Auditors

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Accounting Major (24 sem. hrs)

Students who elect to earn a major in Accounting must complete 24 semester hours of required courses from the courses listed below. All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

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

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. ACCT 489 Auditing I 3 hours with a C or higher satisfies this capstone requirement for the Accounting major.

Business Administration, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to apply major concepts in the functional areas of accounting, marketing, finance, and management in an integrated manner.
2. Graduates will be able to apply legal, ethical, social, and economic standards of business within a global environment.
3. Graduates will be able to employ effective group collaboration techniques to complete a designated task.

4. Graduates will be able to apply tools and techniques to obtain and process information for business decision making.
5. Graduates will be able to develop and deliver effective forms of professional communication.
6. Graduates will be able to utilize technology and research skills to develolp effective business practices and facilitate critical thinking and problem solving.

Program CIP: 52.0101 - Business/Commerce, General.

Program SOC: 11-1021 - General and Operations Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Business Administration Major (24 sem. hrs)

Students who elect to earn a major in Business Administration must complete 24 semester hours of required courses from the courses listed below. All must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

Take one course from each category.

Innovation and Entrepreneurship

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

Marketing

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

Human Resources

- MGMT 261 - Introduction to Human Resource Management 3 hours

Finance

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

Management

- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours

- MGMT 363 - Operations Management 3 hours

Accounting

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

Electives (6 sem. hrs)

Choose from ACCT, ECON, FINC, MGMT, MKTG, or ORGL. Courses in the major cannot be taken pass/fail.

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479 - Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Business Administration major.

Business Analytics, BS

The BS in Business Analytics focuses on statistical and analytical techniques to solve business problems in a variety of organizational contexts. Combining the examination of business principles with an emphasis on data and technology, the program aims to prepare student to make informed data driven decisions and to effectively present findings in a business context. Students will take courses in core functional areas of business. Students additionally learn to leverage various analytical and technology tools such as programming languages, visualization software, and statistical packages. A BS in Business Analytics will provide training and education in one of the fastest growing areas of business.

Program Learning Outcomes:

1. Generate and apply statistical and data analysis techniques to solve business problems.

2. Develop expertise in using various analytic software.

3. Analyze and interpret data sets to make data driven business decisions.

4. Communicate analytical findings and recommendations to various audiences in an organizational context.

5. Develop critical thinking and problem-solving skills to identify and address business challenges.

6. Explain principles and best practices of data visualization.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 13-1111 - Management Analysts

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs.)

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

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

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

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

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

Analytics Major (27 sem. hrs.)

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

Required Courses (21 sem. hrs.)

- CISS 202 - Introduction to Databases 3 hours
- CISS 397 - Business Data Analytics 3 hours
- COSC 145 - Introduction to Python Programming 3 hours
- MGMT 331 - Data Visualization for Business Analytics 3 hours
- MGMT 374 - Spreadsheet Modeling and Decision Analysis 3 hours
- MGMT 431 - Power Business Intelligence 3 hours
- MGMT 475 - Strategic Decision-Making with Analytics 3 hours

Electives (6 sem. hrs.)

Choose two courses from the following:

- MGMT 321 - Human Resources Analytics 3 hours
- MGMT 334 - Supply Chain Management Analytics and Modeling 3 hours
- MGMT 335 - Sports Analytics 3 hours
- MGMT 385 - Business Project Management 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

Free Electives (6 sem. hrs.)

Total: 120 sem. hrs.

Cybersecurity, BS

Students will be able to manage information technology and security projects, effectively communicating across the project life span. Students will acquire the technical skills to work in Java, C++, C# and web programming languages and develop software using agile processes. Students will understand the theory and techniques encompassed by relational data bases, computer systems functions and management, and network design, management and security. Students will be able to conduct digital investigations, processing evidence according to accepted professional standards, and utilize a broad skill base to anticipate, identify, assess, protect and respond to digital threats to their employer, nation, and global society.

Program Learning Outcomes:

1. Communicate effectively across the project life span for information technology and security projects.
2. Conduct work in Java, C++, C#, web programming languages and Agile software development.
3. Apply relational data base, computer systems functions and management, and network design, management and security techniques.
4. Describe how to conduct digital investigations and process evidence according to accepted professional standards.
5. Anticipate, identify, assess, protect and respond to digital threats.

Program CIP: 11.1003 - Computer and Information Systems Security/Auditing/Information Assurance.

Program SOC: 11-3021 - Computer and Information Systems Managers

General Education Requirements (39-42 sem. hrs.)

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

- COLL 133 - General Education Foundations Seminar 3 hours

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

Ethics Course Requirement (3 sem. hrs.)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours **or**
- MGMT 368W - Business Ethics 3 hours

Core Requirements (53-54 sem. hrs)

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

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 298 - Web Programming 3 hours

- CISS 301 - Operating Systems and Cloud Computing 3 hours **or**
- COSC 370 - Operating Systems 3 hours

- CISS 302 - Business Data Communications and Networking 3 hours **or**
- COSC 410 - Computer Networks and Communications 3 hours

- CISS 311 - Advanced Agile Software Development 3 hours
- CISS 365 - Project Management 3 hours
- CYSC 150 - Python Programming and Applications I 3 hours
- CYSC 200 - Introduction to Cybersecurity 3 hours
- CYSC 250 - Python Programming and Applications II
- CYSC 260 - Powershell for Cybersecurity 3 hours
- CYSC 355 - Cybersecurity Algorithms and Data Structures 3 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours

- CYSC 391 - Information Systems Security 3 hours

- CYSC 400 - Digital Forensics 3 hours **or**
- FRSC 400 - Digital Forensics 3 hours

- CYSC 490 - Cybersecurity Capstone 3 hours
- MGMT 230 - Principles of Management 3 hours

Cybersecurity Electives (3 sem. hrs.)

Choose one of the following:

- CISS 390 - Global Information Systems Management 3 hours
- CISS 402 - Advanced Database 3 hours
- CYSC 402 - Network Security 3 hours
- CISS 411 - Software Architecture with ASP.NET MVC 3 hours

Electives (18-22 sem. hrs.)

Total: 120 (sem. hrs)

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

Finance, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to review and analyze personal and corporate financial statements.

2. Graduates will be able to examine and explain the operation of financial markets and the financial instruments specific to each market.
3. Graduates will be able to demonstrate knowledge of the financial management process and the use of financial tools and techniques for personal and corporate financial management.
4. Graduates will be able to apply financial tools and techniques for planning, forecasting, and valuation purposes in organizational settings, including private firms, public entities, and non-profit organizations.

Program CIP: 52.0801 - Finance, General.

Program SOC: 11-3031 - Financial Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

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

Finance Major (27 sem. hrs)

Students who elect to earn a major in Finance must complete 27 semester hours of required courses from the courses listed below.

Required Courses (18 sem. hrs)

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

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

Electives (9 sem. hrs)

Courses in the major cannot be taken pass/fail.

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ECON 393 - Intermediate Macroeconomics 3 hours
- FINC 295 - Risk and Insurance 3 hours
- FINC 361 - Small Business Finance 3 hours
- FINC 397 - Principles of Real Estate 3 hours
- FINC 399 - Internship: Finance 1-3 hours
- FINC 495 - International Finance 3 hours
- FINC 499 - Internship: Finance 1-3 hours
- MGMT 430 - Management Science 3 hours

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in evaluations of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. FINC 496 Advanced Financial Management 3 hours with a C or higher satisfies this capstone requirement for the Finance major.

Healthcare Management, BS

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

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Examine the roles, functions, and impacts of an effective healthcare manager.

2. Identify, analyze and propose solutions to common types of finance, policy, operations management, ethical and strategic dilemmas within healthcare organizations.
3. Examine the impacts of trends related to increased demands for quality and compliance, technology, globalization, and the integration of healthcare services into an overarching team approach on healthcare organizations.
4. Compare and constrast healthcare systems of major industrialized countries and discuss how the U.S. system has evolved over time.

Program CIP: 51.0701 - Health/Health Care Administration/Management.

Program SOC: 11-9111 - Medical and Health Services Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Healthcare Management Major (27 sem. hrs)

Students who elect to earn a major in Healthcare Management must complete 27 semester hours of required courses from the courses listed below. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

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

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. MGMT 480 Case Studies in Healthcare Management 3 hours with a C or higher satisfies this capstone requirement for the Healthcare Management major.

Human Resource Management, BS

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

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

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

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

Program Learning Outcomes:

1. Apply methods for human resources to participate in organizational planning and implementation of strategic objectives of an organization.
2. Analyze human resource systems reflecting diverse and inclusive organizations for talent acquisition and development, compliance, employee and labor relations, and compensation and benefits.
3. Develop human resource systems reflecting diverse and inclusive organizations for talent acquisition and development, compliance, employee and labor relations, and compensation and benefits.
4. Evaluate human resource programs in key areas impacting organizations through the use of metrics and yield ratios.

Program CIP: 52.1001 - Human Resources Management/Personnel Administration, General.

Program SOC: 11-3121 - Human Resources Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Human Resource Management Major (24 sem. hrs)

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

Required Courses (21 sem. hrs)

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

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours **or**
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 461 - Training and Development 3 hours
- MGMT 490 - Strategic Human Resource Management 3 hours

Electives (3 sem. hrs)

Courses in the major cannot be taken pass/fail.

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 375 - Labor Relations 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 399 - Internship: Management 1-3 hours
- MGMT 499 - Internship: Management 1-3 hours
- MKTG 370 - Social Media 3 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in evaluations of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479 - Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. MGMT 490 Strategic

Human Resource Management 3 hours with a C or higher satisfies this capstone requirement for the Human Resource Management major.

Innovation and Entrepreneurship, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Explain the importance of innovation and entrepreneurship.
2. Produce and appraise the viability of creative solutions for problems or opportunities they've recognized.
3. Construct an organizational system to support a new venture or idea thorughout its life cycle.
4. Pitch and define their proposals to generate support.

Program CIP: 52.0701 - Entrepreneurship/Entrepreneurial Studies.

Program SOC: 11-1011 - Chief Executives

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Innovation and Entrepreneurship Major (27 sem. hrs)

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

Required Courses (21 sem. hrs)

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

- FINC 361 - Small Business Finance 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- MGMT 350 - Business Clinic 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (6 sem. hrs)

Courses in the major cannot be taken pass/fail.

- ACCT 386 - Managerial and Cost Accounting 3 hours
- ARTS 318 - Corporate Identity 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 399 - Internship: Management 1-3 hours
- MGMT 499 - Internship: Management 1-3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Sales and Sales Management 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 399 - Internship: Marketing 1-3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours
- MKTG 499 - Internship: Marketing 1-3 hours

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

- ARTS 255 - Digital Photography 3 hours **or**
- ARTS 319 - Digital Media 3 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in evaluations of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. MGMT 422 Small Business Management 3 hours with a C or higher satisfies this capstone requirement for the Innovation and Entrepreneurship major.

Management Information Systems, BS

The Computer and Mathematical Sciences Department offers Bachelor of Science degree in Management Information Systems. This degree prepares students to design and manage information systems for businesses. Students will complete courses in information systems with an emphasis on software development and database design as well as business courses. Students work with an advisor to select the elective courses that best match their interests.

Students majoring in Management Information Systems are required to have a laptop computer running a current version of the Windows operating system no later than the session in which they are taking CISS 201.

Program Learning Outcomes:

1. Students will be able to write computer programs using a database application within the software architecture context.
2. Design data and information models aligned with organizational processes and compatible with data and information security management criteria.
3. Use Agile and project management techniques to plan, track, build, and monitor a project.
4. Effectively solve business problems and enhance decision making in the management information systems context.

Program CIP: 11.0401- Information Science/Studies.

Program SOC: 11-3021 - Computer and Information Systems Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Computer Information System Core Requirements (33 sem. hrs)

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

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 298 - Web Programming 3 hours
- CISS 301 - Operating Systems and Cloud Computing 3 hours
- CISS 302 - Business Data Communications and Networking 3 hours
- CISS 311 - Advanced Agile Software Development 3 hours
- CISS 365 - Project Management 3 hours
- CISS 397 - Business Data Analytics 3 hours
- CISS 411 - Software Architecture with ASP.NET MVC 3 hours
- CISS 402 - Advanced Database 3 hours
- CISS 491 - Business Software Development 3 hours

Business Core Requirements (21 sem. hrs)

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

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- FINC 350 - Business Finance 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254W - Business Communication 3 hours
- MKTG 210 - Principles of Marketing 3 hours

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

Management Information Systems Electives (18 sem. hrs)

Complete 18 hours from the following courses:

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

- ACCT 385 - Accounting Information Systems 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 319 - Digital Media 3 hours
- ARTS 417 - Web Design II 3 hours
- CISS 280 - Systems Analysis and Design I 3 hours
- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 241 - C++ Programming I 3 hours
- CISS 242 - C++ Programming II 3 hours
- CISS 243 - C++ Programming III 3 hours
- CISS 321 - UX Design 3 hours
- CISS 338 - Advanced Java Programming 3 hours
- CISS 355 - Directed Study 1-3 hours
- CISS 390 - Global Information Systems Management 3 hours
- CISS 421 - Machine Learning 3 hours
- CISS 433 - Topics 1-3 hours
- CISS 455 - Directed Study 1-3 hours
- CISS 472 - Data Warehousing and Decision Support Systems 3 hours
- CISS 499 - Internship 1-6 hours
- COSC 145 - Introduction to Python Programming 3 hours
- COSC 240 - Introduction to Programming 4 hours
- COSC 245 - Advanced Programming 4 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours

- CYSC 391 - Information Systems Security 3 hours

- CYSC 400 - Digital Forensics 3 hours **or**
- FRSC 400 - Digital Forensics 3 hours

- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours
- FINC 361 - Small Business Finance 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 338 - International Business 3 hours

- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 348 - International Business Law 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 367 - Business Law II 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 393 - Business Information Systems 3 hours
- MGMT 422 - Small Business Management 3 hours

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

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

Management, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to distinguish characteristics of resource and operational challenges in a management context.
2. Graduates will be able to utilize fundamental management approaches to construct workable solutions in organizations.
3. Graduates will be able to formulate strategic plans and policies to guide organizations.

Program CIP: 52.0201 - Business Administration and Management, General.

Program SOC: 11-1011 - Chief Executives

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Management Major (24 sem. hrs)

Students who elect to earn a major in Management must complete 12 hours of required courses and 12 hours of elective courses from the list below.

Required Courses (12 sem. hrs)

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

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

Electives (9 sem. hrs)

Courses in the major cannot be taken pass/fail.

- ACCT 386 - Managerial and Cost Accounting 3 hours
- MGMT 211 - Introduction to Supply Chain Management 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours

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

- MGMT 314 - American Public Policy 3 hours **or**
- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- MGMT 339 - Diversity in Organizations 3 hours

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

- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours
- MGMT 360 - Organizational Theory 3 hours
- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 422 - Small Business Management 3 hours
- MGMT 433 - Topics 1-3 hours
- MGMT 461 - Training and Development 3 hours
- MKTG 478 - Strategic Marketing 3 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Management major.

Marketing, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to apply the concept of creating value through the marketing process.
2. Graduates will be able to demonstrate essential marketing communications skills including effective marketing in digital, public relations, social media, sales, service and related areas.
3. Graduates will be able to apply strategic marketing practices to marketing situations including marketing research and analytics, consumer behavior, marketing innovation and ethical concepts to common real-world marketing situations.

Program CIP: 52.1401 - Marketing/Marketing Management, General.

Program SOC: 11-2021 - Marketing Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

Marketing Major (24 sem. hrs)

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

Required Courses (12 sem. hrs)

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

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

Electives (12 sem. hrs)

Courses in the major cannot be taken pass/fail.

- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Sales and Sales Management 3 hours

- MKTG 370 - Social Media 3 hours

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

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

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in evaluations of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core. MKTG 478- Strategic Marketing 3 hours with a C or higher satisfies this capstone requirement for the Marketing major.

Organizational Leadership, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Compare and contrast major leadership theories.
2. Relate leadership theories to management practices and techniques.
3. Demonstrate leadership skills in the areas of planning and facilitation of meeting/group work and problem solving.
4. Demonstrate professional oral and written communication skills.
5. Explain benefits and challenges in having a diverse work environment and suggest ways to address the challenges in a positive and constructive manner.
6. Discuss the difficulties in implementing change within an organization and various approaches to addressing these challenges.
7. Interpret basic financial statements and describe a typical budgeting process.
8. Explain the importance and application of ethical decision making in organizational contexts.
9. Define common economic terms and explain their potential impact on leadership decisions.

Program CIP: 52.0213 - Organizational Leadership.

Program SOC: 11.3121 - Human Resources Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs.)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (42 sem. hrs)

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

- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours
- ECON 210 - Survey of Economics 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254W - Business Communication 3 hours
- MGMT 265 - Business Law I 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 368W - Business Ethics 3 hours
- ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours
- ORGL 320 - Leading Change 3 hours
- ORGL 330 - Fiscal Management for Leaders 3 hours
- ORGL 370 - Negotiation and Conflict 3 hours
- ORGL 420 - Readings in Leadership 3 hours

Electives (15 sem. hrs.)

Select five courses from the following list. Courses in the major cannot be taken pass/fail.

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

Electives (21-24 sem. hrs.)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in an evaluation of the major outcomes during their last 30 hours prior to graduation. ORGL 420 Readings in Leadership 3 hours with a C or higher satisfies the capstone requirement for the Organizational Leadership major.

Project Management, BS

The project management major prepares students to develop the skills and background necessary to succeed in the field of project management. With a grounding in core business courses, students will learn the various facets of the life cycle of a project. Students will analyze, initiate, plan, monitor, control and value projects for different business scenarios. Students will create a project management plan.

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

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

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

Program Learning Outcomes:

1. Apply major concepts in the functional areas of accounting, marketing, finance, and management in an integrated manner.
2. Apply legal, ethical, social, and economic standards of business within a global environment.
3. Employ effective group collaboration techniques to complete a designated task.
4. Apply tools and techniques to obtain and process information for business decision making.
5. Develop and deliver effective forms of professional communication.
6. Utilize technology and research skills to develop effective business practices and facilitate critical thinking and problem solving.
7. Apply strategic planning and leadership skills to effect a change initiative in a business scenario.

8. Demonstrate the ability to produce project management outputs in accordance with the project life cycle and established practices for conducting projects within an organization.
9. Analyze, initiate, plan, monitor, control, and value projects that would meet stakeholder requirements and project objectives.
10. Create a project management plan and budget using project management tools and processes.

Program CIP: 52.0211 - Project Management.

Program SOC: 13-1082 - Project Management Specialists

General Education Requirements (39-42 sem. hrs)

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

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

Ethics Course Requirement (3 sem. hrs)

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

Core Requirements (45 sem. hrs)

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

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

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

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

- SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

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

Project Management Major (24 sem. hrs)

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

Required Courses (15 sem. hrs)

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

- MGMT 316 - Project Human Resource Management 3 hours
- MGMT 317 - Project Performance Management 3 hours
- MGMT 318 - Project Cost Management 3 hours
- MGMT 319 - Project Risk Management 3 hours
- MGMT 385 - Business Project Management 3 hours

Electives (9 sem. hrs)

Courses in the major cannot be taken pass/fail.

- ACCT 386 - Managerial and Cost Accounting 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 372 - Crisis Management 3 hours
- MGMT 399 - Internship: Management 1-3 hours
- MGMT 499 - Internship: Management 1-3 hours
- ORGL 320 - Leading Change 3 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s)

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479 - Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Project Management major.

Real Estate Management, BS

The real estate management major prepares students with knowledge and skill sets needed to succeed in highly competitive real estate management environments. The program entails a grounding in general education and core business classes and focuses on providing a strong theoretical background and applied skills to prepare for modern issues encountered in the field of real estate including real estate finance, negotiation, and law.

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

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

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

Program Learning Outcomes:

1. Students will be able to apply major concepts in the functional areas of accounting, marketing, finance, and management in an integrated manner.
2. Students will be able to apply legal, ethical, social, and economic standards of business within a global environment.
3. Students will be able to employ effective group collaboration techniques to complete a designated task.

4. Students will be able to apply tools and techniques to obtain and process information for business decision making.
5. Student will be able to develop and deliver effective forms of professional communication.
6. Students will be able to utilize technology and research skills to develop effective business practices and facilitate critical thinking and problem solving.
7. Students will be able to apply concepts of real estate finance and law to real estate scenarios.
8. Students will be able to apply negotiation tactics and strategies to real estate scenarios.

Program CIP: 52.1501 - Real Estate.

Program SOC: 41-9021 - Real Estate Brokers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

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

Core Requirements (45 sem. hrs)

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

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

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

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

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

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

Real Estate Management Major (24 sem. hrs)

Students who elect to earn a major in Real Estate Management must complete the courses listed below. All courses must be completed with a grade of C or higher. Courses in the major cannot be taken pass/fail.

- FINC 397 - Principles of Real Estate 3 hours
- FINC 398 - Real Estate Finance 3 hours
- MGMT 370 - Real Estate Negotiation 3 hours
- MGMT 440 - Real Estate Law 3 hours
- MKTG 352 - Sales and Sales Management 3 hours
- ORGL 370 - Negotiation and Conflict 3 hours

Electives (6 sem. hrs)

Courses in the major cannot be taken pass/fail.

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 374 - Spreadsheet Modeling and Decision Analysis 3 hours
- MGMT 390 - Real Estate Leadership Strategy Practicum 4 hours
- MGMT 395 - Real Estate Negotiation Strategy Practicum 4 hours
- MKTG 331 - Consumer Behavior 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 398 - Real Estate Digital Marketing Strategy Practicum 4 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479 - Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Real Estate Management major.

Sports Management, BS

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

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

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

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

This program is accredited by ACBSP.

Program Learning Outcomes:

1. Graduates will be able to analyze financial decisions in sports management.
2. Graduates will be able to plan sports events and marketing activities.
3. Graduates will be able to explain leadership and motivation within organizations and teams.
4. Graduates will be able to explain sociological theories on sport and society.

Program CIP: 31.0504 - Sport and Fitness Administration/Management.

Program SOC: 11-9072 - Entertainment and Recreation Managers, Except Gambling

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs)

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

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

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

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

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

- MKTG 210 - Principles of Marketing 3 hours

Sports Management Major (24 sem. hrs)

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

Required Courses (18 sem. hrs)

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

- FINC 410 - Sports Finance 3 hours
- MGMT 369 - Introduction to Sports Management 3 hours
- MGMT 377 - Legal Aspects of Sports 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 480 - Sports and Event Marketing 3 hours
- MGMT 399 - Internship: Management 1-3 hours **or**
- MKTG 399 - Internship: Marketing 1-3 hours

Electives (6 sem. hrs)

Courses in the major cannot be taken pass/fail.

- COMM 321 - Sports Communication 3 hours
- EDUC 260 - Theories of Coaching 3 hours
- MGMT 335 - Sports Analytics 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours

- MGMT 499 - Internship: Management 1-3 hours **or**
- MKTG 499 - Internship: Marketing 1-3 hours

- PSYC 280 - Psychology of Sport 3 hours
- SOCI 230 - Sports and Society 3 hours

Electives (9-12 sem. hrs)

Total: 120 (sem. hrs)

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

Note(s):

All students must take part in an evaluation of the business core and major outcomes during their last 30 hours prior to graduation. MGMT 479- Strategic Management 3 hours with a C or higher satisfies the culminating experience for the business core and the capstone for the Sports Management major.

Supply Chain Management and Logistics, BS

A bachelor's degree in supply chain management provides students with foundational knowledge concerning the principles and practices in the management of goods, services, and information in organizational supply chains from the origin of products to consumption.

Program Learning Outcomes:

1. Demonstrate understanding of principles and practices of supply chain management, including logistics, procurement, inventory management, and strategic sourcing.
2. Analyze and evaluate supply chain operations to identify opportunities for improvement and implement solutions.
3. Communicate effectively with stakeholders in the supply chain, including suppliers, customers, and logistics providers.
4. Utilize data and analytics to make informed decisions in supply chain management.
5. Describe the legal, ethical, and social responsibilities of supply chain management.
6. Describe the global context of supply chain management and how to manage global supply chains effectively.

Program CIP: 52.0203 - Logistics, Materials, and Supply Chain Management.

Program SOC: 11-3051 - Industrial Production Managers

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- MGMT 368W - Business Ethics 3 hours

Core Requirements (45 sem. hrs.)

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

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

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

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

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

Supply Chain Management Major (27 sem. hrs.)

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

- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 312 - Procurement and Sourcing 3 hours
- MGMT 322 - Business Logistics and Transportation Processes 3 hours

- MGMT 334 - Supply Chain Management Analytics and Modeling 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 411 - Global Supply Chain Management 3 hours
- MGMT 421 - Sustainability in Supply Chain Management 3 hours
- MGMT 477 - Strategic Supply Chain Management 3 hours

Free Electives (6 sem. hrs.)

Total Semester Hours: 120

Business Analytics Certificate

The certificate in Business Analytics provides applied training in analytics and statistical techniques to support data driven decision making in an organizational context. The certificate is designed to provide ongoing professional development for working professionals in a variety of roles or students wishing to augment any program of study. The program focuses on training in databases, programming, introductory business analysis, fundamental research methods, and data visualization.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 13-1111 - Management Analysts

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

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

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 397 - Business Data Analytics 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 331 - Data Visualization for Business Analytics 3 hours

Total Semester Hours: 16

Database and Software Development Certificate

This certificate prepares students to develop databases and other software using agile project management techniques.

Program CIP: 11.0401 - Information Science/Studies.

Program SOC: 15-1243 - Database Architects

Required Courses (18 sem. hrs)

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 298 - Web Programming 3 hours
- CISS 311 - Advanced Agile Software Development 3 hours
- CISS 402 - Advanced Database 3 hours
- CISS 411 - Software Architecture with ASP.NET MVC 3 hours

Total Semester Hours: 18

Digital Marketing Certificate

This certificate will prepare students with a foundational understanding of the field of digital marketing through the study of marketing principles and consumers. Students will delve into digital & social media marketing and marketing research & analytics. Courses in this certificate may be applied to Columbia College's Bachelor's degree in Marketing or taken as a standalone certificate.

This certificate is comprised of 16-18 credit hours and provides students with an opportunity for focused study in key business areas which employers' value. Students must complete at least eight-nine semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher.

Program CIP: 52.1404 - Digital Marketing.

Program SOC: 13-1161 - Market Research Analysts and Marketing Specialists

Certificate Requirements

Required Courses (15 sem. hrs)

- MKTG 210 - Principles of Marketing 3 hours
- MKTG 331 - Consumer Behavior 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

Choose one of the following:

- MGMT 233 - Topics 1-3 hours **or**
- MATH 250 - Statistics I 3 hours **or**
- MATH 110 - Quantitative Reasoning 3 hours **or**
- ACCT 278 - Introductory Business Analytics 3 hours **or**
- MGMT 278 - Introductory Business Analytics 3 hours

Total Semester Hours: 16-18

Digital Marketing for Real Estate Certificate

Digital marketing is critical in the real estate industry, especially in today's highly competitive markets. The Digital Marketing for Real Estate Certificate equips students with an understanding of marketing strategies, social media and marketing within digital platforms. Learn to enhance your marketing activities through the use of various digital and social media tactics.

This certificate is comprised of 16 credit hours and provides students with an opportunity for focused study in key business areas which employers' value. Students must complete at least ten semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher, and the certificate is not intended for Real Estate licensure in any state.

This program is accredited by ACBSP.

Program CIP: 52.1501 - Real Estate.

Program SOC: 41-9021 - Real Estate Brokers

Certificate Requirements

Required Courses (16 sem. hrs):

- FINC 397 - Principles of Real Estate 3 hours
- MKTG 210 - Principles of Marketing 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 398 - Real Estate Digital Marketing Strategy Practicum 4 hours

Total Semester Hours: 16

Financial Planning and Services Certificate

The Financial Planning and Services Certificate focuses on providing a strong foundation in personal financial planning theories and skills in demand from financial planning professionals. The courses included are grounded in the holistic approach to financial planning that includes investment management, personal income tax planning, insurance planning, retirement planning and employee benefits, and estate planning. The capstone course puts all of these elements together in a case study format giving the student a real-world experience.

Program CIP: 52.0804 - Financial Planning and Services.

Program SOC: 13-2052 - Personal Financial Advisors

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. A basic knowledge of accounting is required, so ACCT 281 or equivalent, is a prerequisite for most courses in this certificate.

Required Courses (18 sem. hrs.)

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- FINC 295 - Risk and Insurance 3 hours
- FINC 354 - Investments 3 hours
- FINC 365 - Retirement Planning and Employee Benefits 3 hours
- FINC 375 - Estate Planning 3 hours
- FINC 498 - Comprehensive Financial Planning 3 hours

Total Semester Hours: 18

Human Resource Analytics Certificate

The certificate in Human Resource Analytics provides applied training in analytics and statistical techniques to support data driven decision made in the functional area of Human Resources. The certificate is designed to provide ongoing professional development for working HR professionals, business professionals wishing to develop personal analysis skills or students wishing to augment any program of study. The program focuses on training in databases, programming, introductory business analysis, specialized personal and workforce development analytics, and support with business intelligence tools.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 13-1161 - Market Research Analysts and Marketing Specialists

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

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

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 321 - Human Resources Analytics 3 hours
- MGMT 431 - Power Business Intelligence 3 hours

Total Semester Hours: 16

Human Resource Management Certificate

Human resources management provides direction to organizations by helping recruit, train and retain talented employees. This certificate allows students to learn key concepts in the field and focuses on applying concepts to help manage and retain the most important asset - human capital.

This certificate is comprised of 18 credit hours and provides an opportunity for focused study in key areas valued by employers. Students must complete at least 9 semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher.

This program is accredited by ACBSP.

Program CIP: 52.1001 - Human Resources Management/Personnel Administration, General.

Program SOC: 41-9021 - Real Estate Brokers

Human Resource Management Certificate

Required Courses: 18 sem. hrs

- MGMT 230 - Principles of Management 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 375 - Labor Relations 3 hours
- MGMT 461 - Training and Development 3 hours

Total Semester Hours: 18

Logistics, Materials, and Supply Chain Management Certificate

A certificate in supply chain management provides students with foundational knowledge concerning the principles and practices in the management of goods, services, and information in organizational supply chains from the origin of products to consumption.

Program CIP: 52.0203 - Logistics, Materials, and Supply chain Management.

Program SOC: 13-1081 - Logisticians

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 312 - Procurement and Sourcing 3 hours
- MGMT 322 - Business Logistics and Transportation Processes 3 hours
- MGMT 334 - Supply Chain Management Analytics and Modeling 3 hours
- MGMT 421 - Sustainability in Supply Chain Management 3 hours

Total Semester Hours: 16

Management Certificate

The Management Certificate will help students employ key management concepts useful to creating value in organizations. Students will understand the importance of key managerial areas and have the opportunity to take electives relevant to their interests.

This certificate is comprised of 18 credit hours and provides an opportunity for focused study in key areas valued by employers. Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher.

This program is accredited by ACBSP.

Program CIP: 52.0201 - Busines Administration and Management, General.

Program SOC: 11-1021 - General and Operations Managers

Management Certificate

Required Courses (12 sem. hrs)

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

- MGMT 360 - Organizational Theory 3 hours **or**
- MGMT 362 - Organizational Behavior 3 hours

- MGMT 368W - Business Ethics 3 hours

Electives (6 sem. hrs)

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours *
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 375 - Labor Relations 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Marketing Analytics Certificate

The certificate in marketing analytics provides applied training in analytics and statistical techniques to support strategic planning and business problems in marketing. The certificate is designed to provide ongoing professional development for those working in marketing roles. The program focuses on training in databases, programming, introductory business analysis, analysis in support of marketing campaigns, and visualization of data.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 13-1161 - Market Research Analysts and Marketing Specialists

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

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

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 331 - Data Visualization for Business Analytics 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

Total Semester Hours: 16

Marketing Management Certificate

Marketing is everywhere. This certificate will assist in preparing you for this vast field. Students will understand the importance of providing value to the consumer while building relationships all within the whole marketing process.

This certificate is comprised of 18 credit hours and provides an opportunity for focused study in key areas which employers' value. Students must complete at least 9 semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher.

This program is accredited by ACBSP.

Program CIP: 52.1401 - Marketing/Marketing Management, General.

Program SOC: 11-2011 - Advertising and Promotions Managers

Marketing Management Certificate

Certificate Requirements

Required Courses: 18 sem. hrs

- MKTG 210 - Principles of Marketing 3 hours
- MKTG 331 - Consumer Behavior 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 410 - Global Marketing 3 hours *
- MKTG 478 - Strategic Marketing 3 hours

Total Semester Hours: 18

Organizational Leadership Certificate

The Organizational Leadership program prepares students for entry into a variety of professional contexts and further educational studies with knowledge and skill sets needed to succeed in highly competitive environments. The Organizational Leadership

Certificate focuses on providing a strong foundation in leadership theories and skills, as well as their application in a variety of managerial contexts.

Program CIP: 52.0213 - Organizational Leadership.

Program SOC: 11-9199 - Managers, All Other

Certificate Requirements

Students must complete at least nine hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (12 sem. hrs.)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours
- ORGL 320 - Leading Change 3 hours

Elective Courses (6 sem. hrs.)

Choose at least two of the following:

- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours
- MGMT 422 - Small Business Management 3 hours
- PSYC 336 - Industrial/Organizational Psychology 3 hours

Total Semester Hours: 18

Organizational Leadership: Communication Certificate

The Organizational Leadership program prepares students for entry into a variety of professional contexts and further educational studies with knowledge and skill sets needed to succeed in highly competitive environments. The Organizational Leadership: Communication Certificate focuses on providing a strong foundation in leadership and communication theories and skills, as well as their application in a variety of organizational contexts.

Program CIP: 52.0213 - Organizational Leadership.

Program SOC: 11-3131 - Training and Development Managers

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (15 sem. hrs.)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254W - Business Communication 3 hours
- ORGL 320 - Leading Change 3 hours
- ORGL 370 - Negotiation and Conflict 3 hours

Elective Courses (3 sem. hrs.)

Choose one from the following:

- COMM 303W - Intercultural Communication 3 hours
- COMM 393 - Organizational Communication 3 hours

Total Semester Hours: 18

Organizational Leadership: Fiscal and Analytical Certificate

The Organizational Leadership program prepares students for entry into a variety of professional contexts and further educational studies with knowledge and skill sets needed to succeed in highly competitive environments. The Organizational Leadership Certificate focuses on providing a strong foundation in Math, Analytics and Economics, basics. They also have a strong understanding of current and emerging leadership trends and how to utilize them in financial decision making within organizations.

Program CIP: 52.0213 - Organizational Leadership.

Program SOC: 11-9199 - Managers, All Other

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (18 sem. hrs.)

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

- ECON 210 - Survey of Economics 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MATH 110 - Quantitative Reasoning 3 hours
- MATH 250 - Statistics I 3 hours
- ORGL 330 - Fiscal Management for Leaders 3 hours

Total Semester Hours: 18

Project Management Certificate

The project management certificate is designed to develop key project management skills on a stand-alone basis or along with a degree. The certificate can also stack into the Bachelor's degree in Project Management.

This certificate is comprised of 16 credit hours and provides students with an opportunity for focused study in key business areas which employers' value. Students must complete at least eight semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Program CIP: 52.0211 - Project Management.

Program SOC: 13-1082 - Project Management Specialists

Certificate Requirements

Required courses (16 sem. hrs)

- MGMT 233 - Topics 1-3 hours
- MGMT 316 - Project Human Resource Management 3 hours
- MGMT 317 - Project Performance Management 3 hours
- MGMT 318 - Project Cost Management 3 hours
- MGMT 319 - Project Risk Management 3 hours
- MGMT 385 - Business Project Management 3 hours

Total Semester Hours: 16-18

Real Estate Leadership Certificate

Real estate leaders and managers must understand how to stay current as market, industry and economic trends evolve. The Real Estate Leadership Certificate gives students a foundational understanding of the industry. Students will also gain an introduction to leadership concepts, studying the theory, evolution and practice of leaders and the principles of management.

This certificate is comprised of 16 credit hours and provides an opportunity for focused study in key business areas which employers' value. Students must complete at least ten semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher, and the certificate is not intended for Real Estate licensure in any state.

This program is accredited by ACBSP.

Program CIP: 52.1501 - Real Estate.

Program SOC: 11-9141 - Property, Real Estate, and Community Association Managers

Certificate Requirements

Required Courses (16 sem. hrs):

- FINC 397 - Principles of Real Estate 3 hours
- LEAD 200 - Introduction to Leadership Concepts 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 390 - Real Estate Leadership Strategy Practicum 4 hours

Total Semester Hours: 16

Real Estate Negotiation Certificate

The Real Estate Negotiation Certificate will hone your ability to arbitrate, mediate and find companies that work for everyone. You will study theories, concepts and

skills necessary to identify and resolve interpersonal and group conflicts while boosting your problem-solving skills.

This certificate is comprised of 16 credit hours and provides an opportunity for focused study in key business areas which employers' value. Students must complete at least ten semester hours of the certificate with Columbia College. All classes must be complete with a grade of C or higher, and the certificate is not intended for Real Estate licensure in any state.

This program is accredited by ACBSP.

Program CIP: 52.1501 - Real Estate.

Program SOC: 41-9021 - Real Estate Brokers

Certificate Requirements

Required Courses (16 sem. hrs):

- FINC 397 - Principles of Real Estate 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 370 - Real Estate Negotiation 3 hours
- MGMT 395 - Real Estate Negotiation Strategy Practicum 4 hours
- ORGL 370 - Negotiation and Conflict 3 hours

Total Semester Hours: 16

Sports Analytics Certificate

The certificate in Sports Analytics provides applied training in analytics and statistical techniques to support decisions in a sports context. The certificate is designed to provide ongoing professional development for those working in recreational and sports related contexts. The program focuses on training in databases, programming, introductory business analysis, statistics, and other sport analytical tools and software.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 15-2051 - Data Scientists

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

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

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MATH 250 - Statistics I 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 335 - Sports Analytics 3 hours

Total Semester Hours: 16

Supply Chain Analytics Certificate

The certificate in supply chain analytics provides applied training in analytics and statistical techniques to support strategic planning and business problems in supply chain management. The certificate is designed to provide ongoing professional development for those working in supply chain management and logistics. The program focuses on training in databases, programming, introductory business analysis, supply chain management principles, and software modeling.

Program CIP: 30.7102 - Business Analytics.

Program SOC: 15-2051 - Data Scientists

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

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

- MGMT 278 - Introductory Business Analytics 3 hours

- COSC 145 - Introduction to Python Programming 3 hours
- CISS 202 - Introduction to Databases 3 hours
- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 334 - Supply Chain Management Analytics and Modeling 3 hours

Total Semester Hours: 16

Supply Chain Management: Logistics and Transportation Certificate

A certificate in Logistics and Transportation aims to provide students with a basic understanding of the principles and process of logistics and transportation in support of supply chain management including topics such as transportation planning and optimization, inventory management, and logistics network design. A Logistics and Transportation certificate provides additional professional development for military members working in the transportation and logistics field in preparation for civilian employment. The sub area of logistics and transportation in supply chain management in one of the three central functions within SCM.

Program CIP: 52.0203 - Logistics, Materials, and Supply Chain Management.

Program SOC: 11-3071 - Transportation, Storage, and Distribution Managers

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 322 - Business Logistics and Transportation Processes 3 hours
- MGMT 338 - International Business 3 hours
- MGMT 385 - Business Project Management 3 hours

Total Semester Hours: 16

Supply Chain Management: Procurement and Sourcing Certificate

A certificate in Procurement and Sourcing typically provides students with a basic understanding of processes related to procurement and sourcing management, including topics such as supplier management, strategic sourcing, and procurement process optimization. A Procurement and Sourcing certificate provides additional professional development for military members working in the transportation and logistics field in preparation for civilian employment. The sub area of procurement and sourcing in supply chain management in one of the three central functions within SCM.

Program CIP: 52.0203 - Logistics, Materials, and Supply Chain Management.

Program SOC: 11-3051 - Industrial Production Managers

Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (16 sem. hrs.)

- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 312 - Procurement and Sourcing 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 385 - Business Project Management 3 hours

Total Semester Hours: 16

Accounting

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department

faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

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

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

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

Specific Requirements

Required Courses

Choose one option from below:

Option 1

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- 12 upper-level semester hours of courses with an ACCT field code

Option 2

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

Total Semester Hours: 18

Business

The minor in business is intended to give a foundational basis in business. Students will have the opportunity to explore coursework in core areas of business.

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of coursework including:

- ACCT 280 - Accounting I (Financial) 3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 230 - Principles of Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

  Remaining hours must consist of three hours from Finance (FINC) and the remaining three hours from your choice of ACCT, FINC, MGMT, MKTG, or Economics(ECON).

Total Semester Hours: 18

Business Analytics

The minor in Business Analytics focuses on statistical and analytical techniques to solve business problems in a variety of organizational contexts. Combining the examination of business principles with an emphasis on data and technology, the program aims to prepare student to aggregate and interpret data in a business context. Students gain a broad base of knowledge in management and marketing. Students will also examine basic

programming, database principles, and introductory analytical concepts including spreadsheet design and modeling.

Minors

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

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

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

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

Specific Requirements

- CISS 202 - Introduction to Databases 3 hours
- CISS 397 - Business Data Analytics 3 hours
- COSC 145 - Introduction to Python Programming 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 374 - Spreadsheet Modeling and Decision Analysis 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Computer Information Systems

The Computer and Mathematical Science Department offers a minor in Computer Information Systems. Students should work with an advisor to select courses that best complement their major field of study. By completing a minor in Computer Information Systems, students gain experience in the area of computer programming and learn more about the use of computers in the business world.

Minors

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

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

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

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

Specific Requirements

Complete 18 credit hours of CISS coursework. Six hours must be 300 or 400 level.

Total Semester Hours: 18

Economics

The Economics minor will allow students to explore key areas of the field including microeconomics and macroeconomics to the intermediate level including being able to select from a range of electives.

Minors

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

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

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

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

Specific Requirements

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

Required Courses (12 sem. hrs)

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

Electives (6 sem. hrs)

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

- ECON 320 - Healthcare Economics 3 hours

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

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

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

- FINC 410 - Sports Finance 3 hours

- POSC 321 - Politics of Developing Nations 3 hours

Total: 18 Semester Hours

Finance

This minor will help students to employing foundational financial concepts to everyday financial situations. Students have a choice of 2 options to tailor their study for this minor.

Minors

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

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

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

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

Specific Requirements

Choose one option from below:

Option 1

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

Option 2

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

Total Semester Hours: 18

Innovation and Entrepreneurship

The Innovation and Entrepreneurship minor is a great option for creative thinkers who are self-starters with lots of ideas. Those interested in starting a business in their field may add the Innovation and Entrepreneurship minor to learn about key areas pertaining to the field.

Minors

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

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

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

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

Specific Requirements

- ACCT 280 - Accounting I (Financial) 3 hours
- FINC 361 - Small Business Finance 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours

- MGMT 350 - Business Clinic 3 hours
- MGMT 422 - Small Business Management 3 hours
- MKTG 210 - Principles of Marketing 3 hours

Total Semester Hours: 21

Leadership Studies

Effective and ethical leadership helps create healthy societies and is neccessary at all levels--from the U.S. presidency, to workplaces, to local recreational clubs.

Students in the Leadership Studies Minor first examine the theory, evolution, and practice of leadership in contemporary society. They then study how to observe behaviors, recognize values, communicate effectively and manage others--all while valuing diversity and inclusion as critical components of good leadership.

Finally, students apply what they've learned--and use their interpersonal and problem-solving skills--through internships, volunteering and experiential work under the guidance of faculty sponsors.

Minors

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

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

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

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

Specific Requirements

Required Courses (3-6 sem. hrs)

- LEAD 200 - Introduction to Leadership Concepts 3 hours
- LEAD 499 - Applied Leadership Internship 3 hours

ROTC students may substitute:

- MSCI 1120 - Basic Leadership 1 hour **or**
- MSCI 2200 - Individual Leadership Studies 2 hours **or**
- ASCI 3100 - Air Force Leadership Studies 3 hours

Note(s):

Students completing any major may earn credit from an internship that involves applied leadership experiences and is approved by the History and Political Science Department. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI or NSCI experiences is acceptable.

Electives (12-15 sem. hrs)

(Student must complete at least one course from four different disciplines among the courses listed below)

- CJAD 330 - Management of Criminal Justice Agencies 3 hours
- COMM 303W - Intercultural Communication 3 hours
- COMM 313 - Interpersonal Communication 3 hours
- COMM 323W - Argumentation and Debate 3 hours
- COMM 393 - Organizational Communication 3 hours
- HIST 370W - American Military History 3 hours

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

- HUMS 335 - Group Process and Practice 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- PHIL 130 - Thinking about Ethics 3 hours
- POSC 332 - The American Presidency 3 hours
- POSC 361 - American Political Parties 3 hours

- POSC 402 - Classical Political Philosophy 3 hours **or**

- PHIL 402 - Classical Political Philosophy 3 hours

- POSC 403 - Modern Political Philosophy 3 hours **or**
- PHIL 403 - Modern Political Philosophy 3 hours

- PSYC 336 - Industrial/Organizational Psychology 3 hours

- PSYC 235 - Social Psychology 3 hours **or**
- SOCI 235 - Social Psychology 3 hours

- SOCI 421 - Class, Status, and Power 3 hours

Total Semester Hours: 18

Machine Learning

The Minor in Machine Learning is designed to provide students with a comprehensive understanding of machine learning concepts and applications. The program combines theoretical knowledge with practical skills, equipping students for success in data-driven decision-making and artificial intelligence fields.

Minors

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

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

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

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

enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Required Courses (21 sem. hrs.)

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 397 - Business Data Analytics 3 hours
- CISS 402 - Advanced Database 3 hours
- CISS 421 - Machine Learning 3 hours
- CISS 422 - Deep Learning 3 hours
- MATH 250 - Statistics I 3 hours

Management

This minor will help student learn about foundational management concepts useful to create value in organizations. There is ample room to tailor your study within the field of management.

Minors

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

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

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

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

Specific Requirements

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

- MGMT 230 - Principles of Management 3 hours
- MGMT 393 - Business Information Systems 3 hours

Total Semester Hours: 18

Management Information Systems

The Computer and Mathematical Sciences Department offers a minor in Management Information Systems. By completing this minor, students will be introduced to computer programming and the software development process. Additionally, students have the flexibility to select several elective courses that best match their interests in either the use of information systems in business or in any other area of business.

Minors

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

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

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

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

Required Courses (9 sem. hrs)

- CISS 201 - Agile Software Development 3 hours
- CISS 202 - Introduction to Databases 3 hours
- CISS 298 - Web Programming 3 hours

Elective Courses (9 sem. hrs)

Elective hours must be at the 200-level or above and chosen from the following business field codes: ACCT, CISS, ECON, FINC, MGMT, MKTG, or ORGL.

Total Semester Hours: 18

Marketing

Marketing is everywhere. This minor will assist in preparing students with foundational courses relevant to this vast field. Students will study digital and traditional marketing, consumers, analytics and marketing strategy.

Minors

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

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

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

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

Specific Requirements

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

Required courses include:

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

Total Semester Hours: 18

Project Management

The project management minor is designed to develop key project management skills. It covers areas such as Project Management, Project Performance, Project Risk, Project Cost and Project Human Resource Management.

Minors

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

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

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

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

Specific Requirements

- MGMT 230 - Principles of Management 3 hours
- MGMT 316 - Project Human Resource Management 3 hours
- MGMT 317 - Project Performance Management 3 hours
- MGMT 318 - Project Cost Management 3 hours
- MGMT 319 - Project Risk Management 3 hours

- MGMT 385 - Business Project Management 3 hours

Total Semester Hours: 18

Supply Chain Management and Logistics

A minor in supply chain management provides students with foundational knowledge concerning the principles and practices in the management of goods, services, and information in organizational supply chains. Additionally, the minor provides foundational knowledge in the management and marketing disciplines and well as provide central knowledge in business communication and business research methods.

Minors

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

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

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

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

Required Courses (18 sem. hrs.)

Complete the following required courses:

- MGMT 421 - Sustainability in Supply Chain Management 3 hours
- MGMT 211 - Introduction to Supply Chain Management 3 hours
- MGMT 230 - Principles of Management 3 hours
- MGMT 254W - Business Communication 3 hours
- MKTG 210 - Principles of Marketing 3 hours

- 3 upper-level semester hours of courses with an MGMT field code.

Total Semester Hours: 18

School of Arts and Sciences

Departments

- Humanities
- Natural Sciences and Mathematics
- Social and Behavioral Sciences
- Visual Arts and Music

Humanities

Humanities

Communication Studies, BA

As one of the original seven liberal arts, the study of communication is over 2500 years old. Students pursuing a Bachelor of Arts in Communication Studies commit to a culturally significant and vital education. As a foundation to all other academic fields, the study of oral and written communication emphasizes critical thinking and writing. The Communication Studies major serves students and their communities by exploring the ways in which individuals create, maintain, and alter their identities in artistic, face-to-face, and mediated ways. Because of its historical and philosophical underpinnings, Communication Studies complements all other academic programs.

Program Learning Outcomes:

1. Construct effective oral and written messages for various audiences.
2. Use ethical judgment and integrity when evaluating communication messages.
3. Critically evaluate their consumption and use of media.
4. Build and maintain healthy intercultural, interpersonal, small group, and organizational relationships.
5. Communicate responsibly and effectively as global, national, and local citizens.

Program CIP: 9.0101 - Speech Communication and Rhetoric.

Program SOC: 27-3031 - Public Relations Specialists

11-2032 - Public Relations Managers

27-3099 - Media and Communication Workers, All Other

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (18 sem. hrs)

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

- COMM 230 - Introduction to Communication Theory 3 hours
- COMM 303W - Intercultural Communication 3 hours
- COMM 323W - Argumentation and Debate 3 hours
- COMM 344 - Visual Communication and Culture 3 hours
- COMM 361W - Communication Research Methods 3 hours
- COMM 495 - Speech Communication Integrative Seminar 3 hours

Major Area Electives (18 sem. hrs)

Eighteen semester hours selected from the courses listed below. No more than three hours of COMM 399 or COMM 499 can count toward the major.

- COMM 203 - Human Communication 3 hours
- COMM 215 - Mass Communication and Social Movements 3 hours

- COMM 233 - Topics 1-3 hours **or**
- COMM 433 - Topics 1-3 hours

- COMM 308W - Health Communication 3 hours
- COMM 313 - Interpersonal Communication 3 hours
- COMM 321 - Sports Communication 3 hours
- COMM 335 - Political Communication and Rhetoric 3 hours

- COMM 343W - Gender Communication 3 hours **or**
- WMST 343W - Gender Communication 3 hours

- COMM 348 - Small Group, Team, and Family Communication 3 hours
- COMM 393 - Organizational Communication 3 hours

- COMM 399 - Communication Internship 1-3 hours **or**
- COMM 499 - Advanced Communication Internship 1-3 hours

- COMM 421 - Methods in Interviewing, Narrative, and Storytelling 3 hours

Related Interdisciplinary Electives (6 sem. hrs)

Six 300 - 400 - level semester hours of electives chosen from the following areas of study: Art, English, Geography, History, Management, Marketing, Music, Religious Studies, Political Science, Psychology, Philosophy, Sociology & Women's Studies.

Electives (28 - 31 sem. hrs)

Total: 120 (sem. hrs)

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

English, BA

The Bachelor of Arts in English provides a foundation for a variety of careers and for graduate study. Emphasizing clear communication and critical thinking, the degree develops skills fundamental to the liberal arts and offers a basis for understanding human experience. All English majors learn how to analyze literature, write critical arguments, perform literary research, revise argumentative writing, and identify the cultural and historical contexts of a diverse range of literary works. Students who pursue the creative writing track of the English major learn, in addition, how to craft original poetry, fiction, and

nonfiction, as well as how to revise creative writing based on feedback. The English major, which combines well with other academic and professional areas, benefits society, the professions, the college, and the student.

Program Learning Outcomes:

1. Construct critical arguments in response to literary texts.
2. Demonstrate knowledge of the conventions of literary criticism, including research and use of contemporary scholarship.
3. Identify the historical, cultural, and authorial contexts of a diverse range of literary works.
4. Analyze works in multiple genres through close reading and use of literary terminology.
5. Use craft choices in the composition of original poetry, fiction, or nonfiction.
6. Revise creative work through the use of peer and instructor feedback.

Program CIP: 23.0101 - English Language and Literature, General.

Program SOC: 25-2031 - Secondary School Teachers, Except Special and Career/Technical Education

43-9081 - Proofreaders and Copy Markers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Choice of Literature or Creative Writing Emphasis (36 sem. hrs)

Literature Emphasis Core Requirements (18 sem. hrs)

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

- ENGL 207W - Introduction to Creative Writing 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 431 - Senior Seminar 3 hours

Literature Emphasis Electives (18 sem. hrs)

Choose 18 hours from the following:

- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours

- ENGL 267W - Literature and the Environment 3 hours
  or
- ENVS 267W - Literature and the Environment 3 hours

- ENGL 311 - Descriptive Grammar of the English Language 3 hours
- ENGL 312 - The History of the English Language 3 hours
- ENGL 333 - Topics 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 351W - Readings in Shakespeare 3 hours
- ENGL 352W - Dickinson and Whitman 3 hours
- ENGL 353W - Milton 3 hours
- ENGL 354W - Jane Austen 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 363W - Contemporary American Poetry 3 hours
- ENGL 364W - History of Drama: Staging the Family 3 hours
- ENGL 370 - Major Literary Periods 3 hours
- ENGL 372W - African American Literature 3 hours
- ENGL 373W - British Romanticism 3 hours
- ENGL 374W - British Victorian Literature 3 hours
- ENGL 375W - Medieval Romance 3 hours
- ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours
- ENGL 380W - Ghost Stories: Reading Phantoms and the Fantastic 3 hours
- ENGL 390W - Contemporary Short Fiction 3 hours
- ENGL 399 - English Internship 1-3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours
- ENGL 433 - Topics 3 hours
- ENGL 499 - Advanced English Internship 1-3 hours

Creative Writing Emphasis Core Requirements (15 sem. hrs)

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

- ENGL 207W - Introduction to Creative Writing 3 hours
- ENGL 313W - Intermediate Fiction Writing 3 hours
- ENGL 314W - Intermediate Non-Fiction Writing 3 hours
- ENGL 315W - Intermediate Poetry Writing 3 hours
- ENGL 431 - Senior Seminar 3 hours

Creative Writing Survey Requirement (6 sem. hrs)

Choose 6 hours from the following:

- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours

Creative Writing Electives (15 sem. hrs)

Choose 18 hours from the following:

- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours

- ENGL 267W - Literature and the Environment 3 hours
  or
- ENVS 267W - Literature and the Environment 3 hours

- ENGL 311 - Descriptive Grammar of the English Language 3 hours
- ENGL 312 - The History of the English Language 3 hours
- ENGL 333 - Topics 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 351W - Readings in Shakespeare 3 hours
- ENGL 352W - Dickinson and Whitman 3 hours
- ENGL 353W - Milton 3 hours
- ENGL 354W - Jane Austen 3 hours
- ENGL 360 - Readings in Fiction 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 363W - Contemporary American Poetry 3 hours
- ENGL 364W - History of Drama: Staging the Family 3 hours
- ENGL 370 - Major Literary Periods 3 hours

- ENGL 372W - African American Literature 3 hours
- ENGL 373W - British Romanticism 3 hours
- ENGL 374W - British Victorian Literature 3 hours
- ENGL 375W - Medieval Romance 3 hours
- ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours
- ENGL 380W - Ghost Stories: Reading Phantoms and the Fantastic 3 hours
- ENGL 390W - Contemporary Short Fiction 3 hours
- ENGL 399 - English Internship 1-3 hours
- ENGL 408 - Advanced Creative Writing 3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours
- ENGL 433 - Topics 3 hours
- ENGL 499 - Advanced English Internship 1-3 hours

Electives (36 sem. hrs)

More courses in upper level English are recommended.

Total: 120 (sem. hrs)

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

History, BA

Knowing history tells you as much about today and tomorrow as it does about yesterday.

What causes economic growth in a society over time? What are the conditions that foster social tolerance and cohesion? The History B.A. at Columbia College teaches such things. It offers a vibrant course of study that allows students to become resourceful and skillful thinkers, researchers, writers, and communicators. Students engage with the world's peoples while developing cultural literacy and problem-solving skills.

They explore history of the U.S. and of the world, while creating their own individual focus. As they work with a variety of evidential sources, including technological and web-based resources, they build an important skill-set that will serve them well after earning their degree. Since history students take responsibility for much of their learning and research, they develop the confidence of genuine independence.

Career opportunities with a History degree include the following:

- Appointive or elective political office

- Business careers, from insurance analysts, to project managers and public relations, to banking
- Congressional staffing, including legislative-assistant work
- Historical society archivists and preservationists
- Law and legal affairs, whether law school, paralegal work, or litigation support
- Library science careers
- Media careers, ranging from documentary and scholarly editing to journalism, to television
- Museum curating and educating
- Teaching, through certification in social studies education

Program Learning Outcomes:

1. Develop a body of historical knowledge in order to discern context.
2. Recognize the influence of civic engagement on the history of citizenship in the U.S.
3. Employ research technology to identify relevant primary and secondary sources.
4. Analyze and interpret primary and secondary sources in history.
5. Create an argument substantiated with historical evidence.

Program CIP: 54.0101 - History, General.

Program SOC: 26-6211 - Secondary School Teachers, Except Special and Career/Technical Education

25-2031 - Managers, All Other

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (15 sem. hrs)

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

- HIST 111 - Ancient Worlds: A Global Story 3 hours
- HIST 112 - Making the Modern World 3 hours
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- HIST 494 - Senior Seminar in History 3 hours

History Electives (21 sem. hrs)

Global History Emphasis (9 sem. hrs)

Students will take 9 credit hours of courses in the Global History emphasis:

- HIST 300W - The World since 1945 3 hours
- HIST 303W - Science, Technology, and Humanity: A History 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 314W - Modern China 3 hours
- HIST 316W - Modern Japan 3 hours

- HIST 319W - The Modern Middle East 3 hours **or**
- ANTH 319W - The Modern Middle East 3 hours

- HIST 322W - Women and Gender in World History 3 hours **or**
- WMST 322W - Women and Gender in World History 3 hours

- HIST 330W - The Struggle for Modern Europe 3 hours
- HIST 334W - The European Enlightenment 3 hours
- HIST 337W - Europe, Fascism, and the Holocaust 3 hours

- HIST 347W - World War I 3 hours
- HIST 348W - World War II 3 hours
- HIST 358W - Modern Britain: Empire and After 3 hours
- HIST 359W - History of the British Empire 3 hours

- HIST 381W - History of Christianity: Early Church 3 hours **or**
- RELI 381W - History of Christianity: Early Church 3 hours

- HIST 382W - Christianity in the Modern World 3 hours **or**
- RELI 382W - Christianity in the Modern World 3 hours

- HIST 392W - Modern Russia 3 hours

United States History Emphasis (9 sem. hrs)

- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours

- HIST 352W - American Environmental History 3 hours **or**
- ENVS 352W - American Environmental History 3 hours

- HIST 353W - Missouri History 3 hours
- HIST 360W - The History of Immigration in the United States 3 hours
- HIST 362W - History of the American West 3 hours
- HIST 370W - American Military History 3 hours
- HIST 371W - History of American Business 3 hours **or**
- MGMT 371W - History of American Business 3 hours

- HIST 372W - Native American History 3 hours

- HIST 373W - Women and Gender in American History 3 hours **or**
- WMST 373W - Women and Gender in American History 3 hours

- HIST 374W - African American History 3 hours

- HIST 375W - The History of Sexuality in the United States 3 hours **or**
- WMST 375W - The History of Sexuality in the United States 3 hours
- HIST 377W - U.S. Women's Movements: A History 3 hours

Additional Major Area Electives (3 sem. hrs)

Students will create added focus on Global or U.S. History by taking an additional 300-level history elective of their choosing. History majors are strongly encouraged to explore History Internships, HIST 399 or HIST 499, by contacting CC Career Services.

EDUC 362 may count as Additional Major Area Electives for the History B. A.

Other Electives (36-39 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

HIST 494 - Senior Seminar in History 3 hours is the culminating evaluative course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.

Philosophy, BA

The academic study of philosophy has been traditionally an essential part of the liberal arts. The study of philosophy seeks to develop the intellectual abilities important for life as a whole. Properly pursued, philosophy enhances analytical, critical and interpretive capacities that may be applied to any academic field. Philosophy is as old as human civilization, asking the most general and profound questions; philosophy begins in wonder and, at its best, seeks the path to wisdom. The major seeks to develop the individual's abilities to critically examine, analyze and appreciate these traditions and ideas--and, in the process, build personal self-expression, creativity, and an appetite for lifelong learning.

MISSION AND GOALS

1. Students will develop intellectual abilities important for life as a whole. Examples: the study of logic, critical examination of ethics, the study of scientific thought.
2. Students will be prepared for the tasks of citizenship. Example: participation in democracy requires a citizen be sufficiently informed, have knowledge of political philosophy, and be aware of manipulation and demagoguery.
3. Students will develop analytical skills and problem solving abilities. Example: philosophy courses require analysis and reflection on complex issues and texts.

4. Students will develop writing and verbal skills. Example: every course demands cogent logical and creative responses to issues raised in debate, responses that eschew ill-informed and uncritical (often emotional) arguments.
5. In a global world and economy, students need to clearly understand diverse assumptions and ways of thinking. Examples: students will read and analyze basic philosophical texts and practices of the world.
6. Students will be acquainted with the basic methodologies employed in the study of philosophy. Example: courses require research and the practice of such methodologies.
7. A good education in philosophy enhances the individual's ability to construct a personal and well thought-out value system. Example: examining past philosophies, the student will become aware of their strengths and weaknesses, and how and why many fail in practice.

Program Learning Outcomes:

1. Student critically analyzes philosophical arguments, issues, and problems.
2. Student draws upon a broad familiarity and understanding of philosophical literature.
3. Student cogently expresses both philosophical problems and plausible solutions in accord with best philosophical practices.

Program CIP: 38.0101 - Philosophy.

Program SOC: 25-1126 - Philosophy and Religion Teachers, Postsecondary

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (12 sem. hrs)

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

- PHIL 101 - Introduction to Philosophy 3 hours
- PHIL 210 - Logic and Critical Thinking 3 hours
- PHIL 330 - Ethics 3 hours
- PHIL 490 - Thematic Seminar in Philosophy 3 hours

Electives (24 sem. hrs)

- PHIL 200 - Introduction to Political Philosophy 3 hours **or**
- POSC 200 - Introduction to Political Philosophy 3 hours

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

- PHIL 310 - Symbolic Logic 3 hours
- PHIL 321 - Ancient Philosophy 3 hours
- PHIL 322 - Modern Philosophy 3 hours
- PHIL 323 - Marx and Marxism 3 hours
- PHIL 332 - Environmental Ethics 3 hours
- PHIL 333 - Topics 3 hours

- PHIL 350 - Philosophy of Religion 3 hours **or**
- RELI 350 - Philosophy of Religion 3 hours

- PHIL 358 - Existentialism 3 hours
- PHIL 360 - Just War Philosophy 3 hours
- PHIL 430 - Philosophy of Law 3 hours

- PHIL 390 - The Buddha and Buddhism 3 hours **or**
- RELI 390 - The Buddha and Buddhism 3 hours

- PHIL 401 - Significant Philosophers 3 hours

- PHIL 402 - Classical Political Philosophy 3 hours **or**
- POSC 402 - Classical Political Philosophy 3 hours

- PHIL 403 - Modern Political Philosophy 3 hours **or**
- PHIL 381 - Philosophy of Love 3 hours
- POSC 403 - Modern Political Philosophy 3 hours

- PHIL 460 - Biomedical Ethics 3 hours

Electives (34 - 37 sem. hrs)

Total: 120 (sem. hrs)

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

Spanish Language and Cultures, BA

The B.A. program in Spanish Language and Cultures emphasizes language studies and cultures of Spanish-speaking communities. This program provides students with the skills to communicate competently and confidently in both written and oral form. Instruction at all levels stresses oral proficiency and cultural competence with the use of authentic media to prepare students for cultural, educational, literary, and professional needs throughout the United States, and abroad.

Program Learning Outcomes:

1. Speak, read, and write the Spanish language with an awareness of idiomatic everyday usage.
2. Practice bicultural competence.
3. Identify examples of cultural accomplishments and historic events in Spanish-speaking countries and communities which relate to diversity, equity, and inclusion.
4. Explain how linguistic and cultural traditions within Spanish-speaking communities reflect moral and social perceptions.
5. Translate and interpret accurately between English and Spanish.
6. Assess the ways in which language and cultures offer views on society in regard to lifestyles, customs, and community.

Program CIP: 16.0905 - Spanish Language and Literature.

Program SOC: 27-3091 - Interpreters and Translators.

25-2031 - Secondary School Teachers, Except Special and Career/Technical Education

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs.)

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

Required Core Language Curriculum (15 sem. hrs.)

All must be completed with a grade of C or higher. Courses in the major cannot be taken Pass/Fail. Learners who receive a waiver for SPAN 201 must take an additional 3 hours of electives from within the Spanish Language and Cultures program in order to complete the degree. Learners who receive a waiver for SPAN 201 and SPAN 202 must take an additional 6 hours of electives from within the Spanish Language and Cultures program.

- SPAN 201 - Intermediate Spanish I 3 hours
- SPAN 202 - Intermediate Spanish II 3 hours
- SPAN 205 - Spanish Grammar in Context 3 hours
- SPAN 303 - Spanish Conversation and Culture 3 hours
- SPAN 401 - Advanced Spanish Conversation and Composition 3 hours

Required Core Cultural Curriculum (12 sem. hrs.)

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

- LACS 201 - Latin American Cultures and Society I 3 hours
- LACS 202 - Latin American Cultures and Society II 3 hours
- LACS 203 - Latine U.S.!: Identities, Expressions, and Negotiations 3 hours
- LACS 304 - Afro-Latinos: Culture, Power, and the People 3 hours **or**
- LACS 305 - Indigenous Resistance in Latin America 3 hours

Required Core Capstone Course (3 sem. hrs.)

- SPAN 404 - Senior Seminar in Spanish Language and Cultures 3 hours

Electives (21 sem. hrs.)

Choose seven courses from the following:

- HIST 304W - History of Latin America 3 hours
- LACS 304 - Afro-Latinos: Culture, Power, and the People 3 hours
- LACS 305 - Indigenous Resistance in Latin America 3 hours
- LACS 307 - Contemporary Latin American Art: Towards the Now 3 hours

- SPAN 310 - Spanish for Healthcare Professionals 3 hours **or**
- SPAN 311 - Spanish for Law Enforcement Professionals 3 hours **or**
- SPAN 312 - Spanish for Social Service Professionals 3 hours **or**
- SPAN 313 - Spanish for Business Professionals 3 hours

- SPAN 314 - English-Spanish Translation 3 hours
- SPAN 316 - Contemporary Latin American Literature: All Change 3 hours
- SPAN 317 - Latin America at the Movies! 3 hours
- SPAN 318 - Contemporary Literature and Culture of Spain 3 hours
- SPAN 402 - Senior Level Spanish Literature 3 hours
- SPAN 499 - Internship 1-3 hours

Total Semester Hours: 120

Communication Studies

The Communication Studies minor at Columbia College equips students with essential skills in verbal, nonverbal, mediated, and relational communication, preparing them for success in a variety of professional fields. Students learn how to effectively convey ideas, navigate interpersonal interactions, and analyze communication strategies in both personal and public contexts. This program emphasizes critical thinking, media literacy, and problem-solving, making it an excellent foundation for careers in marketing, public relations, journalism, business, media, and more. A Communication Studies minor enhances career readiness by cultivating adaptable communication skills in today's rapidly evolving, information-driven world.

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of Communication courses. Six hours must be at the 300- or 400- level.

Total Semester Hours: 18

English

The English minor at Columbia College offers students a blend of creative writing and literature courses that develop critical thinking, communication, and analytical skills applicable to a wide range of careers. Through the study of diverse literary texts and the craft of writing, students enhance their abilities in written and oral expression, storytelling, and creative problem-solving. Whether pursuing careers in education, publishing, law, marketing, communications, or media, students benefit from strong writing, research, and interpretive skills. This minor complements any major, providing the adaptability and creativity necessary for success in today's dynamic job market.

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department

faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

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

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

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

Specific Requirements

Eighteen semester hours of English courses excluding ENGL 133W - First-Year Writing Seminar 3 hours and below. Six semester hours must be 300 - or 400 - level ENGL courses.

Ethics

The study of ethics encompasses nearly every aspect of our lives - from education and health, to politics and business.

Columbia College emphasizes ethics courses within all its majors, but students in the Ethics Minor explore a cross section of topics. They also learn about the foundations of moral philosophy and the three main ethical theories.

Students analyze the principles used to evaluate ethical issues that arise in medicine, criminal justice and more. They investigate problematic cases. And they study major writers and philosophers from the past as well as those who continue to shape the field today.

Minors

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

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

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

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

Specific Requirements

Required Courses (6 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours
- PHIL 330 - Ethics 3 hours

Electives (12 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours
- HNRS 340 - Schiffman Ethics in Society Lecture 3 hours
- MGMT 368W - Business Ethics 3 hours

- PHIL 200 - Introduction to Political Philosophy 3 hours **or**
- POSC 200 - Introduction to Political Philosophy 3 hours

- PHIL 332 - Environmental Ethics 3 hours

- PHIL 402 - Classical Political Philosophy 3 hours **or**
- POSC 402 - Classical Political Philosophy 3 hours

- PHIL 403 - Modern Political Philosophy 3 hours **or**
- POSC 403 - Modern Political Philosophy 3 hours
- PHIL 460 - Biomedical Ethics 3 hours
- SOCI 480 - Social Theory 3 hours

Total Semester Hours: 18

History

The History minor at Columbia College equips students with valuable skills in critical thinking, research, and analysis that are highly applicable to a variety of careers. By exploring key events, movements, and figures across different periods and regions, students gain a deep understanding of historical contexts and their relevance to today's world. The program emphasizes effective communication, argumentation, and problem-solving-skills that are essential in fields such as education, law, public service, journalism, business, and beyond. This minor is an excellent complement to any major, enhancing students' career readiness in an increasingly complex global landscape.

Minors

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

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

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

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

Specific Requirements

Eighteen semester hours with the HIST field code, of which twelve hours of coursework must be at the 200-level or above.

Three hours from one of the following:

- HIST 111 - Ancient Worlds: A Global Story 3 hours
- HIST 112 - Making the Modern World 3 hours

Three hours from one of the following:

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

Total Semester Hours: 18

Philosophy

"The study of philosophy serves to develop intellectual abilities important for life as a whole, beyond the knowledge and skills required for any particular profession. Properly pursued, it enhances analytical, critical and interpretive capacities that are applicable to any subject-matter, and in any human context. It cultivates the capacities and appetite for self-expression and reflection, for exchange and debate of ideas, for life-long learning, and for dealing with problems for which there are no easy answers. It also helps to prepare one for the tasks of citizenship. Participation in political and community affairs today is all too often insufficiently informed, manipulable and vulnerable to demagoguery. A good philosophical education enhances the capacity to participate responsibly and intelligently in public life."

--The Philosophy Major: A statement prepared under the auspices of the Board of Officers of the American Philosophical Association

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of courses with a PHIL field code.

Total Semester Hours: 18

Religious Studies

The Religious Studies minor at Columbia College offers students an in-depth exploration of world religions, religious traditions, and the cultural, social, and philosophical issues surrounding faith and belief systems. Through a diverse curriculum, students engage with religious texts, historical contexts, and contemporary debates, fostering a deeper understanding of the role of religion in shaping societies and human experiences. This program equips students with critical thinking, analytical, and cross-cultural communication skills that are highly transferable to various career fields. Whether you plan to pursue a career in education, counseling, non-profit work, law, government, or international relations, a background in Religious Studies provides a strong foundation for understanding complex global issues and working effectively in diverse environments. Available in our Online venue.

Minors

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

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

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

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

Specific Requirements

- RELI 101 - Religion and Human Experience 3 hours
- An additional 15 hours of courses with a RELI field code.

Total Semester Hours: 18

Spanish Language and Cultures

The **Minor in Spanish Language and Cultures** offers students an immersive study of the Spanish language alongside an exploration of the rich and diverse cultures of Spanish-speaking societies. Through a combination of language acquisition, literature, and historical and cultural studies, students will enhance their communication skills while gaining a deeper understanding of Hispanic traditions, history, and contemporary issues. This minor enhances students' marketability in the job market and complements a variety of major fields including business, communication studies, criminal justice, education, nursing, social work, and beyond.

Minors

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

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

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

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

Specific Requirements

Required Courses (9 credit hours)

- SPAN 101 - Elementary Spanish I 3 hours
- SPAN 102 - Elementary Spanish II 3 hours

Choose one course from among the following:

- LACS 201 - Latin American Cultures and Society I 3 hours
- LACS 202 - Latin American Cultures and Society II 3 hours
- LACS 203 - Latine U.S.!: Identities, Expressions, and Negotiations 3 hours
- LACS 304 - Afro-Latinos: Culture, Power, and the People 3 hours
- LACS 305 - Indigenous Resistance in Latin America 3 hours

Electives (9 credit hours)

An additional 9 hours of completed coursework with a SPAN field code.

Total Credit Hours: 18

Natural Sciences and Mathematics

Natural Science and Mathematics

Health Sciences, AS

The Associate in Science with an emphasis in health science degree is specifically designed to prepare students for clinically focused programs and employment in healthcare. The health science curriculum integrates core courses in the biological sciences, humanities, and social sciences while exploring various healthcare-related careers. The health science major provides a strong foundation for students who want to pursue further education or employment in the field of health or human services.

Program Learning Outcomes:

1. Describe fundamental biological and chemical principles as they relate to health and disease.
2. Apply appropriate medical and anatomical terms in discussing health and disease states.
3. Distinguish between major types of infectious disease organisms.
4. Formulate disease transmission risk-analyses.
5. Summarize the role of the scientific method in clinical healthcare.

Program CIP: 51.0000 - Health Services/Allied Health/Health Sciences, General.

Program SOC: 31-9099 - Healthcare Support Workers, All Other

General Education Requirements (32 sem. hrs.)

Complete the following (23 sem hrs.)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- COLL 133 - General Education Foundations Seminar 3 hours
- COMM 110 - Presentational Skills 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MATH 106 - Intermediate Algebra 3 hours
- PSYC 101 - General Psychology 3 hours

- PHIL 460 - Biomedical Ethics 3 hours

General Education Core (9 sem. hrs)

Choose a total of 9 hours from core courses in at least two goals below:

- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship

Major Area Requirements (19 sem. hrs.)

All required courses in the major must be completed with a C or higher grade. They cannot be taken Pass/Fail.

- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 230 - Medical Terminology 3 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- HEAL 110 - Introduction to Healthcare Professions 3 hours

Major Area Electives (12 sem. hrs.)

In addition to the required courses listed above, complete 12 hours of courses from BIOL, above 110, PSYC, NURS, HEAL, or HUMS.

Total Semester Hours: 63 hours

Pre-Nursing Science, AS

The Associate in Science in Pre-Nursing Science is designed to prepare students for application to ASN or BSN programs in Nursing, and/or employment in health-care related fields. Courses may not be taken pass/fail. Complete courses with a grade of C or higher.

Program CIP: 51.1105 - Pre-Nursing Studies.

Program SOC: 31-9099 - Healthcare Support Workers, All Other

General Education Requirements (27 hrs.)

Complete the following:

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- PSYC 101 - General Psychology 3 hours
- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- MATH 106 - Intermediate Algebra 3 hours
  Or a higher level
- COMM 110 - Presentational Skills 3 hours

General Education Core (9 sem. hrs)

Complete 9 hours in three of the following core general education groups:

- Civic Engagement
- Creative Thinking and Experience
- Global Awareness
- Environmental Stewardship

Or complete 6 hours in two of the core general education groups above, plus 3 hours in the Ethical Reasoning Area of General Education:

- Ethical Reasoning

Major Area Requirements (26 hrs.)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 230 - Medical Terminology 3 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours
- NURS 311 - Advanced Pathophysiology 3 hours
  Complete one of the following options:
  Option 1:
- BIOL 221 - Clinical Microbiology 3 hours

- BIOL 221L - Clinical Microbiology Laboratory 2 hours
  Option 2:
- BIOL 315 - Applied Microbiology 5 hours **or**
- ENVS 315 - Applied Microbiology 5 hours

Major Area Electives (7 hrs.)

Complete 7 hours from courses with a BIOL or NURS prefix, excluding all core options. CHEM 112 and CHEM 112L may count to this requirement. Please contact your advisor to have them applied.

Total Semester Hours: 60

Biology, BA

Opportunities for students trained in biology have grown dramatically with increasing demand for those educated in life sciences. Through training in biology, students learn to apply scientific principles, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who major in biology.

The Department of Physical and Biological Sciences offers BA and BS degrees in biology. These degrees provide the background necessary for a variety of careers, as well as entry into graduate and professional schools. A biology or chemistry major is recommended for students seeking entry into medical, veterinary, dental or nursing schools.

Students who have completed a degree in biology at Columbia College will:

1. Explain scientific vocabulary and knowledge.
2. Describe scientific principles, models and theories used to predict, understand and apply to biological/environmental phenomena.
3. Explain and demonstrate the scientific method and its applications.
4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation, technology, and analytic methods commonly used in biological/environmental research.
5. Interpret and evaluate scientific results through the use of statistical analyses and critical thinking.
6. Demonstrate competence in finding, using, and evaluating scientific writing and primary literature.

Program CIP: 26.0101 - Biology/Biological Sciences, General.

Program SOC: 19-1099 - Life Scientists, All Other

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours **or**

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (37 sem. hrs)

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

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 254L - Genetics Laboratory 2 hours **or**
- ENVS 254L - Genetics Laboratory 2 hours

- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours

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

- BIOL 395W - Research Design in the Sciences 3 hours **or**
- ENVS 395W - Research Design in the Sciences 3 hours

- BIOL 490 - Senior Seminar 1 hour **or**
- ENVS 490 - Senior Seminar 1 hour

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

Biology Electives (21 sem. hrs)

All must be completed with a grade of C or higher. Twenty-one semester hours of courses with a BIOL prefix and above the 110 - level. Nine of these hours must be in upper-level courses. A maximum of three of those hours may be obtained from internships.

Electives (12-15 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

Culminating Experience: All students must complete BIOL 490/ENVS 490 Senior Seminar 1 hour with a passing (S) grade.

Chemistry, BA

The study of chemistry provides students with knowledge of the composition, properties and transformations of matter, and the ability to analyze, synthesize and quantitate in this context. Because the program emphasizes the fundamental principles and theories of chemistry, as well as practical laboratory techniques and use of instrumentation, the Chemistry major at Columbia College furnishes students with the skills needed for employment in the chemical industry or in chemical education and also provides a strong foundation for graduate study in chemistry or health-related professions.

Students who have completed a degree in Chemistry from Columbia College should possess:

1. Knowledge of the composition, properties and transformations of inorganic and organic chemical substances.
2. Understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations, and familiarity with the use of chemical literature.
6. Understanding of the importance of ethics and values in their professional and everyday lives.
7. The proper background for employment in chemistry-related technical, industrial or educational fields.
8. A foundation for graduate study in chemistry-related fields or professional health-related programs.

Program Learning Outcomes:

1. Critically analyze scientific questions.
2. Apply mathematical skills in a scientific context.
3. Demonstrate effective scientific communication.
4. Formulate experimental methods to answer scientific questions.
5. Make effective use of scientific literature.
6. Use key chemical principles to solve chemical problems.

Program CIP: 40.0501 - Chemistry, General.

Program SOC: 19-2031 - Chemists

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (46 sem. hrs)

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

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours
- CHEM 490 - Senior Seminar 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours
  or
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours
  or
- PHYS 212 - Calculus-Based Physics II 5 hours

Chemistry Electives (5 sem. hrs)

- CHEM 230 - Environmental Toxicology and Chemistry 3 hours **or**
- ENVS 230 - Environmental Toxicology and Chemistry 3 hours

- CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours **or**
- ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

- CHEM 255 - Directed Study 1-5 hours (Includes: CHEM 256, 257, 355-357, 455-457)
- CHEM 322 - Inorganic Chemistry 3 hours
- CHEM 337 - Instrumental Analysis 5 hours
- CHEM 399 - Science Internship 1-3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- CHEM 433 - Topics 1-3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours

Note(s):

A maximum of three Chemistry Electives may be obtained from internships (CHEM 399 /CHEM 499).

Electives (19-22 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

MATH 222 MATH 222 - Calculus and Analytic Geometry II 5 hours is recommended for students planning to pursue graduate study in chemistry.

Biochemistry, BS

The Bachelor of Science degree in Biochemistry is designed to provide a strong foundation in the core aspects of biology and chemistry to further student understanding of the mechanisms that underlie biological processes of single cellular life as well as the integration of tissues and systems of multicellular life. Students in Biochemistry will learn to critically assess scientific results through statistical analyses, develop scientific writing and oral presentation skills, and develop laboratory skills. The goal of the Biochemistry

program at Columbia College is to prepare students for advanced study in Biochemistry, Molecular Biology, and Life Sciences as well as medical, veterinary, or dental fields. The degree also prepares students for a variety of careers in industrial, agricultural, or clinical settings.

Students who have completed a degree in biochemistry at Columbia College will:

1. Explain scientific vocabulary and knowledge.
2. Describe scientific principles, models and theories used to predict, understand and apply to biological/environmental phenomena.
3. Explain and demonstrate the scientific method and its applications.
4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation, technology, and analytic methods commonly used in biological/environmental research.
5. Interpret and evaluate scientific results through the use of statistical analyses and critical thinking.
6. Demonstrate competence in finding, using, and evaluating scientific writing and primary literature.
7. Recognize key ethical issues in science.

Program CIP: 26.0202 - Biochemistry.

Program SOC: 19-1021 - Biochemists and Biophysicists

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

Core Requirements (67 sem. hrs)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 254L - Genetics Laboratory 2 hours **or**
- ENVS 254L - Genetics Laboratory 2 hours

- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours
- BIOL 390 - Principles of Molecular Biology 5 hours
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- BIOL 422 - Biochemistry II 3 hours **or**
- CHEM 422 - Biochemistry II 3 hours

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- PHYS 111 - College Physics I 3 hours
- PHYS 111L - Physics I Laboratory 2 hours
- PHYS 112 - College Physics II 3 hours
- PHYS 112L - Physics II Laboratory 2 hours
- BCHM 490W - Senior Seminar 3 hours

Biology/Chemistry Electives (9-12 sem. hrs)

All must be completed with a grade of C or higher. Nine to twelve hours of courses with BIOL or CHEM prefixes, at the 200-level or above. Six of these hours must be upper-level courses.

Total Semester Hours: 120

Note(s):

1. Students are not allowed to double major or minor in Chemistry or Biology while also attaining a Bachelor of Science in Biochemistry.
2. Students planning to pursue graduate study are strongly encouraged to take MATH 222 Calculus and Analytic Geometry II and CHEM/PHYS 401 Introduction to Physical Chemistry/Chemical Physics.

Biology, BS

Opportunities for students trained in biology have grown dramatically with increasing demand for those educated in life sciences. Through training in biology, students learn to apply scientific methods, test hypotheses and develop laboratory skills. Critical thinking to evaluate scientific results through statistical analyses, scientific writing and oral presentation are basic skills developed by students who major in biology.

The Department of Physical and Biological Sciences offers BA and BS degrees in biology. These degrees provide the background necessary for a variety of careers, as well as entry into graduate and professional schools. A biology or chemistry major is recommended for students seeking entry into medical, veterinary, dental or nursing schools.

Students who have completed a degree in biology at Columbia College will:

1. Explain scientific vocabulary and knowledge.
2. Describe scientific principles, models and theories used to predict, understand and apply to biological/environmental phenomena.
3. Explain and demonstrate the scientific method and its applications.
4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation, technology, and analytic methods commonly used in biological/environmental research.
5. Interpret and evaluate scientific results through the use of statistical analyses and critical thinking.
6. Demonstrate competence in finding, using, and evaluating scientific writing and primary literature.

7. Recognize key ethical issues in science.

Program CIP: 26.0101 - Biology/Biological Sciences, General.

Program SOC: 19-1029 - Biological Scientists, All Other

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (47 sem. hrs)

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

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 254L - Genetics Laboratory 2 hours
- ENVS 254L - Genetics Laboratory 2 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours

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

- BIOL 395W - Research Design in the Sciences 3 hours **or**
- ENVS 395W - Research Design in the Sciences 3 hours

- BIOL 490 - Senior Seminar 1 hour **or**
- ENVS 490 - Senior Seminar 1 hour

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours

Biology Electives (19 sem. hrs)

Nineteen semester hours of courses with a BIOL/MATH prefix and above 200 - level and/or PHYS prefix at or above the 111 course-level. Nine of these hours must be in upper-level (300-400-level) courses. A maximum of three of these hours may be obtained from internships. All courses must be completed with a grade of C or higher.

Electives (10-13 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

Culminating Experience: All students must complete BIOL 490/ENVS 490 Senior Seminar 1 hour with a grade of C or higher.

Chemistry, BS

The study of chemistry provides students with knowledge of the composition, properties and transformations of matter, and the ability to analyze, synthesize and quantitate in this context. Because the program emphasizes the fundamental principles and theories of chemistry, as well as practical laboratory techniques and use of instrumentation, the Chemistry major at Columbia College furnishes students with the skills needed for

employment in the chemical industry or in chemical education and also provides a strong foundation for graduate study in chemistry or health-related professions.

Students who have completed a degree in Chemistry from Columbia College should possess:

1. Knowledge of the composition, properties and transformations of inorganic and organic chemical substances.
2. Understanding of chemical principles, models and theories used to rationalize and predict chemical phenomena.
3. Proficiency in laboratory skills including chemical synthesis, instrumental analysis and quantitative measurement.
4. The ability to properly observe experiments, record results, and critically interpret those results through mathematical and statistical analysis.
5. Competence in scientific writing and oral presentations, and familiarity with the use of chemical literature.
6. Understanding of the importance of ethics and values in their professional and everyday lives.
7. The proper background for employment in chemistry-related technical, industrial or educational fields.
8. A foundation for graduate study in chemistry-related fields or professional health-related programs.

Program Learning Outcomes:

1. Critically analyze scientific questions.
2. Apply mathematical skills in a scientific context.
3. Demonstrate effective scientific communication.
4. Formulate experimental methods to answer scientific questions.
5. Make effective use of scientific literature.
6. Use key chemical principles to solve chemical problems.
7. Employ basic laboratory skills.

Program CIP: 40.0501 - Chemistry, General.

Program SOC: 19-2031 - Chemists

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (62 sem. hrs)

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

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- CHEM 322 - Inorganic Chemistry 3 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 337 - Instrumental Analysis 5 hours
- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours
- CHEM 490 - Senior Seminar 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours
  or
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours
  or
- PHYS 212 - Calculus-Based Physics II 5 hours

Chemistry Electives (8 sem. hrs)

- CHEM 230 - Environmental Toxicology and Chemistry 3 hours **or**
- ENVS 230 - Environmental Toxicology and Chemistry 3 hours

- CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours **or**
- ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

- CHEM 399 - Science Internship 1-3 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- BIOL 422 - Biochemistry II 3 hours **or**
- CHEM 422 - Biochemistry II 3 hours

- CHEM 433 - Topics 1-3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours
- CHEM 255 - Directed Study 1-5 hours (Includes: CHEM 256, 257, 355-357, 455-457)
- FRSC 315 - Forensic Microscopy 3 hours
- FRSC 424 - Forensic Chemistry 4 hours

Note(s):

Two hours of Chemistry Electives must be from laboratory courses. A maximum of three of these hours may be obtained from internships (CHEM 399 /CHEM 499).

Electives (6-9 sem. hrs)

Total: 120 (sem. hrs)

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

Computer Science, BS

The Computer and Mathematical Sciences Department offers a Bachelor of Science degree in Computer Science Students are provided with a rigorous theoretical background coupled with practical and essential skills to begin either a rewarding career in the

computer field or advanced studies in graduate school. The programs reflect important trends and developments in the computer field.

The Computer Science degree program is based on the Computing Science Curricula 2013 prepared by the Association for Computing Machinery (ACM) and the IEEE Computer Society. This degree has a significant mathematics component. Students should work with an advisor to select the elective courses that are most appropriate to their interests.

Students majoring in Computer Science or Computer Information Science are required to purchase a laptop computer no later than the semester in which they are enrolling in CISS 245 Advanced Programming.

Courses not offered at all venues are denoted with a venue indicator (Day, Evening, CCG) after the course name.

Program Learning Outcomes:

1. Analyze a complex computing problem and apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Apply computer science theory and software development fundamentals to produce computing-based solutions.

Program CIP: 11.0701 - Computer Science.

Program SOC: 15-1221 - Computer and Information Research Scientists

General Education Requirements (39-42 sem. hrs)

For information regarding general education requirements click here. For a complete general education course listing click here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (43-44 sem. hrs)

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

- COSC 240 - Introduction to Programming 4 hours (Day) **and**
- COSC 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - C++ Programming I 3 hours (Evening and CCG) **and**
- CISS 242 - C++ Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - C++ Programming III 3 hours (Evening and CCG)

- COSC 350 - Advanced Algorithms and Data Structures 3 hours
- COSC 360 - Computer Systems and Assembly Language 3 hours
- COSC 420 - Computer Architecture 3 hours
- COSC 430 - Database Systems 3 hours
- COSC 445 - Programming Languages 3 hours
- COSC 465 - Software Engineering 3 hours
- MATH 180 - Precalculus 3 hours

- MATH 201 - Calculus and Analytic Geometry I 5 hours (Day and Evening)
- MATH 225 - Discrete Mathematics I 3 hours
- MATH 250 - Statistics I 3 hours
- MATH 325 - Discrete Mathematics II 3 hours

Computer Science Electives (21 sem. hrs)

Choose from the following elective courses:

- COSC 145 - Introduction to Python Programming 3 hours (Day) **or**
- CISS 234 - Visual Basic 3 hours **or**
- CISS 238 - Java Programming 3 hours

- CISS 201 - Agile Software Development 3 hours (Day)

- COSC 355 - Directed Study 1-3 hours
- COSC 358 - Algorithm Analysis 3 hours
- COSC 362 - *Introduction to Automata Theory, Languages and Computation 3 hours
- COSC 370 - Operating Systems 3 hours
- COSC 375 - Compiler Construction 3 hours
- COSC 380 - Computer Graphics 3 hours
- COSC 410 - Computer Networks and Communications 3 hours
- COSC 433 - Topics 1-3 hours

- COSC 438 - Object-Oriented Design and Analysis 3 hours
- COSC 450 - Artificial Intelligence 3 hours
- COSC 451 - Introduction to Cryptography and Computer Security 3 hours
- COSC 455 - Directed Study 1-3 hours
- CISS 472 - Data Warehousing and Decision Support Systems 3 hours
- COSC 494 - Senior Seminar in Computer Science 3 hours
- COSC 499 - Internship 1-3 hours *A maximum of 3 hours internship may apply.

Electives (10-14 sem. hrs)

Total: 120 (sem. hrs)

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

Environmental Science, BS

The Environmental Science major is a science-based course of study that focuses on the natural environment and man's interactions and use of its resources. Students examine the structure and function of natural systems and develop techniques and skills that could allow them to work in the field of natural resources.

A degree in Environmental Science can lead to careers in a wide variety of public and private organizations and government agencies. It may also prepare students to pursue advanced graduate study.

Students who have completed a degree in Environmental Science at Columbia College will be able to:

1. Explain scientific vocabulary and knowledge

2. Describe biological principles, models and theories used to predict, understand and apply to environmental phenomena

3. Explain and demonstrate the scientific method and its applications

4. Demonstrate proficiency in laboratory skills, including familiarity with the use of instrumentation and analytic methods commonly used in environmental research

5. Interpret scientific results through the use of statistical analyses and critical thinking, and make conclusions

6. Demonstrate competence in evaluating scientific writing and primary literature

7. Recognize and apply key issues regarding ethics in Environmental Science and everyday life

Program CIP: 03.0104 - Environmental Sciences.

Program SOC: 19-2041 - Environmental Scientists and Specialists, Including Health

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (54 sem. hrs)

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

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

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

- BIOL 343 - Botany 5 hours **or**
- ENVS 343 - Botany 5 hours

- ENVS 350 - Field and Laboratory Techniques in Environmental Science 3 hours

- BIOL 353 - Zoology 5 hours **or**
- ENVS 353 - Zoology 5 hours

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

- BIOL 321 - Applied Ecology 5 hours **or**
- ENVS 321 - Applied Ecology 5 hours

- ENVS 395W - Research Design in the Sciences 3 hours **or**
- BIOL 395W - Research Design in the Sciences 3 hours **or**

- ENVS 490 - Senior Seminar 1 hour **or**
- BIOL 490 - Senior Seminar 1 hour

- ENVS 399 - Science Internship 1-3 hours **or**
- ENVS 499 - Advanced Science Internship 1-3 hours

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

Environmental Science Electives (18 sem. hrs)

Eighteen semester hours of courses with a BIOL, ENVS, CHEM, GEOL prefix. A minimum of 12 of these hours must be in upper-level coursework. A maximum of three of these hours may be obtained from internships (ENVS 399/ENVS 499) All courses must be completed with a grade of C or higher.

Electives (6 sem. hrs)

Note (s):

ENVS 490 - Senior Seminar 1 hour is the culminating evaluative experience course that assesses the outcomes of the major. Students (majors) must pass the course with a grade of C or higher prior to graduation.

Total: 120 (sem. hrs)

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

Forensic Science, BS

The major in Forensic Science is designed to academically prepare students seeking to work in a forensic science laboratory or who are planning to pursue careers closely related to the field of forensic science. The major draws from the biological sciences, chemistry, and physics, as well as from the fields of criminal justice and the law, and includes significant hands-on laboratory training.

The degree is generated from a cross-disciplinary perspective, blending faculty expertise from both the criminal justice and science program areas. A principal focus of the program is to prepare students for entry-level positions and for advancement in various occupations and professions in the criminal justice and forensic science areas. The faculty encourages wide and varied preparation in both the liberal arts and sciences to provide students with an appreciation of the scientific and social environment of crime and criminal justice.

As students prepare for a career in forensic science, they should be aware of various sub-disciplines within the broad category of forensic science, in which they may direct their focus. For example, forensic laboratory positions may be categorized as Forensic Scientist, Forensic Technician, Forensic Examiner or Criminalist, but various disciplines will require specific coursework.

Examples are as follows:

DNA/Serology. Coursework should follow the Biology Emphasis and include genetics, biochemistry, molecular biology, recombinant DNA technology and other subjects, such as statistics, which provide a basic understanding of the foundations of forensic DNA analysis.

Trace Evidence. Coursework should follow the Chemistry Emphasis and include organic and inorganic chemistry, as well as other subjects, such as forensic chemistry and forensic microscopy, which focus on the application of various techniques to the analysis of forensic evidence.

Drug Chemistry/Toxicology. Coursework should follow the Chemistry Emphasis and include organic chemistry, quantitative analysis, and instrumental analysis, as well as forensic chemistry. Students will learn how analytical techniques are applied to the analysis of illicit drugs and toxicological specimens.

Physical Evidence. Coursework may follow either the Biology or Chemistry Emphases and may include additional subjects, such as fingerprint evidence and forensic microscopy, which provide a scientific foundation for the analysis of forensic evidence, such as firearms and toolmarks, questioned documents and fingerprint evidence.

Students majoring in this degree should work closely with their academic advisor to ensure proper coursework is taken for the student's preferred career option.

Program Learning Outcomes:

1. Critically evaluate the structure and function of the forensic science system and its role in the criminal justice system.
2. Demonstrate knowledge of forensic science concepts and techniques.
3. Explain and use chemical/biological principles and instrumental techniques to analyze forensic evidence.
4. Effectively compose and share information in oral and written platforms.
5. Critically analyze scientific information.

Program CIP: 43.0406 - Forensic Science and Technology.

Program SOC: 19-4092 - Forensic Science Technicians

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours **or**
- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (53 sem. hrs)

Core Requirements for both Chemistry and Biology Emphasis Areas

Prerequisites must be completed with a grade of C or higher. All core requirements must be completed with a grade of C or higher. Courses in the major may not be taken Pass/Fail.

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

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

- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours
- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 310 - Professional Issues in Forensic Science 3 hours
- FRSC 475 - Senior Seminar in Forensic Science 1 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours

- PHYS 111 - College Physics I 3 hours **and**
- PHYS 111L - Physics I Laboratory 2 hours **or**
- PHYS 211 - Calculus-Based Physics I 5 hours

- PHYS 112 - College Physics II 3 hours **and**
- PHYS 112L - Physics II Laboratory 2 hours **or**
- PHYS 212 - Calculus-Based Physics II 5 hours

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

Additional Information

In addition to successful completion of the core requirements listed above, students seeking a Bachelor of Science in Forensic Science degree must complete one of two emphases: Chemistry **or** Biology**.**

The decision to choose one of these two options is based on the student's career objectives, which can be very specific about which coursework is required. Therefore, it is incumbent upon the student to be familiar with their targeted career track in order to ensure they have taken the correct coursework to be a competitive candidate for the position desired.

NOTE: As you schedule your classes, please ensure that you have a sufficient number of upper-level hours to satisfy the 39 hour upper-level requirement.

Chemistry Emphasis (25 sem. hrs)

Prerequisites must be completed with a grade of C or higher. All core requirements, within each emphasis area, must be completed with a grade of C or higher. Courses in the major may not be taken Pass/Fail.

- MATH 222 - Calculus and Analytic Geometry II 5 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 337 - Instrumental Analysis 5 hours

- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours **or**
- PHYS 401 - Introduction to Physical Chemistry/Chemistry Physics 3 hours

- FRSC 315 - Forensic Microscopy 3 hours
- FRSC 424 - Forensic Chemistry 4 hours

Biology Emphasis (25 sem. hrs)

Prerequisites must be completed with a grade of C or higher. All core requirements, within each emphasis area, must be completed with a grade of C or higher. Courses in the major may not be taken Pass/Fail.

- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 254L - Genetics Laboratory 2 hours **or**
- ENVS 254L - Genetics Laboratory 2 hours

- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours
- BIOL 409 - Molecular Biotechniques 5 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

Upper Level Electives

Prerequisites must be completed with a grade of C or higher. All upper level electives must be completed with a grade of C or higher. Courses in the major may not be taken Pass/Fail.

Biology Emphasis (3 sem. hrs)

Choose any BIOL, FRSC, or CJAD course.

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

Total: 120 (sem. hrs)

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

Note(s)

The total semester hours required for the Bachelor of Science in Forensic Science degree are variable and dependent, in part, upon preparatory coursework requirements and core requirements that simultaneously fulfill general education requirements.

A candidate for a baccalaureate degree with a major in Forensic Science must pass, FRSC 475 - Senior Seminar in Forensic Science 1 hours, as a culminating evaluative experience.

Mathematics, BS

The Computer and Mathematical Sciences Department offers the Bachelor of Science degree in Mathematics. The degree provides students a mathematics education in the context of a liberal arts and sciences College. A mathematics major is excellent

preparation for professional employment in a variety of areas such as business, technology and actuarial science, for teaching at the secondary school level and for entry into medical or law school. The program is also designed to give mathematics majors a solid background for graduate study, not only in mathematics but in related areas as well.

Program Learning Outcomes:

1. Demonstrate technical proficiency in calculus and linear algebra.
2. Apply mathematics to solve real world problems.
3. Construct mathematical proofs.

Program CIP: 27.0101 - Mathematics, General.

Program SOC: 15-2099 - Mathematical Science Occupations, All Other

General Education Requirements (39-42 hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (34-35 sem. hrs)

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

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours
- MATH 225 - Discrete Mathematics I 3 hours
- MATH 250 - Statistics I 3 hours
- MATH 300 - Multivariate Calculus 3 hours
- MATH 303 - Linear Algebra 3 hours
- MATH 304 - Introduction to Abstract Algebra 3 hours
- MATH 380 - Advanced Calculus 3 hours

- MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours [1] **or**
- MATH 494 - Senior Seminar in Mathematics 3 hours [1]

One of the following:

- COSC 145 - Introduction to Python Programming 3 hours
- COSC 240 - Introduction to Programming 4 hours
- CISS 241 - C++ Programming I 3 hours

Mathematics Electives (12 sem. hrs)

Complete 12 hours from the following courses:

- MATH 305 - Number Theory 3 hours
- MATH 325 - Discrete Mathematics II 3 hours
- MATH 330 - History of Mathematics 3 hours
- MATH 331 - Foundations of Geometry 3 hours
- MATH 338 - Mathematical Statistics and Probability 3 hours
- MATH 340 - Introduction to Probability Theory 3 hours

- MATH 362 - *Introduction to Automata Theory, Languages and Computation 3 hours **or**
- COSC 362 - *Introduction to Automata Theory, Languages and Computation 3 hours

- MATH 370 - Differential Equations 3 hours
- MATH 371 - Introduction to Complex Variables 3 hours

- MATH 451 - Introduction to Cryptography and Computer Security 3 hours **or**
- COSC 451 - Introduction to Cryptography and Computer Security 3 hours

Other Electives (29 - 33 sem. hrs)

- MATH 399 - Math Teaching Internship 1-6 hours [2]

Total: 120 (sem. hrs)

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

Note (s):

[1] *The courses MATH 494 - Senior Seminar in Mathematics 3 hours and MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours are culminating evaluative courses for the Mathematics program and include the assessment of outcomes of the major. MATH 493 is open only to students pursuing teacher certification. All students majoring in mathematics must pass one of these courses.*

[2] *MATH 399 is highly recommended for those students who seek to attend graduate school in mathematics and/or those who wish to pursue a teaching certificate.*

Molecular Biology, BS

The Bachelor of Science in Molecular Biology focuses on the study of structure and function of biological macromolecules to provide understanding of the underlying mechanisms of cellular processes. Students will gain a strong foundation in biology, genetics, biochemistry, and molecular biology, with a focus on the molecular mechanisms that underlie cellular function. Students will also engage in hands-on laboratory work, where they will develop crucial skills in critical thinking, molecular techniques, experimental design, data analysis, and scientific communication. Students who attain the B.S. in Molecular Biology are prepared for a career in research and forensic laboratories, pharmaceutical or biotechnology companies, or to further their education in pursuit of advanced degrees in molecular biology, genetics, biotechnology, or related fields. The degree can also help prepare students for professional schools, including medical, physician's assistant, or dental schools.

Program Learning Outcomes:

1. Describe and apply scientific principles, models, and theories used to predict and understand scientific phenomena.
2. Explain how genetic information determines macromolecular structure and how this can impact function and regulation.
3. Explain and demonstrate the scientific method and its applications to the field.
4. Demonstrate competence in scientific communication including writing, oral presentation, and evaluation of scientific primary literature.
5. Evaluate scientific results from laboratory experiments and scientific literature through statistical analyses and critical thinking.
6. Demonstrate proficiency in laboratory skills, including familiarity with common equipment, techniques, and analytical methods used in the field of Molecular Biology.

Program CIP: 26.0204 - Molecular Biology.

Program SOC: 19-1042 - Medical Scientists, Except Epidemiologists

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- PHIL 130 - Thinking about Ethics 3 hours **or**
- PHIL 332 - Environmental Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

Core Requirements (76 sem. hrs)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- CHEM 110 - Chemistry I 3 hours
- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

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

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 254L - Genetics Laboratory 2 hours **or**
- ENVS 254L - Genetics Laboratory 2 hours

- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours
- BIOL 390 - Principles of Molecular Biology 5 hours

- BIOL 395W - Research Design in the Sciences 3 hours **or**
- ENVS 395W - Research Design in the Sciences 3 hours

- BIOL 409 - Molecular Biotechniques 5 hours
- BIOL 412 - Advanced Laboratory Techniques 3 hours
- BIOL 415 - Immunology 3 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- BIOL 255 - Directed Study 1-3 hours **or**
- BIOL 399 - Science Internship 1-3 hours **or**
- BIOL 455 - Directed Study 1-3 hours

- BCHM 490W - Senior Seminar 3 hours

Molecular Biology Electives (12 sem. hrs)

12 hours of courses with BIOL, FRSC, MATH, or PHYS prefixes with at least 6 hours being at the 300 or above level.

Total Semester Hours: 121

Statistics, BS

Statistics is the science of summarizing and analyzing data in order to answer questions and make predictions in the face of uncertainty. The statistics degree will prepare you to solve real-world problems from a variety of disciplines. Because of this ability, statisticians are in demand in all sectors of society including government, business and industry, and research labs.

Program Learning Outcomes:

1. Explain the theoretical basis and limitations of commonly used statistical methods and models.
2. Select appropriate statistical methods for real-world problems.
3. Conduct statistical analyses and interpret the results for various audiences.
4. Use statistical software to implement standard statistical methods.

Program CIP: 27.0501 - Statisics, General.

Program SOC: 15-2041 - Statisticians

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (37 sem. hrs.)

- COSC 145 - Introduction to Python Programming 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours

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

- MATH 300 - Multivariate Calculus 3 hours
- MATH 303 - Linear Algebra 3 hours
- MATH 338 - Mathematical Statistics and Probability 3 hours
- MATH 340 - Introduction to Probability Theory 3 hours
- STAT 421 - General Linear Models I - Regression 3 hours
- STAT 422 - General Linear Models II - Regression 3 hours
- STAT 494 - Capstone 3 hours

Statistics Electives (12 sem. hrs.)

Complete 12 hours from the following courses:

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

- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours

- CISS 397 - Business Data Analytics 3 hours
- CISS 421 - Machine Learning 3 hours
- MATH 225 - Discrete Mathematics I 3 hours
- MATH 280 - Financial Mathematics 3 hours
- MATH 325 - Discrete Mathematics II 3 hours
- MATH 350 - Short Term Actuarial Mathematics 3 hours
- MATH 351 - Long Term Actuarial Mathematics 3 hours
- MATH 380 - Advanced Calculus 3 hours
- MATH 450 - Advanced Short-Term Actuarial Mathematics 3 hours
- MGMT 331 - Data Visualization for Business Analytics 3 hours
- MGMT 335 - Sports Analytics 3 hours
- MGMT 374 - Spreadsheet Modeling and Decision Analysis 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours

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

- PSYC 320 - Psychological Testing and Measurement 3 hours

Total Semester Hours: 120

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

Sustainability, BS

This major is an interdisciplinary, liberal arts and sciences course of study that focuses on the interactions between humans and the natural environment. Students examine the structure and function of natural systems and the ways that human social, political and economic activity affect those systems. Students also develop ideas and skills needed to constructively engage in the solution of environmental issues. A degree in Sustainability can lead to careers in a wide variety of public and private organizations and government agencies. It also prepares students for graduate study in environmental science, law, journalism, and public policy.

Program Learning Outcomes:

1. Explain basic scientific vocabulary and concepts related to biology, chemistry, and environmental science as they relate to sustainability.
2. Describe the complex interaction between the scientific, social, and economic issues related to sustainability.
3. Explain the qualitative and quantitative methods used in sustainability research.
4. Interpret and evaluate scientific results using statistical analyses and critical thinking.
5. Demonstrate competence in finding, using, and evaluating scientific writing and primary literature.
6. Recognize key ethical issues in environmental science and sustainability.

Program CIP: 30.3301 - Sustainability Studies.

Program SOC: 19-3051 - Urban and Regional Planners

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs.)

- PHIL 332 - Environmental Ethics 3 hours

Core Requirements (43 sem. hrs)

- ANTH 112 - General Anthropology 3 hours **or**
- SOCI 112 - General Anthropology 3 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours **or**
- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

- BIOL 222 - Conservation Biology 3 hours **or**
- ENVS 222 - Conservation Biology 3 hours

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

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

- PHIL 332 - Environmental Ethics 3 hours

- PSYC 225 - *Quantitative Research Methods 3 hours **or**
- SOCI 225 - *Quantitative Research Methods 3 hours
  or
- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours

- PSYC 275W - Introduction to Social Science Writing 3 hours **or**
- SOCI 275W - Introduction to Social Science Writing 3 hours
  or
- ENGL 204W - Technical Writing 3 hours

- SCIN 110 - Essential Biology for Non-Majors (with lab) 4 hours
- SCIN 112 - Essential Chemistry for Non-Majors (with lab) 4 hours
- SUST 201 - Introduction to Sustainability 3 hours
- SUST 302 - Climate Change: Natural and Social Science Perspectives 3 hours
- SUST 400W - Advanced Environmental Sustainability 3 hours

- SUST 480 - Sustainability Senior Seminar (Natural Science Focused) 3 hours **or**
- SUST 490 - Sustainability Senior Seminar (Social Science Focused) 3 hours

Sustainability Electives (24 sem. hrs)

At least 12 hours from each focus area, with at least 15 hours at the 300-level or above (for 300-level or above at least 6 hours must come from each focus area).

Natural Science Focus Area

- BIOL 309 - Animal Behavior 3 hours **or**
- PSYC 309 - Animal Behavior 3 hours

- ENVS 220 - Introduction to Atmospheric Sciences 3 hours **or**
- GEOG 220 - Introduction to Atmospheric Sciences 3 hours

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

- BIOL 300 - Evolution 3 hours **or**
- ENVS 300 - Evolution 3 hours

- BIOL 320 - Introduction to Ecology 3 hours **or**
- ENVS 320 - Introduction to Ecology 3 hours

- GEOG 101 - Introduction to Geography 3 hours
- GEOL 111 - Applied Geology 4 hours
- SUST 399 - Sustainability Internship

Social Science Focus Area

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

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

- ENGL 267W - Literature and the Environment 3 hours **or**
- ENVS 267W - Literature and the Environment 3 hours

- ENVS 312 - Environmental Politics 3 hours **or**
- POSC 312 - Environmental Politics 3 hours

- ENVS 352W - American Environmental History 3 hours **or**
- HIST 352W - American Environmental History 3 hours

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

- MGMT 314 - American Public Policy 3 hours **or**
- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- PADM 320 - Non-Profit Organization and Management 3 hours
- SOCI 401W - The City 3 hours

Electives (11 sem. hrs)

Total Semester Hours: 120

C++ Programming Certificate

Students will learn the fundamentals of computer programming using the C++ language.

Program CIP: 11.0101 - Computer and Information Sciences, General.

Program SOC: 15-1299 - Computer Occupations, All Other

Certificate Requirements

Required Courses: 15 sem. hrs

- CISS 241 - C++ Programming I 3 hours
- CISS 242 - C++ Programming II 3 hours
- CISS 243 - C++ Programming III 3 hours
- COSC 350 - Advanced Algorithms and Data Structures 3 hours
- MATH 150 - College Algebra 3 hours

Total Semester Hours: 15

Actuarial Mathematics

The Actuarial Mathematics Minor at Columbia College is designed to prepare students for a professional career as actuaries. Through a thoughtfully chosen set of courses, students will be equipped to pass two important exams from the Society of Actuaries (SOA) or the Casualty Actuarial Society (CAS): the Probability Exam (Exam P) and the Financial Mathematics Exam (Exam FM). Additionally, students who achieve a grade of B or higher in the Statistics I course will earn Validation by Educational Experience (VEE) credits. To gain a well-rounded skill set and maximize career opportunities, students are encouraged to pair this minor with the Actuarial Science and Business Applications, also offered by Columbia College. Together, these programs provide comprehensive preparation, including additional VEE credits in Economics, Accounting, and Finance, ensuring students are fully equipped to excel as actuaries in a competitive field.

Minors

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

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

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

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

Specific Requirements

Complete the following courses.

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours
- MATH 250 - Statistics I 3 hours
- MATH 280 - Financial Mathematics 3 hours

- MATH 338 - Mathematical Statistics and Probability 3 hours **or**
- MATH 340 - Introduction to Probability Theory 3 hours

Total Credit Hours: 19 hours

Actuarial Science and Business Applications

The Minor in Actuarial Science and Business Applications at Columbia College is designed to prepare students for a professional career in Actuarial Science. Through a rigorous choice of courses, students will be prepared to pass the Financial Mathematics (FM) exam of the Society of Actuaries (SOA) and the Casualty Actuarial Society (CAS). The minor in Actuarial Science and Business Applications also provides validation by Educational Experience (VEE) credits for students who achieve a grade of B or above in specific courses.

Minors

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

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

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

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

Specific Requirements

Complete the following courses.

- ACCT 280 - Accounting I (Financial) 3 hours
- ACCT 281 - Accounting II (Managerial) 3 hours
- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours
- FINC 350 - Business Finance 3 hours
- MATH 250 - Statistics I 3 hours
- MATH 280 - Financial Mathematics 3 hours

Total Credits Hours: 21 hours

Biology

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of biology courses at the 110 level and above including at least 8 semester hours of 300- or 400 - level coursework.

Total Semester Hours: 18

Chemistry

Eighteen semester hours of chemistry courses to include CHEM 335 (5 hours) and 13 additional semester hours of chemistry courses at the level of 200 or above are required for this minor.

Minors

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

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

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

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the

total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Specific Requirements

Complete eighteen semester hours of chemistry courses to include CHEM 335 (5 hours) and 13 additional semester hours of chemistry courses at the level of 200 or above.

Note(s):

BIOL 395W, ENVS 395W, and CHEM 490 do not count toward the 13 semester hours.

Total Semester Hours: 18

Computer Science

The Computer and Mathematical Sciences Department offers a minor in Computer Science. Students who complete this minor will have a solid foundation in computer programming and the mathematics fundamental to the field of computer science. Students should work with an advisor to select the elective courses that best complement their major field of study and career goals.

Minors

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

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

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

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the total semester hours earned meets the required number of hours (see Evaluation of Credit

and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Specific Requirements

Required Courses (14-15 sem. hrs)

- COSC 240 - Introduction to Programming 4 hours (Day) and
- COSC 245 - Advanced Programming 4 hours (Day)
  or
- CISS 241 - C++ Programming I 3 hours (Evening and CCG) **and**
- CISS 242 - C++ Programming II 3 hours (Evening and CCG) **and**
- CISS 243 - C++ Programming III 3 hours (Evening and CCG)

- COSC 350 - Advanced Algorithms and Data Structures 3 hours
- MATH 225 - Discrete Mathematics I 3 hours

Electives (6 sem. hrs)

- COSC 420 - Computer Architecture 3 hours or
- COSC 445 - Programming Languages 3 hours
  or
- COSC 362 - *Introduction to Automata Theory, Languages and Computation 3 hours
  or
- MATH 362 - *Introduction to Automata Theory, Languages and Computation 3 hours

- 300 - or 400 - level CISS course **or**
- MATH 325 - Discrete Mathematics II 3 hours

Total Semester Hours: 20-21

Environmental Science

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of ENVS courses at the 100 level and above including at least 8 hours of 300- or 400-level coursework. BIOL 395W/ENVS 395W and BIOL 490/ENVS 490 do not count toward the 8 hours of upper level credit.

- BIOL 115 - Introduction to Environmental Science 3 hours
  or
- ENVS 115 - Introduction to Environmental Science 3 hours
  and
- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours
  or
- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

Total Semester Hours: 18

Forensic Science

The minor in Forensic Science is designed for students who are interested in furthering their knowledge in forensic science. It familiarizes students with basic legal and evidentiary concepts, introduces basic information about a wide range of forensic disciplines and highlights specific issues related to a career in or related to forensic science. It is valuable to any student pursuing career interests in fields such as law enforcement, psychology, science, technology, business, etc.

The minor in Forensic Science does not, however, fully prepare the student for work in a forensic science laboratory. Students interested in a career as a forensic scientist should consult with their advisor to ensure that sufficient science and laboratory courses are included in their degree plan.

Minors

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

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

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

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

Specific Requirements

Coursework in CJAD and FRSC.

Required Courses (12 sem. hrs)

- CJAD 201 - Criminal Investigation 3 hours

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

- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 310 - Professional Issues in Forensic Science 3 hours

Electives (6 sem. hrs)

Six additional credit hours of courses with a FRSC field code. BIOL 412 can count towards these hours.

Total Semester Hours: 18

Mathematics

The Computer and Mathematical Sciences department offers a minor in Mathematics. Students in many areas of business and science will find a Mathematics minor to be an excellent addition to their major degree program. Students who complete a Mathematics minor demonstrate that they have strong quantitative reasoning and problem solving skills.

Minors

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

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

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

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

Specific Requirements

Eighteen semester hours of mathematics courses at the level of 180 and above including MATH 201 and MATH 222 and at least 6 semester hours of 300 - or 400 - level coursework.

Total Semester Hours: 24

Sustainability

This minor focuses on the interactions between humans and the natural environment. Students examine the structure and function of natural systems and the ways that human social, political, and economic activity affect those systems.

Minors

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

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

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

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

Specific Requirements

Complete the following courses. In addition, complete another 12 hours of ENVS or SUST courses at the 100 level and above including at least 8 hours of 300- or 400-level coursework. ENVS 395W and ENVS 490 do not count toward the 8 hours of upper level credit.

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

- SUST 201 - Introduction to Sustainability 3 hours

Electives (12 sem. hrs)

Complete another 12 hours of ENVS or SUST courses at the 100 level and above including at least 8 hours of 300- or 400-level coursework. ENVS 395W and ENVS 490 do not count toward the 8 hours of upper level credit.

Total Credit Hours: 18

Health Related Programs

Columbia College's biology and chemistry degrees prepare students for graduate-level health sciences programs with the necessary foundation in science and liberal arts; however, these programs typically require additional coursework in the sciences and mathematics. Students interested in pursuing careers such as medicine, dentistry, physical therapy, and pharmacology are strongly advised to research the specific requirements of their post-graduate school of choice. Pre-professional advisors at those schools can help to ensure that students' undergraduate coursework meets the entry requirements of the program.

Social and Behavioral Sciences

Social and Behavioral Sciences

Global Studies, BA

Global Studies is an interdisciplinary field that examines the interconnected historical, political, economic, social and cultural influences that shape our increasingly interdependent world. It examines the institutions and processes affecting the world and the relationships among people, institutions and countries within their cultural contexts.

Drawing on coursework in over a dozen fields, students will have the opportunity to investigate a variety of challenges facing the global community and develop the knowledge and skills to address them. Cross-cultural experiences and competency will be developed through opportunities for language study, internships and education abroad, as well as courses focused on the history, politics and societies of specific regions. Graduates in global studies will have the tools to be engaged global citizens.

A Bachelor's degree in Global Studies can lead to careers in public and private organizations, including issue advocacy, diplomacy, international student and visitor exchange, journalism, legislative research, national security, and careers in international business and trade. The degree also prepares students to pursue graduate study in global studies, international relations, international security, law, public administration and other academic fields.

Program Learning Outcomes:

1. Analyze causes and potential solutions to global challenges from the perspectives of multiple disciplines.

2. Explain the role of global political, economic and social institutions and processes in shaping outcomes in an interconnected world.

3. Compare and contrast the political, economic and social systems of countries within their historical and cultural contexts.

4. Describe the diversity of cultural practices, perspectives, and viewpoints of other peoples in the world as shown through social practices and various modes of cultural expression.

5. Apply research skills appropriate to the discipline to locate, evaluate and synthesize information from a variety of sources to study topics in global studies.

Program CIP: 30.2001 - International/Globalization Studies.

Program SOC: 9-3094 - Political Scientists

General Education Requirements (39-42 sem. hrs.)

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

Ethics Course Requirement (3 sem. hrs.)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs.)

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

Core Requirements (27 sem. hrs.)

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

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

- ECON 335 - Global Political Economy **or**
- GLST 335 - Global Political Economy **or**
- POSC 335 - Global Political Economy

- GEOG 101 - Introduction to Geography 3 hours
- GLST 101 - Introduction to Global Studies 3 hours
- GLST 490 - Global Studies Seminar 3 hours

- GLST 399 - Global Studies Internship 1-3 hours **or**
- GLST 499 - Advanced Global Studies Internship 1-3 hours **or**
- a foreign language course beyond the BA requirement (201 or above) **or**
- an approved education abroad experience

- HIST 112 - Making the Modern World 3 hours
- POSC 250 - Comparative Politics 3 hours

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

Electives (24 sem. hrs.)

Students are required to take at least three courses from each of the two emphasis areas (18 hrs). The remaining six hours is to be chosen from among the rest, in consultation with advisor. At least 18 hours must be 300 or above. An additional three hours of language, GLST 399 or 499, or an Educational Abroad course beyond the Cross-Cultural Experience requirement in the core, may also be used to fulfill this requirement.

Global Issues and Institutions Emphasis

- ANTH 336 - Gender and Globalization 3 hours **or**
- SOCI 336 - Gender and Globalization 3 hours **or**
- WMST 336 - Gender and Globalization 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

- CISS 390 - Global Information Systems Management 3 hours

- CJAD 370 - Dynamics of Terrorism 3 hours **or**
- POSC 370 - Dynamics of Terrorism 3 hours

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

- GLST 327 - International Human Rights 3 hours **or**

- POSC 327 - International Human Rights 3 hours

- GLST 325 - Conflict, War and Peace 3 hours **or**
- POSC 325 - Conflict, War and Peace 3 hours

- HIST 300W - The World since 1945 3 hours
- MGMT 338 - International Business 3 hours
- MGMT 348 - International Business Law 3 hours
- POSC 292 - International Relations 3 hours
- POSC 321 - Politics of Developing Nations 3 hours
- POSC 326 - International Law and Organizations 3 hours
- POSC 360 - U.S. Foreign Policy 3 hours

Cross-Cultural Explorations Emphasis

- ARTS 112 - Art and Ideas II 3 hours

- ANTH 319W - The Modern Middle East 3 hours **or**
- HIST 319W - The Modern Middle East 3 hours

- ANTH 341W - Religion and Society 3 hours **or**
- SOCI 341W - Religion and Society 3 hours

- COMM 303W - Intercultural Communication 3 hours
- ENGL 264W - World Literature II 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 314W - Modern China 3 hours
- HIST 316W - Modern Japan 3 hours
- HIST 322W - Women and Gender in World History 3 hours
- HIST 330W - The Struggle for Modern Europe 3 hours
- HIST 359W - History of the British Empire 3 hours
- HIST 382W - Christianity in the Modern World 3 hours
- HIST 392W - Modern Russia 3 hours
- LACS 305 - Indigenous Resistance in Latin America 3 hours
- LACS 307 - Contemporary Latin American Art: Towards the Now 3 hours
- MGMT 315 - Comparative Healthcare Systems 3 hours
- MUSI 220W - Exploring the Music of World Cultures 3 hours

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

- POSC 331 - European Politics 3 hours
- SOCI 401W - The City 3 hours

Total: 120 (sem. hrs.)

Political Science, BA

The Bachelor of Arts in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A degree in Political Science can lead to careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields. Because of its immediacy, breadth, blend of quantitative and qualitative skill development and focus on effective communication, Political Science is highly ranked as a major that delivers the top ten skills employers seek in college graduates.

Program Learning Outcomes:

1. Identifies and explains key characteristics, and central issues in American political behavior and institutions.
2. Identifies and explains key characteristics of political institutions and behavior from a comparative and international perspective.

3. Conduct research that contains a coherent thesis and arguments, evaluates information from multiple sources and is clearly expressed according to the best practices of the discipline.
4. Identify and make use of methods appropriate to the discipline.

Program CIP: 45.1001 - Political Science and Government, General.

Program SOC: 19-3094 - Political Scientists

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Political Science Core Requirements (21 sem. hrs)

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

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

- POSC 111 - American National Government 3 hours
- POSC 250 - Comparative Politics 3 hours
- POSC 292 - International Relations 3 hours

- POSC 395 - Political Science and Public Administration Research Methods 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3 hours

- PHIL 200 - Introduction to Political Philosophy 3 hours **or**
- POSC 200 - Introduction to Political Philosophy 3 hours

- POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours **or**
- PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours

Political Science Electives (27 sem. hrs)

Any course with the POSC prefix at the 200 level or higher may be used to fulfill major electives. However, students must take a minimum of twelve hours from each of the following two emphases. A maximum of six hours may be taken as POSC 399 - Political Science Internship 1-3 hours.

American Politics Emphasis

- POSC 215 - State and Local Government 3 hours

- PHIL 280 - American Political and Social Thought 3 hours **or**
- POSC 280 - American Political and Social Thought 3 hours

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

- ENVS 312 - Environmental Politics 3 hours **or**
- POSC 312 - Environmental Politics 3 hours

- MGMT 314 - American Public Policy 3 hours **or**
- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- POSC 330 - Media and Politics 3 hours
- POSC 332 - The American Presidency 3 hours
- POSC 340 - The American Justice System 3 hours
- POSC 350 - Congressional Politics 3 hours
- POSC 361 - American Political Parties 3 hours
- POSC 440W - Constitutional Law 3 hours

International Studies Emphasis

- POSC 321 - Politics of Developing Nations 3 hours

- GLST 325 - Conflict, War and Peace 3 hours **or**
- POSC 325 - Conflict, War and Peace 3 hours

- POSC 326 - International Law and Organizations 3 hours

- GLST 327 - International Human Rights 3 hours **or**
- POSC 327 - International Human Rights 3 hours

- POSC 331 - European Politics 3 hours

- ECON 335 - Global Political Economy 3 hours **or**
- GLST 335 - Global Political Economy 3 hours **or**
- POSC 335 - Global Political Economy 3 hours

- POSC 353 - Asian Politics 3 hours
- POSC 360 - U.S. Foreign Policy 3 hours

- CJAD 370 - Dynamics of Terrorism 3 hours **or**
- POSC 370 - Dynamics of Terrorism 3 hours

Other Electives (24-27 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

Students are encouraged to use elective credits to obtain a minor in a related academic field.

POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours is the culminating experience course for all students receiving the Bachelor of Arts in Political Science.

Psychology, BA

Psychology is the science that endeavors to achieve the goals of observation, description, understanding, prediction and control of behavior and psychological processes. Topical areas of inquiry include: human development, personality theory, neuroscience, learning, memory and cognition, emotion, sensation and perception, interpersonal relationships, personal adjustment, abnormal behavior and psychotherapy. Theoretical perspectives most emphasized over the course of studies include: Neuroscience, cognitive science, behavioral and social learning theories, humanist-existential, post-structural and psychodynamic theories.

Because scientific knowledge of behavior and psychological processes are important to all fields of study, persons majoring in areas other than psychology should enroll in selected courses of interest. For the same reason, choosing psychology as a minor also is encouraged. Students majoring in psychology may work with their advisor to select a guided program of study. An applied program is designed to prepare those who plan to seek employment in community agencies in either the private or public sector immediately following graduation with the bachelor degree. Academic studies programs prepare students to pursue studies in psychology at the graduate school level in either practical (i.e., clinical, school, counseling) or experimental (i.e., neuroscience, developmental, social, cognitive) specializations. Psychology majors are expected to understand scientific methods, conduct research, write scholarly research reports in APA style, and present their research findings to peers.

Program Learning Outcomes:

1. Knowledge Base in Psychology - Students will be able to recall content in any given area of psychology.
2. Scientific Thinking - Students will be able to critically examine the empirical work that forms the basis of psychology.
3. Ethical and Social Responsibility - Students will be able to implement ethical reasoning in psychology.
4. Communication - Students will be able to write papers according to disciplinary standards, to work in groups, and to present information to others effectively.
5. Professional Development - Students will be able to demonstrate attributes of an effective, goal-driven student.

Program CIP: 42.0101 - Psychology, General.

Program SOC: 19-3039 - Psychologists, All Other

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Psychology Core Requirements (18 sem. hrs)

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

- PSYC 101 - General Psychology 3 hours

- PSYC 275W - Introduction to Social Science Writing 3 hours **or**
- SOCI 275W - Introduction to Social Science Writing 3 hours

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

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

- PSYC 381 - History and Systems of Psychology 3 hours
- PSYC 495W - Integrative Psychology 3 hours

Psychology Electives (33 sem. hrs)

Complete 33 hours in elective Psychology courses.

Foundational Courses (21 sem. hrs minimum)

All majors must complete at least 21 credit hours of foundational courses, including at least one course from the Biological and Behavioral Processes group, and at least one course from the Social and Developmental Processes group.

Biological and Behavioral Processes

- BIOL 371 - Neuroscience 3 hours **or**
- PSYC 371 - Neuroscience 3 hours

- PSYC 220 - Cognitive Psychology 3 hours

- BIOL 372 - Sensation and Perception 3 hours **or**
- PSYC 372 - Sensation and Perception 3 hours

Social and Developmental Processes

- PSYC 235 - Social Psychology 3 hours **or**
- SOCI 235 - Social Psychology 3 hours

- PSYC 304 - Personality Theory 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours

Additional Foundational Courses

- PSYC 250 - Psychological Disorders 3 hours
- PSYC 399 - Psychology Internship 1-3 hours
- PSYC 410 - Learning Theories 3 hours
- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours
- PSYC 499 - Advanced Psychology Internship 1-3 hours
- PSYC 233 - Topics 1-3 hours
- PSYC 333 - Topics 3 hours
- PSYC 355 - Directed Study
- PSYC 356 - Directed Study
- PSYC 433 - Topics 1-3 hours
- PSYC 455 - Directed Study 3 hours
- PSYC 456 - Directed Study 3 hours

Additional Electives (12 sem. hrs)

Twelve additional hours in psychology are chosen by the student with the approval of a Psychology advisor. Psychology electives should be selected on the basis of career interests.

Sport Psychology Emphasis (Optional) (33 sem. hrs)

33 hours of Sport Psychology Emphasis coursework can be used in place of the Psychology Electives above. The 21 hours below; plus 12 additional hours in psychology courses chosen by the student and approved by an advisor.

- PSYC 280 - Psychology of Sport 3 hours

- PSYC 235 - Social Psychology 3 hours **or**
- SOCI 235 - Social Psychology 3 hours

- PSYC 371 - Neuroscience 3 hours **or**
- BIOL 371 - Neuroscience 3 hours

- PSYC 399 - Psychology Internship 1-3 hours
  (3 hour internship must be taken to fulfill emphasis requirements)
- PSYC 220 - Cognitive Psychology 3 hours
- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Additional Electives (12 sem. hrs)

Twelve additional hours in psychology are chosen by the student with the approval of an advisor. Psychology electives should be selected on the basis of career interests.

Electives (21-24 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

Culminating Evaluative Experiences: all students must complete PSYC 495 - Integrative Psychology 3 hours with a grade of C or higher and also a comprehensive exit interview.

Sociology, BA

Sociology is a social science involving the study of the social lives of people, groups, and societies. It is the study of our behavior as social beings, covering everything from the analysis of short contacts between anonymous individuals on the street to the study of global social processes. Sociology is the scientific study of how our lives are shaped by social institutions, such as family, schools, religious institutions, mass media, government, etc. It includes the analysis of social issues and problems such as poverty, crime, deviance, racism, sexism, homophobia, as well as the analysis of social change, e.g. through policy, social movements, cultural phenomena, technological innovations, or new ideas and values.

A Bachelor's degree in Sociology prepares students to pursue graduate study in sociology and in other related areas such as business, law, public policy, urban planning, and social work. It also develops valuable skills in data analysis, social trend research, program evaluation and organizational management that are highly marketable for entry positions and occupational advancement in business, government agencies, and non-profit organizations. Sociology graduates enter a wide range of fields, from teaching to advocacy.

Program Learning Outcomes:

1. Students will evaluate evidence and think critically and analytically about the relationship between individual and society.
2. Students will express the sociological perspective on human behavior.
3. Students will identify the main research methodologies used by sociologists, and describe the strengths and weaknesses of the various sociological methodologies.
4. Students will discuss the key theoretical perspectives within sociology.
5. Students will construct a plan of research, including empirical observation, statistical analyses of quantitative data and/or analysis of qualitative data.

Program CIP: 45.1101 - Sociology, General.

Program SOC: 19-3041 - Sociologists

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (18 sem. hrs)

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

- SOCI 111 - General Sociology 3 hours

- SOCI 275W - Introduction to Social Science Writing 3 hours **or**
- PSYC 275W - Introduction to Social Science Writing 3 hours

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

- SOCI 480 - Social Theory 3 hours
- SOCI 495 - Integrative Seminar 3 hours

Culture and Globalization Emphasis (6 sem. hrs)

A minimum of two courses in each area of emphasis, of which one must be upper-level.

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

- SOCI 230 - Sports and Society 3 hours

- ANTH 341W - Religion and Society 3 hours **or**
- SOCI 341W - Religion and Society 3 hours

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

- SOCI 380 - Mass Media and Society 3 hours

- ANTH 381 - Music and Society 3 hours **or**
- SOCI 381 - Music and Society 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

Crime and Social Inequality Emphasis (6 sem. hrs)

A minimum of two courses in each area of emphasis, of which one must be upper-level

- HUMS 240 - Social Policy and Advocacy 3 hours
- SOCI 101 - Social Justice 3 hours
- SOCI 216 - American Social Problems 3 hours
- SOCI 218 - Social Deviance 3 hours
- SOCI 321 - Criminology 3 hours
- SOCI 331 - Juvenile Delinquency 3 hours
- SOCI 401W - The City 3 hours
- SOCI 421 - Class, Status, and Power 3 hours

Gender and Identity Emphasis (6 sem. hrs)

A minimum of two courses in each area of emphasis, of which one must be upper-level.

- SOCI 210 - The Sociology of Gender 3 hours **or**
- WMST 210 - The Sociology of Gender 3 hours

- SOCI 310 - Women and Society 3 hours **or**
- WMST 310 - Women and Society 3 hours

- SOCI 336 - Gender and Globalization 3 hours **or**
- ANTH 336 - Gender and Globalization 3 hours **or**
- WMST 336 - Gender and Globalization 3 hours

- HUMS 375 - Disabilities 3 hours
- SOCI 385 - Human Sexuality 3 hours **or**
- PSYC 385 - Human Sexuality 3 hours

- SOCI 388W - Fashion and Society 3 hours **or**

- WMST 388W - Fashion and Society 3 hours

Electives (36 sem. hrs)

Total: 120 (sem. hrs)

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

African American Studies

African American Studies is an interdisciplinary field of study with a focus on the lives of African American people and people of the African diaspora, living in the United States. This minor would focus on social institutions, identities, movements, resistance and the interplay between these elements. The minor will make students familiar with the various ways in which African American people in the United States have contributed to shaping the country.

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

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

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

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

Required (9 sem. hrs)

- AFAM 101 - Introduction to African American Studies 3 hours

- ANTH 270 - Diversity and Society 3 hours **or**
- SOCI 270 - Diversity and Society 3 hours

- HIST 374W - African American History 3 hours

Electives (9 sem. hrs)

Choose nine hours from the following:

- AMST 375 - Social Movements 3 hours **or**
- SOCI 375 - Social Movements 3 hours

- ENGL 372W - African American Literature 3 hours
- HUMS 240 - Social Policy and Advocacy 3 hours
- POSC 280 - American Political and Social Thought 3 hours
- SOCI 355 - Directed Study 1-3 hours

Total Semester Hours: 18

Anthropology

Anthropology explores the diversity of human cultures across space and time. All human societies have some forms of religion, family units, or ways to produce and exchange goods, to name only a few topics. Yet these shared human experiences are practiced and understood in very different ways. Anthropology explores these similarities and differences in how humans live and make sense of their lives and the world. By completing a minor in anthropology, students will develop qualitative data collection and writing skills and examine social and cultural processes and issues in a wide range of cultures and societies.

Minors

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

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

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

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

Specific Requirements

Complete 18 hours from the following courses:

Required Courses (9 sem. hrs)

- ANTH 112 - General Anthropology 3 hours **or**
- SOCI 112 - General Anthropology 3 hours

- ANTH 212 - Cultures in the World 3 hours

- ANTH 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

Electives (9 sem. hrs)

From the following courses:

- ANTH 336 - Gender and Globalization 3 hours **or**
- SOCI 336 - Gender and Globalization 3 hours **or**
- WMST 336 - Gender and Globalization 3 hours

- ANTH 341W - Religion and Society 3 hours **or**
- SOCI 341W - Religion and Society 3 hours

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

- ANTH 381 - Music and Society 3 hours **or**
- SOCI 381 - Music and Society 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**

- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

One of the electives may be selected from the following history courses:

- HIST 304W - History of Latin America 3 hours
- HIST 316W - Modern Japan 3 hours

- HIST 319W - The Modern Middle East 3 hours **or**
- ANTH 319W - The Modern Middle East 3 hours

- HIST 372W - Native American History 3 hours

Total Semester Hours: 18

Counseling Psychology

At Columbia College, the counseling minor is designed to provide students with a comprehensive understanding of the principles and practices of counseling and the helping professions. Students completing the minor should have a clear conception of what skills, knowledge, and experiences are necessary for pursuing an advanced degree in the counseling area.

Required Courses (12 sem. hours)

- PSYC 101 - General Psychology 3 hours
  or
- HUMS 105 - Introduction to Human Services and Ethical Practice 3 hours

- PSYC 210 - Helping Skills 3 hours
- PSYC 250 - Psychological Disorders 3 hours

- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours
  or
- HUMS 305 - Advanced Generalist Practice 3 hours

Elective Courses (6 sem. hours)

Criminology

Criminology is the study of the social conditions that shape the crime rates of any given society. A minor in criminology enhances understanding of the factors that contribute to changes in crime rates over time, between different locations, and between different social groups. Students will become familiar with theories of deviance, criminal justice policies, social policies, and also develop qualitative research skills, including face-to-face interviewing.

Minors

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

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

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

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

Specific Requirements

Required Courses

- HUMS 240 - Social Policy and Advocacy 3 hours
- SOCI 216 - American Social Problems 3 hours
- SOCI 218 - Social Deviance 3 hours
- SOCI 321 - Criminology 3 hours

- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours

- SOCI 331 - Juvenile Delinquency 3 hours

Total Semester Hours: 18

Geography

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of geography courses, of which 3 hours may be from one of the following courses:

- GEOL 111 - Applied Geology 4 hours
- ENVS 220 - Introduction to Atmospheric Sciences 3 hours
- GEOG 220 - Introduction to Atmospheric Sciences 3 hours
- ENVS 115 - Introduction to Environmental Science 3 hours
- BIOL 115 - Introduction to Environmental Science 3 hours

Total Semester Hours: 18

Intergenerational Studies

Minors

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

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

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

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

Specific Requirements

Required Courses (18 sem. hrs)

- EDUC 391 - Child Psychology 3 hours **or**
- PSYC 391 - Child Psychology 3 hours

- HUMS 350 - Social Gerontology 3 hours **or**
- SOCI 350 - Social Gerontology 3 hours
- HUMS 240 - Social Policy and Advocacy 3 hours
- HUMS 390 - Child Welfare 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours
- SOCI 111 - General Sociology 3 hours

Three hours from one of the following:

- HUMS 340 - Working with Families 3 hours
- PHIL 460 - Biomedical Ethics 3 hours
- PSYC 395 - Adult Psychology 3 hours
- SOCI 214 - Family 3 hours

Total Semester Hours: 21

International Relations

Understanding international affairs is key preparation for careers with organizations, businesses and public-service agencies that work across borders.

Students study the structure of our international system and the nature of interactions among states, international agencies, non-governmental organizations and other actors. Courses highlight the experiences of people during the beginnings of globalization, wars, mass migrations and more.

In addition to gaining knowledge of international economics, law, and foreign policy, students can choose a region for in-depth study.

Minors

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

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

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

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

Specific Requirements

The minor in International Relations is designed to provide students with a multidisciplinary approach to the understanding of international affairs. The core requirements emphasize the fundamental structural features of the international system and the nature of interactions among actors (states, international organizations, non-governmental organizations, etc.) at the international level. The International Relations

minor will be especially useful to students preparing for careers in public service, international organizations and international business, or preparing for graduate study in the field of International Relations or Political Science. Students preparing for this minor are strongly encouraged to take ECON 293 - Macroeconomics 3 hours and HIST 112 - Making the Modern World 3 hours.

Required Courses (3 sem. hrs)

- POSC 292 - International Relations 3 hours

International Politics (6 sem. hrs)

Choose two courses from the following:

- POSC 250 - Comparative Politics 3 hours
- POSC 321 - Politics of Developing Nations 3 hours

- GLST 325 - Conflict, War and Peace 3 hours **or**
- POSC 325 - Conflict, War and Peace 3 hours

- POSC 326 - International Law and Organizations 3 hours

- GLST 327 - International Human Rights 3 hours **or**
- POSC 327 - International Human Rights 3 hours

- POSC 331 - European Politics 3 hours

- ECON 335 - Global Political Economy 3 hours **or**
- GLST 335 - Global Political Economy 3 hours **or**
- POSC 335 - Global Political Economy 3 hours

- POSC 353 - Asian Politics 3 hours
- POSC 333 - Topics 1-3 hours "Area of Study" *
- POSC 360 - U.S. Foreign Policy 3 hours

Note(s):

* The requirements for this category can also be met with one or more appropriate sections of POSC Topics: in regional area studies. Examples of acceptable courses include Latin American Politics, African Politics, Middle Eastern Politics, etc.

Electives (9 sem. hrs)

Up to three semester hours of foreign language or Culture and Society credit, can be applied toward the electives requirement. Up to three hours of coursework on an Education Abroad experience can be applied to minor electives. Students may count a maximum of 6 semester hours for both their major and their minor.

- ANTH 319W - The Modern Middle East 3 hours **or**
- HIST 319W - The Modern Middle East 3 hours

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

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

- ENGL 264W - World Literature II 3 hours
- HIST 304W - History of Latin America 3 hours
- HIST 314W - Modern China 3 hours
- HIST 316W - Modern Japan 3 hours
- HIST 330W - The Struggle for Modern Europe 3 hours
- HIST 358W - Modern Britain: Empire and After 3 hours
- HIST 392W - Modern Russia 3 hours
- MGMT 338 - International Business 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MKTG 410 - Global Marketing 3 hours

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

- POSC 370 - Dynamics of Terrorism 3 hours **or**
- CJAD 370 - Dynamics of Terrorism 3 hours

- POSC 333 - Topics: Model United Nations 2 hours

Total Semester Hours: 18

Political Science

The minor in Political Science offers students the opportunity to examine government from theoretical and practical perspectives. As a discipline, Political Science is concerned with theoretical issues such as democracy, justice and equality, and also with such practical issues as the constitutional structure of governments and the relations between branches and levels of government. Political Science also cultivates an understanding of governmental systems in other areas of the world, the manner in which nations interact, and various modes of citizen participation.

Students are exposed to these concepts in the classroom and by enrolling in governmentally related internships. Other learning experiences are also available, including participation in the Columbia College Mock Trial Team and Model United Nations Team.

A minor in Political Science can support careers in government, international affairs, journalism, politics, public relations, graduate study in law, public administration, political science and other academic fields.

Minors

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

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

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

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

Specific Requirements

- POSC 111 - American National Government 3 hours
- POSC 292 - International Relations 3 hours
- 12 additional hours of Political Science coursework above the 100 - level

Total Semester Hours: 18

Psychology

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of coursework with a PSYC field code.

Total Semester Hours: 18

Sociology

Minors

A **minor** is defined as a course of study of at least 18 semester hours outside the student's major. Academic minors may be earned in disciplines as specified by the department

faculty. Requirements are a grade point average of 2.0 or higher for 18 or more semester hours.

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

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

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

Specific Requirements

Complete 18 hours of coursework with a SOCI field code.

Total Semester Hours: 18

Sport Psychology

Minors

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

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

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

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

enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Required Courses (12 sem. hrs)

- PSYC 101 - General Psychology 3 hours
- PSYC 280 - Psychology of Sport 3 hours
- SOCI 230 - Sports and Society 3 hours
- BIOL 108 - Human Biology 3 hours

Elective Courses (6 sem. hrs)

Choose 2 courses from the following:

- PSYC 304 - Personality Theory 3 hours
- PSYC 330 - Lifespan Developmental Psychology 3 hours

- PSYC 372 - Sensation and Perception 3 hours **or**
- BIOL 372 - Sensation and Perception 3 hours

- PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Total Semester Hours: 18

Women's Studies

Minors

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

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

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

In some curricular areas, the College offers courses totaling fewer than 18 semester hours. In these areas, students may earn additional semester hours through transfer credit so the

total semester hours earned meets the required number of hours (see Evaluation of Credit and Testing). Main Campus Day students can participate in cooperative cross-enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Specific Requirements

Required Courses (9 sem. hrs)

Students must take the following three courses in order to fulfill the Women's Studies minor. Students pursuing a Women's Studies minor are strongly encouraged to take SOCI 111 - General Sociology 3 hours.

- WMST 210 - The Sociology of Gender 3 hours **or**
- SOCI 210 - The Sociology of Gender 3 hours

- WMST 336 - Gender and Globalization 3 hours **or**
- ANTH 336 - Gender and Globalization 3 hours **or**
- SOCI 336 - Gender and Globalization 3 hours

- PSYC 385 - Human Sexuality 3 hours **or**
- SOCI 385 - Human Sexuality 3 hours

Electives (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses.

- SOCI 214 - Family 3 hours

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- SOCI 421 - Class, Status, and Power 3 hours

- WMST 310 - Women and Society 3 hours **or**
- SOCI 310 - Women and Society 3 hours

- WMST 322W - Women and Gender in World History 3 hours **or**
- HIST 322W - Women and Gender in World History 3 hours

- WMST 333 - Topics: "Gender Related" 1 - 3 hours

- WMST 343W - Gender Communication 3 hours **or**
- COMM 343W - Gender Communication 3 hours

- SOCI 388W - Fashion and Society 3 hours **or**
- WMST 388W - Fashion and Society 3 hours

- WMST 373W - Women and Gender in American History 3 hours **or**
- HIST 373W - Women and Gender in American History 3 hours

- WMST 485 - Feminist Theory and Methodology 3 hours **or**
- SOCI 485 - Feminist Theory and Methodology 3 hours

Total Semester Hours: 18

Visual Arts and Music

Visual Arts and Music

Art, BA

The Bachelor of Arts in Art at Columbia College is designed to prepare students for the complex and evolving world of art. Students will receive training in techniques and materials, while gaining a better understanding of the history and criticism of art.

The flexibility in this program allows students to acquire a breadth of experience in various art mediums (including Drawing, Painting, Ceramics, Photography, Graphic Design, Jewelry, and Printmaking), while also exploring any area deeper via electives, a minor, or double major. In our foundation studio art courses, students become familiar with materials, techniques, and the principles of art and design. Upper-level courses are built to strengthen the artist's ability to produce, present, and critique artwork.

In the arts, students learn how to communicate effectively, present complex ideas, work collaboratively, solve problems, and think critically - all characteristics today's employers seek. A Bachelor's degree in Art can lead to careers such as studio artist, arts educator (with K-12 certification), gallerist/curator, creative entrepreneur, potter, illustrator, photographer, commercial artist, muralist, printmaker, digital content manager, and a wealth of other fulfilling professional opportunities.

Program Learning Outcomes:

1. Apply the elements and principles of art and design to create visual information.
2. Demonstrate fundamental studio practice with material usage, technology, safety, and creative methodologies.
3. Demonstrate artistic techniques with knowledge of the traditional and contemporary practices.
4. Choose processes and content to engage in substantive artistic activity.
5. Present their artwork with basic understanding of professional practices and critical analysis of their own work and the work of others.
6. Demonstrate an understanding of vocabulary and termanology relevant in the field.

Program CIP: 50.0701 - Art/Art Studies, General.

Program SOC: 27-1013 - Fine Artists, Including Painters, Sculptors, and Illustrators

General Education Requirements (39-42 semester hours)

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

Ethics Course Requirement (3 semester hours)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 semester hours)

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

A Minimum of 60 Semester Hours in Art

Core Requirements (45 semester hours)

All must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail. Students must maintain a grade point average of at least 2.5 in all ARTS courses.

- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 230 - Painting I 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 496W - Senior Portfolio 3 hours

Select one course from the following:

- ARTS 322 - Figure Drawing 3 hours
- ARTS 313 - Drawing II 3 hours

Select one course from the following:

- ARTS 250 - Creative Photography I 3 hours
- ARTS 255 - Digital Photography 3 hours

Select one course from the following:

- ARTS 216 - Graphic Design I 3 hours
- ARTS 317 - Web Design I 3 hours

Select one course from the following:

- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 332 - Painting II 3 hours

Select one course from the following:

- ARTS 370 - History of Photography 3 hours
- ARTS 403 - Twentieth & Twenty-First Century Art History 3 hours
  Select one course from the following:
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - Revolutions and Restorations: Global art in the 17th and 18th Centuries 3 hours
- ARTS 314 - 19th-Century Art History 3 hours

Art Electives (15 semester hours)

Complete 15 hrs of Upper Level Art coursework of which 9 hrs must be designated as Art Studio. Courses may not apply in the Major Core area.

Other Electives (12-15 semester hours)

Final Evaluation

Completion of a final evaluation by satisfactorily passing ARTS 496W, a course designed to assess the outcomes of the major.

Total: 120 (sem. hrs)

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

Graphic Design, BA

The Bachelor of Arts in Graphic Design at Columbia College is designed to provide you with training in studio techniques, criticism, and the history of graphic design. Design students will learn to think critically, communicate clearly, and creatively solve problems-skills that will allow you to adapt to numerous employment opportunities.

Starting with core foundation courses, you will be introduced to the principles of art & design while learning about materials, tools (like Adobe), and vocabulary. Art history courses, senior portfolio, and upper-level electives will expand your understanding of art/design and its potential. While all design students take the core requirements, each student has flexibility in the upper level elective courses. You will develop a unique and individualistic approach to your own work. You will also gain an appreciation of diverse cultural contexts through gallery exhibitions, visiting artists, and extracurricular activities.

A Bachelor's degree in Graphic Design prepares you for various job opportunities including:

- Graphic Designer
- Product or Packaging Designer
- Publication/Editorial Design
- Communications Coordinator
- Brand Manager
- User Interface / User Experience design
- Web & App Design
- Motion Designer
- Business Owner, aided through Entrepreneurial and/or Marketing courses
- Teaching, through certification in arts education

Program Learning Outcomes:

1. Apply the elements and principles of art and design to create visual information.
2. Demonstrate fundamental studio practice with material usage, technology, safety, and creative methodologies.
3. Demonstrate artistic techniques with knowledge of the traditional and contemporary practices.
4. Choose processes and content to engage in substantive artistic activity.
5. Present their artwork with basic understanding of professional practices and critical analysis of their own work and the work of others.
6. Demonstrate an understanding of vocabulary and termanology relevant in the field.

Program CIP: 50.0409 - Graphic Design.

Program SOC: 27-1024 - Graphic Designers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (51 sem. hrs)

All must be completed with a grade of C or higher. Courses cannot be taken as Pass/Fail (with the exception of ARTS 499). Students must maintain a grade-point average of at least 2.5 in all ARTS courses.

- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 230 - Painting I 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 271 - Ceramics I 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 496W - Senior Portfolio 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours

Select one course from the following:

- ARTS 255 - Digital Photography 3 hours
- ARTS 319 - Digital Media 3 hours

Select one course from the following:

- ARTS 302 - Illustration 3 hours
- ARTS 313 - Drawing II 3 hours
- ARTS 322 - Figure Drawing 3 hours

Select one course from the following:

- ARTS 370 - History of Photography 3 hours
- ARTS 403 - Twentieth & Twenty-First Century Art History 3 hours

Select one course from the following:

- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - Revolutions and Restorations: Global art in the 17th and 18th Centuries 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 406 - American Art History 3 hours

Art Studio Electives (9 sem. hrs)

Candidates must complete 9 upper-level studio electives. Possible electives are:

- ARTS 416 - Graphic Design III 3 hours
- ARTS 417 - Web Design II 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 318 - Corporate Identity 3 hours

Other Electives (12-15 sem. hrs)

Final Evaluation

Completion of a final evaluation by satisfactorily passing ARTS 496W, a course designed to assess the outcomes of the program.

Total: 120 (sem. hrs)

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

Music, BA

Music is one of the most beloved performing arts-and as a major, it's rich with possibilities. All students within the program receive a foundation in musicianship and performance. Beyond that, you choose the path you follow. This could lead you toward music education, business administration, religious studies, film, theater or other areas of interest.

You will gain insights into music history and theory along with exposure to music from other cultures and countries while enhancing your aural skills (including sight singing, ear training, rhythmic reading, dictation and part singing). As a result, you will gain confidence and competence in performing on your own or as part of an ensemble.

Students will be prepared to perform at a professional level, successfully compete in their chosen field, pursue an advanced graduate degree, or begin a career as a producer, conductor, director, arranger, or critic. Students who intend to teach music in schools can earn a minor in education, which will lead to a K-12 Missouri teaching certification.

Program Learning Outcomes:

1. Perform with technical skill requisite for artistic self-expression in at least one major performance medium.
2. Demonstrate keyboard proficiency.
3. Critically analyze chromatic music within a tonal idiom.
4. Read music material at sight and will dictate rhythmic, melodic, and harmonic music materials.
5. Create original and derivative music.
6. Demonstrate a thorough working knowledge of a wide selection of musical literature, the principle eras, genres, and cultural sources.
7. Communicate with authority in novel situations of performance, scholarship, and instruction.
8. Participate in professional associations and organizations for the improvement of music in society.
9. Successfully matriculate to graduate school and/or employment.

Program CIP: 50.0901 - Music, General.

Program SOC: 27-2042 - Musicians and Singers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours **or**
- EDUC 200 - Law and Ethics of Education 3 hours (for students pursuing the K-12 certification minor)

Foreign Language Requirement (6 sem. hrs)

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

Basic Musicianship Requirements (34 sem. hrs.)

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

- MUSI 120 - Music and the Human Experience 3 hours

- MUSI 134 - Music Theory I 3 hours
- MUSI 135 - Aural Skills I 1 hour
- MUSI 220W - Exploring the Music of World Cultures 3 hours
- MUSI 223 - Music History I 3 hours
- MUSI 236 - Music Theory II 3 hours
- MUSI 237 - Aural Skills II 1 hour
- MUSI 323W - Music of the United States 3 hours
- MUSI 326 - Music History II 3 hours
- MUSI 338 - Music Theory III 3 hours
- MUSI 339 - Aural Skills III 1 hour
- MUSI 353 - Basic Conducting 3 hours
- MUSI 440 - Music Theory IV: Arranging and Orchestration 3 hours
- MUSI 441 - Aural Skills IV 1 hour

Ensemble Requirements (8 sem. hrs.)

Vocal/Choral Studies Emphasis

Students must be enrolled in at least one ensemble per semester.

- MUSI 160 - Jane Froman Singers 1 hour **or**
- MUSI 360 - Jane Froman Singers 1 hour
  Students must complete 4 semesters of MUSI 160 or have achieved junior standing to take MUSI 360.

- MUSI 180 - Chamber Choir 1 hour **or**
- MUSI 380 - Chamber Choir 1 hour
  Students must have achieved junior standing to take MUSI 380.

- MUSI 183 - Musical Theater/Opera Workshop 1-3 hours **or**
- MUSI 383 - Opera/Musical Theatre Workshop 1-3 hours
  Students must have achieved junior standing to take MUSI 383.

Piano/Accompanying Studies Emphasis

Students must be enrolled in at least one ensemble per semester.

- MUSI 160 - Jane Froman Singers 1 hour **or**
- MUSI 360 - Jane Froman Singers 1 hour
  Students must complete 4 semesters of MUSI 160 or have achieved junior standing to take MUSI 360.

Applied Music Requirements (12 sem. hrs.)

Students seeking a BA in Music degree must complete 4 semesters each of applied lessons in both piano and voice at the (Piano: MUSI 179, MUSI 279; Voice: MUSI 181, MUSI 282). After the successful completion of 2 semesters of MUSI 279 and MUSI 282, the

student must complete 4 semesters of applied lessons of their choosing at the 300 level or higher.

- MUSI 101 - Music Seminar 0 hours (taken every semester)
- MUSI 179 - Applied Lessons I - Piano 1 hour (taken twice)
- MUSI 181 - Applied Lessons I - Voice 1 hour (taken twice)
- MUSI 279 - Applied Lessons II - Piano 1 hour (taken twice)
- MUSI 282 - Applied Lessons II - Voice 1 hour (taken twice)
  300 level or higher Applied Lessons of Choice (1 hour; taken 4 times)
- MUSI 379 - Applied Lessons III - Piano 1 hour
- MUSI 384 - Applied Lessons III: Voice 1 hour
- MUSI 479 - Applied Lessons IV - Piano 1 hour
- MUSI 484 - Applied Lessons IV - Voice 1 hour

Capstone (1 sem. hrs.)

Students must present a final capstone project within their final year of study. Capstone projects must be approved by the student's advisor. Possible projects include the following: voice recital, piano recital, musicology thesis, recordings and production, and composition of a large work.

- MUSI 490 - Capstone 1 hour

Music Electives (6 sem. hrs.)

Students will be able to choose music electives based on their interests and specialties. Courses can include music classes, ensembles, applied lessons, and recitals

Other Electives (8-11 sem. hrs.)

Total: 120 (sem. hrs)

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

Note (s):

A candidate for the baccalaureate degree with a major in Music must pass MUSI 490 - Capstone (1 credit hour) with a grade of C or higher as a culminating evaluative experience.

Arts, BFA

In the Bachelor of Fine Arts program at Columbia College you will find the tools, space, and inspiration needed to create a strong body of artwork. The BFA is a highly selective degree program intended for students who plan either to pursue a professional career in art or prepare for graduate school. Students have the opportunity to specialize in certain mediums such as Painting, Drawing, Ceramics, Photography, or Graphic Design. Interested students must apply by the fourth week of their junior year once 60 credit hours or more have been completed.

The culmination of the BFA program is a solo exhibition in one of our professional galleries. Upon being accepted into the BFA program, you will start creating, refining, and cultivating your body of work until your final exhibition.

Program Learning Outcomes:

1. Apply the elements and principles of art and design to create visual information.
2. Demonstrate fundamental studio practice with material/tool usage, safety, and creative methodologies.
3. Demonstrate artistic techniques with knowledge of the traditional and contemporary practices.
4. Choose processes and content to engage in substantive artistic activity.
5. Present their artwork with basic understanding of professional practices and critical analysis of their own work and the work of others.
6. Demonstrate an understanding of vocabulary and termanology relevant in the field.

Program CIP: 50.0701 - Art/Art Studies, General.

Program SOC: 27-1013 - Fine Artists, Including Painters, Sculptors, and Illustrators

General Education Requirements (39-42 sem. hrs)

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Declaration of Intention

Interested students will submit a declaration of intention to the art faculty during their first semester of junior year (requirement also applies to transfer students). Then the faculty review the candidate's portfolio and artist statement in order to decide whether they are accepted into the BFA program.

Grade-Point Average

BFA students are required to maintain a grade-point average of at least 3.0 in art courses, both studio and lecture.

Review of Student's Work

Regular portfolio reviews with full faculty take place throughout the candidate's junior and senior year. These are scheduled in advance with the BFA program coordinator.

Graduating Exhibition

In the final review, BFA student's will present their graduating exhibition design (how the work will be presented in the assigned gallery space), a representative and significant quantity of work, and an artist statement. If granted faculty approval, the student will host their graduating exhibition and give an artist talk in the space.

Completion of at least 67-70 semester hours in Art

Students must complete 43 hours of core art courses, 24-27 hours in their emphasis area, and a minimum of 15 hours must be upper level.

Core Requirements:

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail (with the exception of ARTS 399 and ARTS 499: Art/Design Internship). 67-70 semester hours in the following art courses:

- ARTS 111 - Art and Ideas I 3 hours *
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 120 - Drawing I 3 hours
- ARTS 230 - Painting I 3 hours
- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours

- ARTS 271 - Ceramics I 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 495 - BFA Exhibition 1 hour
- ARTS 496W - Senior Portfolio 3 hours

Select one course from the following:

- ARTS 322 - Figure Drawing 3 hours
- ARTS 313 - Drawing II 3 hours

Select one course from the following:

- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 332 - Painting II 3 hours

Select one course from the following:

- ARTS 250 - Creative Photography I 3 hours
- ARTS 255 - Digital Photography 3 hours

Select one course from the following:

- ARTS 216 - Graphic Design I 3 hours
- ARTS 317 - Web Design I 3 hours

Select one course from the following:

- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - Revolutions and Restorations: Global art in the 17th and 18th Centuries 3 hours
- ARTS 314 - 19th-Century Art History 3 hours

Select one course from the following:

- ARTS 370 - History of Photography 3 hours
- ARTS 403 - Twentieth & Twenty-First Century Art History 3 hours

Art Studio Major & Studio Electives

Student must complete 27 elective hours, a minimum of 15 hours must be upper level. These can be in the student's emphasis area.

Emphasis

Students must complete 24-27 hours in their selected emphasis area, a minimum of 15 hours must be upper level courses taken with Columbia College. Students will select one of the approved emphasis areas and complete the specific courses listed under that emphasis. All courses must be completed with a grade of C or higher. Courses in the emphasis cannot be taken Pass/Fail, with the exception of ARTS 499 : Art/Design Internship.

Ceramics Emphasis (24 sem. hrs)

- ARTS 271 - Ceramics I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 375 - Ceramics III 3 hours

- ARTS 400 - Special Problems II 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours

Drawing Emphasis (24 sem. hrs)

- ARTS 230 - Painting I 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 313 - Drawing II 3 hours
- ARTS 323 - Drawing III 3 hours
- ARTS 332 - Painting II 3 hours
- ARTS 425 - Drawing IV 3 hours
- ARTS 465 - Drawing V 3 hours

Graphic Design Emphasis (27 sem. hrs)

- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours (3 hour internship must be taken to fulfill major requirements)

Select one course from the following:

- ARTS 255 - Digital Photography 3 hours
- ARTS 319 - Digital Media 3 hours

Select one course from the following:

- ARTS 318 - Corporate Identity 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 417 - Web Design II 3 hours

Jewelry Emphasis (21 sem.hrs)

- ARTS 292 - Jewelry I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 394 - Jewelry II 3 hours
- ARTS 396 - Jewelry III 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 430 - Jewelry IV 3 hours
- ARTS 489 - Jewelry V 3 hours

Painting Emphasis (24 sem. hrs)

- ARTS 230 - Painting I 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 332 - Painting II 3 hours
- ARTS 334 - Painting III 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 436 - Painting IV 3 hours
- ARTS 466 - Painting V 3 hours

Photography Emphasis (24 sem. hrs)

- ARTS 250 - Creative Photography I 3 hours
- ARTS 319 - Digital Media 3 hours
- ARTS 320 - Photography II 3 hours
- ARTS 353 - Photography III 3 hours
- ARTS 370 - History of Photography 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 454 - Photography IV 3 hours

Other Electives (8-11 sem. hrs)

Students may need to take an additional 8-11 elective hours in order to meet the total 120 credit hour requirement. These do not have to be designated art courses, but we recommend selecting electives that will, in some way, enhance the BFA body of artwork.

Total: 120 (sem. hrs)

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

UI/UX Design Certificate

The 6-month UI/UX Design certificate program at Columbia College is designed to equip students with the fundamental skills and knowledge needed to succeed in the rapidly growing field of user interface (UI) and user experience (UX) design. As technology continues to influence every aspect of our lives, there is a significant demand for skilled UI/UX professionals. In our program, students will learn to follow the design process, empathize with users, integrate usability and accessibility considerations, and create wire frames and prototypes for websites and apps. The curriculum is industry-relevant, offering end-to-end projects and opportunities for real-world experience. This certificate offers

students a pathway to rewarding and profitable career opportunities, whether they are pursuing a career transition, stackable credentials, or a flexible learning/growth opportunity.

Certificate Requirements

Students must complete at least 9 semester hours of the certificate with Columbia College. All classes must be completed with a grade of C or higher.

Required Courses (15 sem. hrs.)

- ARTS 317 - Web Design I 3 hours
- UIUX 218 - Principles of Information Architecture 3 hours
- UIUX 319 - Design Systems and User Interface Patterns 3 hours
- UIUX 320 - Accessibility and Inclusive Design 3 hours
- UIUX 421 - Visual & Interaction Design 3 hours

Electives (1-3 sem. hrs.)

- MKTG 210 - Principles of Marketing 3 hours
- PSYC 101 - General Psychology 3 hours
- UIUX 499 - UI/UX Internship 1-3 hours

Total Semester Hours: 16-18

Art, History

Student's pursuing the Art History minor at Columbia College will gain skills such as critical thinking, writing, empathy, and the analysis of our visual culture. For student's pursuing an Art or Design degree, the Art History minor can ground and deepen your creative practice. For student's pursuing other CC degrees, the Art History minor can provide a visual framework to your cultural awareness and understanding. It pairs well with degrees in history, philosophy, sociology, english, communication studies, business, and even STEM programs!

The minor consists of 18 credit hours, 9 of which are foundations-level and 9 are upper-level. You will have the flexibility to choose upper-level art history courses such as Renaissance, American, 17th & 18th Century, or 20th Century. You may also opt to take a course on the History of Photography.

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of art history courses, including at least 9 semester hours in courses above the 200-level in Art History.

Total Semester Hours: 18

Art, Studio

Minors

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

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

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

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

Specific Requirements

- ARTS 120 - Drawing I 3 hours
- ARTS 140 - 2-D Design 3 hours
- Nine additional semester hours of Studio Art courses.

Note(s):

Studio art courses are those (such as painting, graphic design, photography, printmaking, and ceramics) in which students produce a product. Such courses contrast with, for example, those concerning the history or appreciation of art.

Total Semester Hours: 18

Ceramics

Minors

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

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

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

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

enrollment with the University of Missouri - Columbia and/or Stephens College (see Advising and Registration).

Specific Requirements

Complete 18 hours of Art courses:

- ARTS 271 - Ceramics I 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 375 - Ceramics III 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours

Total Semester Hours: 18

Graphic Design

Student's pursuing the Graphic Design minor will learn how to visually convey messages, clarify complex information, and solve problems through design. Focus is placed on creative and conceptual processes that allow students to design powerful messages working with typography, layout, illustration, color, and more. Additionally, students will become familiar with current design software, vocabulary, and industry trends. The Graphic Design minor pairs well with CC programs such as art, business, marketing, entrepreneurship, communication studies, english, sociology, among others.

The minor consists of 18 credit hours, 12 of which are required courses and 6 are upper-level electives.

Minors

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

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

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

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

Specific Requirements

Required Courses (12 sem. hrs)

- ARTS 140 - 2-D Design 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 319 - Digital Media 3 hours

Electives (6 sem. hrs)

At least two courses selected from the following:

- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 417 - Web Design II 3 hours

Total Semester Hours: 18

Jewelry

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of Art courses to include:

- ARTS 140 - 2-D Design 3 hours
- ARTS 141 - 3-D Design 3 hours
- ARTS 292 - Jewelry I 3 hours
- ARTS 394 - Jewelry II 3 hours
- ARTS 396 - Jewelry III 3 hours
- ARTS 430 - Jewelry IV 3 hours

Total Semester Hours: 18

Music

Minors

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

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

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

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

Specific Requirements

Students who are interested in music have the opportunity to declare it as a minor area of study. The requirements are as follows:

Applied Music (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses. Three of the nine hours must be from Applied Piano lesson or Applied Voice lesson courses.

- MUSI 160 - Jane Froman Singers 1 hour
- MUSI 360 - Jane Froman Singers 1 hour
- MUSI 170 - Show Choir 1 hour
- MUSI 370 - Show Choir 1 hour
- MUSI 180 - Chamber Choir 1 hour
- MUSI 380 - Chamber Choir 1 hour
- MUSI 183 - Musical Theater/Opera Workshop 1-3 hours
- MUSI 383 - Opera/Musical Theatre Workshop 1-3 hours
- MUSI 179 - Applied Lessons I - Piano 1 hour
- MUSI 279 - Applied Lessons II - Piano 1 hour
- MUSI 379 - Applied Lessons III - Piano 1 hour
- MUSI 479 - Applied Lessons IV - Piano 1 hour
- MUSI 181 - Applied Lessons I - Voice 1 hour
- MUSI 282 - Applied Lessons II - Voice 1 hour
- MUSI 384 - Applied Lessons III: Voice 1 hour
- MUSI 484 - Applied Lessons IV - Voice 1 hour

Music Coursework (9 sem. hrs)

Students must take a minimum of nine hours from the following list of courses.

- MUSI 120 - Music and the Human Experience 3 hours
- MUSI 134 - Music Theory I 3 hours
- MUSI 220W - Exploring the Music of World Cultures 3 hours
- MUSI 223 - Music History I 3 hours
- MUSI 236 - Music Theory II 3 hours
- MUSI 323W - Music of the United States 3 hours
- MUSI 326 - Music History II 3 hours

Total Semester Hours: 18

Photography

Minors

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

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

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

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

Specific Requirements

Complete 18 hours of Art courses to include:

- ARTS 250 - Creative Photography I 3 hours
- ARTS 255 - Digital Photography 3 hours
- ARTS 320 - Photography II 3 hours
- ARTS 353 - Photography III 3 hours
- ARTS 454 - Photography IV 3 hours
- ARTS 374 - Video Art 3 hours

Total Semester Hours: 18

School of Public Service

Departments

- Education
- Nursing
- Social Work, Human Services, & Criminal Justice

Education

Education

General Studies for Elementary Education Certification Students, BGS

The Bachelor of General Studies (BGS) with Elementary Education Certification is a specialized BGS degree that includes the requirements for the Elementary Education Certification minor as well as three specific content area minors in Social and Cultural Studies, English/Language Arts, and Math/Science. The specifice content area minors require a minimum GPA of 2.5; the Education Certification minor requires a minimum GPA of 3.0. The Elementary Education Certification minor also requires no grade lower than a C and at least half of the Elementary Education minor courses must be taken with Columbia College. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

General Education Requirements (39-42 sem. hrs)

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

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

Ethics (3 sem. hours)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours
- MGMT 368W - Business Ethics 3 hours
- PHIL 130 - Thinking about Ethics 3 hours
- PHIL 332 - Environmental Ethics 3 hours
- PHIL 460 - Biomedical Ethics 3 hours
- SOCI 101 - Social Justice 3 hours

Elementary Education Certification Minor (78 sem. hours):

A minimum cumulative GPA of 3.0 is required. This minor requires no grade lower than a C. Complete the following courses:

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours
- EDUC 202 - Foundations of Elementary Mathematics 3 hours
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

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

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

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours

Minor Residency Requirement

At least 39 semester hours in the Elementary Education minor must be taken with Columbia College. Of these courses, one must include an observed field experience.

Note(s):

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

Math and Science Content Minor (24-26 sem. hours):

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

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 202 - Foundations of Elementary Mathematics 3 hours
- EDUC 352 - Teaching Science to Elementary Children 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours
- EDUC 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours
- EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours

Complete three hours from the following:

- MATH 110 - Quantitative Reasoning 3 hours **or**
- MATH 150 - College Algebra 3 hours

Complete three credit hours from the following:

- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours

- BIOL 108 - Human Biology 3 hours
- BIOL 110 - Principles of Biology I 3 hours
- BIOL 112 - Principles of Biology II 3 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

- BIOL 221 - Clinical Microbiology 3 hours
- BIOL 223 - Anatomy 3 hours

- BIOL 254 - Genetics 3 hours **or**
- ENVS 254 - Genetics 3 hours

- BIOL 320 - Introduction to Ecology 3 hours **or**
- ENVS 320 - Introduction to Ecology 3 hours

- BIOL 326 - Physiology 3 hours
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 409 - Molecular Biotechniques 5 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- CHEM 108 - Physical Science Survey 3 hours **or**
- PHYS 108 - Physical Science Survey 3 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours
- CHEM 110 - Chemistry I 3 hours
- CHEM 112 - Chemistry II 3 hours

- CHEM 230 - Environmental Toxicology and Chemistry 3 hours **or**
- ENVS 230 - Environmental Toxicology and Chemistry 3 hours

- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 312 - Organic Chemistry II 3 hours
- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 424 - Forensic Chemistry 4 hours
- FRSC 430 - Physical and Chemical Methods in Forensic Science 3 hours
- PHYS 111 - College Physics I 3 hours
- PHYS 112 - College Physics II 3 hours
- GEOL 111 - Applied Geology 4 hours

Complete two hours from one of the following:

- BIOL 108L - Human Biology Laboratory 2 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 112L - Principles of Biology II Laboratory 2 hours

- BIOL 115L - Introduction to Environmental Science Laboratory 2 hours **or**
- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

- BIOL 221L - Clinical Microbiology Laboratory 2 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 254L - Genetics Laboratory 2 hours **or**
- ENVS 254L - Genetics Laboratory 2 hours

- BIOL 326L - Physiology Laboratory 2 hours
- BIOL 345L - Principles of Cell Biology Laboratory 2 hours
- BIOL 420L - Biochemistry Laboratory 2 hours **or**
- CHEM 420L - Biochemistry Laboratory 2 hours

- CHEM 108L - Physical Science Survey Laboratory 2 hours **or**
- PHYS 108L - Physical Science Survey Laboratory 2 hours

- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours
- CHEM 112L - Chemistry II Laboratory 2 hours

- CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours **or**
- ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

- CHEM 310L - Organic Chemistry I Laboratory 2 hours
- CHEM 312L - Organic Chemistry II Laboratory 2 hours
- FRSC 424 - Forensic Chemistry 4 hours
- FRSC 430L - Physical and Chemical Methods in Forensic Science Laboratory 2 hours
- PHYS 111L - Physics I Laboratory 2 hours
- PHYS 112L - Physics II Laboratory 2 hours
  Note: Taking BIOL/CHEM/ENVS 105, GEOL 111, and BIOL 409 in the lecture area also completes this lab requirement.

Social and Cultural Content Minor (33 sem. hours)

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

- EDUC 200 - Law and Ethics of Education 3 hours

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

- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours
- PSYC 101 - General Psychology 3 hours

- ANTH 270 - Diversity and Society 3 hours **or**
- SOCI 270 - Diversity and Society 3 hours

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

English/Language Arts Content Minor (21 sem. hours)

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

- ENGL 133W - First-Year Writing Seminar 3 hours
- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- EDUC 331 - Teaching of Reading 3 hours
- EDUC 337W - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338W - Content Reading and Writing 3 hours
- EDUC 380W - Diagnostic and Corrective Reading 3 hours

Electives (3 sem. hrs)

Total: 120 (sem. hrs)

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

Child Development, BS

The Bachelor of Science in Child Development focuses on the important developmental milestones for children from birth through adolescence, focusing on the family, cultural, peer, school, and community contexts in which children live and grow.

The goal of the Child Development program is to assist students in developing the fundamental knowledge and skills necessary for a career working with children, including teaching, childcare, and community and social services. Coursework includes infant, child, and adolescent development; family and community partnerships; observation and assessment; children's health and safety; and educating young children.

The Bachelor of Science in Child Development reflects the professional standards of the National Association for the Education of the Young Child (NAEYC) as well as the Missouri

Department of Elementary and Secondary Education. The degree is designed to provide much of the coursework required for early childhood and elementary certification in the state of Missouri.

Columbia College offers students the opportunity to complete the Bachelor of Science in Child Development with coursework required for elementary or early childhood certification. Students may choose to complete their certification coursework as an undergraduate or as a Post-Baccalaureate Master of Arts in Teaching student. Post-baccalaureate students who complete the prescribed coursework, including student teaching, will have the option of taking the remaining hours of MAT coursework to complete the Master of Arts in Teaching degree. Students who wish to complete certification post-baccalaureate should speak with their advisor to develop a plan.

Program Learning Outcomes:

1. Explain children's developmental characteristics from birth through adolescence.
2. Support and engage families and communities in children's development and learning.
3. Employ observation, documentation, and assessment to support child development.
4. Apply informed and developmentally effective strategies, approaches, and practices.
5. Investigate ethical standards, professional guidelines, and current policy pertaining to child development.

Program CIP: 19.0706 - Child Development.

Program SOC: 25-2011 - Preschool Teachers, Except Special Education

General Education Requirements (42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- EDNC 200 - Law, Ethics, and Education 3 hours **or**
- EDUC 200 - Law and Ethics of Education 3 hours

Core Requirements (36 sem. hrs)

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

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours **or**
- EDUC 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- CDEV 290 - Infants and Toddlers 3 hours
- CDEV 291 - Early and Middle Childhood 3 hours
- CDEV 312W - Integrated Curriculum for Children 3 hours
- CDEV 314 - Motor Development and Play 3 hours
- CDEV 316 - Engaging Families as Educational Partners 3 hours
- CDEV 318 - Community Partnerships to Support Whole Child Development 3 hours
- CDEV 324 - Observation and Assessment of Young Children 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 392 - Adolescent Psychology 3 hours **or**
- PSYC 392 - Adolescent Psychology 3 hours

- CDEV 495 - Senior Seminar in Child Development 3 hours **or**
- EDUC 425 - Undergraduate Student Teaching 12 hours

Program Electives (without certification) (18 sem. hrs)

- EDNC 200 - Law, Ethics, and Education 3 hours **or**
- EDUC 200 - Law and Ethics of Education 3 hours

- EDUC 202 - Foundations of Elementary Mathematics 3 hours
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 270 - Literature for Children and Adolescents 3 hours
- EDUC 300 - Techniques of Teaching 3 hours
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours *
- EDUC 321 - Teaching Reading and Language Arts to Pre-school Children 3 hours *
- EDUC 322 - Educational Measurement and Assessment 3 hours *
- EDUC 328 - The Early Childhood Educational Environment 3 hours *
- EDUC 331 - Teaching of Reading 3 hours *
- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours *
- EDUC 337W - Teaching Language Arts in Middle and Elementary Schools 3 hours *
- EDUC 352 - Teaching Science to Elementary Children 3 hours *

- EDUC 353 - Administration of Early Childhood Programs 3 hours *
- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours *
- EDUC 355 - Teaching Math and Science to Young Children 3 hours *
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours *
- EDUC 380W - Diagnostic and Corrective Reading 3 hours *

- CDEV 499 - Internship 1-3 hours
- HUMS 340 - Working with Families 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours
- HUMS 390 - Child Welfare 3 hours

- PSYC 235 - Social Psychology 3 hours **or**
- SOCI 235 - Social Psychology 3 hours

- PSYC 260 - Introduction to Applied Psychology 3 hours
- PSYC 270 - Psychology of Emotion 3 hours

- SOCI 210 - The Sociology of Gender 3 hours **or**
- WMST 210 - The Sociology of Gender 3 hours

- SOCI 331 - Juvenile Delinquency 3 hours

**course requires admission to the Teacher Certification Program*

General Electives (24 sem. hrs)

Total Semester Hours: 120

Culminating Evaluative Experiences: all students must complete CDEV 495 or EDUC 425 with a grade of C or higher.

Education Certification

Beacon Program

The Beacon Program is for students who wish to complete a bachelor's degree along with Missouri teacher certification requirements. *Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.*

Students obtain a degree in a content area (such as psychology, English, math, history, etc.) and minor in a certification area such as elementary, middle school (general science,

language arts, mathematics, social studies, speech/theatre), secondary (biology, business, chemistry, English, mathematics, social studies, speech/theatre), art K-12, or music K-12.

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

Majors and minors may not be added to an already earned degree. Those who already hold a bachelor's degree could pursue teacher certification through one of our post-baccalaureate programs or our alternative certification program.

Undergraduate Post-Baccalaureate Certification Program

Only Missouri residents are eligible for this program. Students seeking teacher certification who hold a baccalaureate degree from a regionally accredited college or university may complete certification requirements at the undergraduate level, as detailed in the Undergraduate-Level Teacher Certification (Post-Baccalaureate) Program requirements. See the Graduate Catalog for details on this program.

In addition to Columbia College admission requirements, the state of Missouri requires certain minimum grade point averages (GPAs) in certification content area, and professional education coursework. Official admission to the Teacher Certification Program (TCP) is required after items on the TCP Checklist have been completed. Once admitted to the TCP, students are reviewed on a yearly basis until they complete or withdraw from the program. Areas for review could include GPA, conduct, and student progress in courses and field experiences.

Admission Requirements

The Undergraduate Post-Baccalaureate Certification program is designed for students who already hold a bachelor's degree and wish to pursue teacher certification by taking undergraduate courses. *(This program is offered only in the state of Missouri. Contact the Admissions Office 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 Post-Baccalaureate Certification program must follow the undergraduate admissions procedures as outlined in the undergraduate catalog. Additionally, upon completion of required pre-requisite courses, students must apply for admission to the Teacher Certification Program. Application materials are available on the Education Department website, https://www.ccis.edu/admissions/apply-for-college/undergraduate-admission/education-programs/.

Beacon Art K-12 Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor includes the following specific 51 hours of Professional Education coursework as well as 30 hours of Art content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Art content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Art K-12 Certification Checklist

Content Area Requirements (30 sem. hrs)

Design - Composition (3 hrs minimum)
- ARTS 140 - 2-D Design 3 hours

Drawing (3 hrs minimum)
- ARTS 120 - Drawing I 3 hours

Painting (3 hrs minimum)
- ARTS 230 - Painting I 3 hours

Ceramics (3 hrs minimum)
- ARTS 271 - Ceramics I 3 hours

Sculpture (3 hrs minimum)
- ARTS 141 - 3-D Design 3 hours

Fibers, such as Weaving, Macrame', and Fiber Sculpture (3 hrs minimum)
- ARTS 382 - Fibers 3 hours

Instructional Techniques for Art K-12 (3 hrs minimum)
- EDUC 345 - Teaching Art K-12 3 hours

History, Theory, and Criticism in the Visual Arts (3 hrs minimum)
- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours

Graphics, such as Printmaking, Photography, and Serigraphy (3 hrs minimum)
- ARTS 250 - Creative Photography I 3 hours
- ARTS 255 - Digital Photography 3 hours
- ARTS 262 - Printmaking I 3 hours

Choose 3 hrs of electives from the following:

- ARTS 105 - Art Appreciation 3 hours
- ARTS 111 - Art and Ideas I 3 hours
- ARTS 112 - Art and Ideas II 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 217 - Typography 3 hours
- ARTS 233 - Topics (Occasional offering) 1-3 hours
- ARTS 322 - Figure Drawing 3 hours
- ARTS 250 - Creative Photography I
- ARTS 255 - Digital Photography
- ARTS 292 - Jewelry I 3 hours
- ARTS 300 - Special Problems 3 hours
- ARTS 302 - Illustration 3 hours
- ARTS 306 - Artifact and Text: Mythology in Ancient Art 3 hours
- ARTS 308 - Medieval Art History 3 hours
- ARTS 310 - Renaissance Art History 3 hours
- ARTS 312 - Revolutions and Restorations: Global art in the 17th and 18th Centuries 3 hours
- ARTS 313 - Drawing II 3 hours
- ARTS 314 - 19th-Century Art History 3 hours
- ARTS 316 - Graphic Design II 3 hours
- ARTS 317 - Web Design I 3 hours
- ARTS 318 - Corporate Identity 3 hours
- ARTS 319 - Digital Media 3 hours
- ARTS 320 - Photography II 3 hours
- ARTS 323 - Drawing III 3 hours
- ARTS 332 - Painting II 3 hours
- ARTS 334 - Painting III 3 hours
- ARTS 353 - Photography III 3 hours
- ARTS 364 - Printmaking II 3 hours
- ARTS 366 - Printmaking III 3 hours
- ARTS 370 - History of Photography 3 hours
- ARTS 373 - Ceramics II 3 hours
- ARTS 374 - Video Art 3 hours
- ARTS 375 - Ceramics III 3 hours
- ARTS 394 - Jewelry II 3 hours
- ARTS 396 - Jewelry III 3 hours
- ARTS 399 - Art/Design Internship 1-3 hours
- ARTS 400 - Special Problems II 3 hours
- ARTS 403 - Twentieth & Twenty-First Century Art History 3 hours
- ARTS 406 - American Art History 3 hours
- ARTS 416 - Graphic Design III 3 hours
- ARTS 417 - Web Design II 3 hours
- ARTS 425 - Drawing IV 3 hours
- ARTS 430 - Jewelry IV 3 hours
- ARTS 433 - Topics 1-3 hours
- ARTS 435 - Printmaking IV 3 hours
- ARTS 436 - Painting IV 3 hours

- ARTS 440 - Advanced Figure Drawing 3 hours
- ARTS 454 - Photography IV 3 hours
- ARTS 465 - Drawing V 3 hours
- ARTS 466 - Painting V 3 hours
- ARTS 476 - Ceramics IV 3 hours
- ARTS 480 - Ceramics V 3 hours
- ARTS 490 - Ceramics VI 3 hours
- ARTS 496W - Senior Portfolio 3 hours
- ARTS 499 - Advanced Art/Design Internship 1-3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 345 - Teaching Art K-12 3 hours [1]
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 87

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Early Childhood Certification Minor

Fifty-four semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270, CDEV 106/EDUC 106, CDEV 290, CDEV 291, CDEV 312, CDEV 314, CDEV 316, CDEV 318, CDEV 324, and CDEV 335. Minor is restricted to the following specific 84 hours of coursework. Students must complete at least half (42 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than C in Professional Education. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Early Childhood Certification Checklist

Professional Education Coursework (87 sem. hrs)

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours
- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours

- ANTH 270 - Diversity and Society 3 hours **or**
- SOCI 270 - Diversity and Society 3 hours

- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- CDEV 290 - Infants and Toddlers 3 hours
- CDEV 291 - Early and Middle Childhood 3 hours
- EDUC 300 - Techniques of Teaching 3 hours
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours
- CDEV 312W - Integrated Curriculum for Children 3 hours
- CDEV 314 - Motor Development and Play 3 hours
- CDEV 316 - Engaging Families as Educational Partners 3 hours
- CDEV 318 - Community Partnerships to Support Whole Child Development 3 hours
- EDUC 321 - Teaching Reading and Language Arts to Pre-school Children 3 hours
- CDEV 324 - Observation and Assessment of Young Children 3 hours

- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours
- EDUC 328 - The Early Childhood Educational Environment 3 hours
- EDUC 331 - Teaching of Reading 3 hours
- EDUC 353 - Administration of Early Childhood Programs 3 hours
- EDUC 355 - Teaching Math and Science to Young Children 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours
- EDUC 392 - Adolescent Psychology 3 hours
- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours

Total Semester Hours: 87

Beacon Elementary Education Certification Minor

Sixty-six semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270, CDEV 106, and CDEV 335. Minor is restricted to the following specific 75 hours of coursework. Students must complete at least half (38 hours) of the Education coursework through Columbia College and maintain a 3.0 GPA with no grade lower than a C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Elementary Education Certification Checklist

Education Coursework (78 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- CDEV 106 - Child Health, Nutrition, and Safety 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours [3]

- EDUC 202 - Foundations of Elementary Mathematics 3 hours
- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 280 - Language Acquisition and Emergent Literacy 3 hours
- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 331 - Teaching of Reading 3 hours [1]

- CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours

- EDUC 337W - Teaching Language Arts in Middle and Elementary Schools 3 hours
- EDUC 338W - Content Reading and Writing 3 hours *1*
- EDUC 352 - Teaching Science to Elementary Children 3 hours
- EDUC 354 - Teaching Social Studies to Elementary Children 3 hours
- EDUC 358 - Teaching Mathematics in the Elementary School 3 hours [1]
- EDUC 380W - Diagnostic and Corrective Reading 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Note(s):

[1] Includes Field Experience
[2] Must be taken within first 9 hours of EDUC classes
[3] Meets college Ethics requirement
[4] Must receive a grade of B or higher for certification

Total Semester Hours: 78

Beacon Middle School General Science Certification Minor

Fifty-onesemester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor includes the following specific 54 hours of Professional Education coursework as well as 24-25 hours of General Science content courses. Students must complete at least half (27 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in General Science content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete

their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Middle School (5-9) General Science Certification Checklist

Content Area Requirements (24 sem. hrs, minimum)

- ASTR 108 - Introduction to Astronomy 3 hours
- BIOL 110 - Principles of Biology I 3 hours

- CHEM 108 - Physical Science Survey 3 hours **or**
- PHYS 108 - Physical Science Survey 3 hours

- ENVS 115 - Introduction to Environmental Science 3 hours
- GEOL 111 - Applied Geology 4 hours

Choose 3 hrs from the following:

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours
- CHEM 110 - Chemistry I 3 hours

Choose 3 hrs from the following:

- HIST 303W - Science, Technology, and Humanity: A History 3 hours

- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours

- PHYS 111 - College Physics I 3 hours

Professional Education Requirements (60 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]

- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 338W - Content Reading and Writing 3 hours
- EDUC 365 - Teaching Middle and Secondary Science 3 hours [1]
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 84

Note(s):

[1] **Includes Field Experience**
[2] *Must be taken within first 9 hrs of EDUC classes*
[3] *Meets college Ethics requirement*
[4] *Must receive a "B" or higher for certification*

Beacon Middle School Language Arts Certification Minor

Fifty-one semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor includes the following specific 54 hours of Professional Education coursework as well as 24 hours of Language Arts content courses. Students must complete at least half (27 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Language Arts content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Middle School (5-9) Language Arts Certification Checklist

Content Area Requirements (24 sem. hrs, minimum)

- COMM 203 - Human Communication 3 hours
- EDUC 270 - Literature for Children and Adolescents 3 hours
- ENGL 207W - Introduction to Creative Writing 3 hours
- ENGL 311 - Descriptive Grammar of the English Language 3 hours

- ENGL 133W - First-Year Writing Seminar 3 hours
- ENGL 210W - Introduction to Fiction 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 351W - Readings in Shakespeare 3 hours
- ENGL 352W - Dickinson and Whitman 3 hours
- ENGL 353W - Milton 3 hours
- ENGL 354W - Jane Austen 3 hours
- ENGL 360 - Readings in Fiction 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 363W - Contemporary American Poetry 3 hours
- ENGL 364W - History of Drama: Staging the Family 3 hours
- ENGL 370 - Major Literary Periods 3 hours
- ENGL 372W - African American Literature 3 hours
- ENGL 373W - British Romanticism 3 hours
- ENGL 374W - British Victorian Literature 3 hours
- ENGL 375W - Medieval Romance 3 hours
- ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours

Professional Education Requirements (60 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 338W - Content Reading and Writing 3 hours
- EDUC 367 - Teaching Middle School and Secondary English 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 84

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Middle School Mathematics Certification Minor

Fifty-one semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor includes the following specific 54 hours of Professional Education coursework as well as 26 hours of Math content courses. Students must complete at least half (27 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Math content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Middle School (5-9) Mathematics Certification Checklist

Content Area Requirements (26 sem. hrs)

- EDUC 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours
- EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours
- EDUC 202 - Foundations of Elementary Mathematics 3 hours
- MATH 150 - College Algebra 3 hours
- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 250 - Statistics I 3 hours

Choose 6 hrs from the following:

- MATH 110 - Quantitative Reasoning 3 hours
- MATH 180 - Precalculus 3 hours
- MATH 215 - Differential Calculus 3 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours
- MATH 225 - Discrete Mathematics I 3 hours
- MATH 226 - Integral Calculus I 3 hours
- MATH 235 - Integral Calculus II 3 hours
- MATH 251 - Statistics II 3 hours
- MATH 300 - Multivariate Calculus 3 hours
- MATH 303 - Linear Algebra 3 hours
- MATH 304 - Introduction to Abstract Algebra 3 hours
- MATH 305 - Number Theory 3 hours
- MATH 325 - Discrete Mathematics II 3 hours
- MATH 330 - History of Mathematics 3 hours
- MATH 331 - Foundations of Geometry 3 hours
- MATH 338 - Mathematical Statistics and Probability 3 hours
- MATH 340 - Introduction to Probability Theory 3 hours

- MATH 362 - *Introduction to Automata Theory, Languages and Computation 3 hours **or**
- COSC 362 - *Introduction to Automata Theory, Languages and Computation 3 hours

- MATH 370 - Differential Equations 3 hours
- MATH 371 - Introduction to Complex Variables 3 hours
- MATH 380 - Advanced Calculus 3 hours
- MATH 399 - Math Teaching Internship 1-6 hours

- MATH 451 - Introduction to Cryptography and Computer Security 3 hours **or**
- COSC 451 - Introduction to Cryptography and Computer Security 3 hours
- MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours
- MATH 494 - Senior Seminar in Mathematics 3 hours

Professional Education Requirements (60 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]

- EDUC 322 - Educational Measurement and Assessment 3 hours **or**
- EDNC 322 - Educational Measurement and Assessment 3 hours

- EDUC 326 - Middle School Methods 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 86

Note(s):

[1]Includes Field Experience

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Middle School Social Science Certification Minor

Fifty-one semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor includes the following specific 54 hours of Professional Education coursework as well as 27 hours of Social Science content courses. Students must complete at least half (7 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Social Science content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Middle School (5-9) Social Studies Certification Checklist

Content Area Requirements (27 sem. hrs)

- GEOG 101 - Introduction to Geography 3 hours

- ANTH 112 - General Anthropology 3 hours **or**
- SOCI 112 - General Anthropology 3 hours

- ECON 293 - Macroeconomics 3 hours **or**
- ECON 294 - Microeconomics 3 hours

- HIST 111 - Ancient Worlds: A Global Story 3 hours
- HIST 112 - Making the Modern World 3 hours
- HIST 121 - American History to 1877 3 hours
- HIST 122 - American History Since 1877 3 hours
- POSC 111 - American National Government 3 hours

Choose 3 hrs from the following:

- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 352W - American Environmental History 3 hours
- HIST 353W - Missouri History 3 hours (Recommended)
- HIST 362W - History of the American West 3 hours
- HIST 370W - American Military History 3 hours

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

- HIST 372W - Native American History 3 hours
- HIST 373W - Women and Gender in American History 3 hours
- HIST 374W - African American History 3 hours

Professional Education Requirements (60 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 326 - Middle School Methods 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 362 - Teaching Middle and Secondary Social Studies 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours
- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 87

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Music K-12 Certification Minor

Fifty-one semester hours of courses with an EDUC field code, plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 54 hours of Professional Education coursework as well as 45 hours of Music content courses. Students must complete at least half (27 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Music content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Music K-12 Certification Checklist

Content Area Requirements (45 sem. hrs)

Choose 15 hrs (Music Theory, History, and Choral Arranging) from the following:

- MUSI 223 - Music History I 3 hours
- MUSI 326 - Music History II 3 hours
- MUSI 338 - Music Theory III 3 hours
- MUSI 440 - Music Theory IV: Arranging and Orchestration 3 hours

Piano (or proficiency) and Applied Voice (9 hrs minimum):

Choose 3 hours from the following:

- MUSI 171 - Applied Lessons I - Piano for the non-Music Major 1 hour **or**
- MUSI 179 - Applied Lessons I - Piano 1 hour

- MUSI 172 - Applied Lessons Piano 1 hour
- MUSI 273 - Applied Lessons II - Piano for the non-Music Major 1 hours **or**
- MUSI 279 - Applied Lessons II - Piano 1 hour

Choose 6 hrs from the following:

- MUSI 181 - Applied Lessons I - Voice 1 hour
- MUSI 185 - Applied Lessons I - Voice for non-music majors 1 hour
- MUSI 280 - Applied Lessons II - Voice for non-music majors 1 hour

- MUSI 282 - Applied Lessons II - Voice 1 hour
- MUSI 384 - Applied Lessons III: Voice 1 hour
- MUSI 484 - Applied Lessons IV - Voice 1 hour

Choose 12 hrs (Choral Conducting, Techniques, and Literature) from the following:

- MUSI 352 - Introduction to Vocal and Choral Literature 3 hours
- MUSI 353 - Basic Conducting 3 hours
- MUSI 354 - Choral Rehearsal Techniques 3 hours
- MUSI 355 - Advanced Conducting 3 hours

Choose 3 hrs (Choral Ensemble) from the following:

- MUSI 160 - Jane Froman Singers 1 hour
- MUSI 360 - Jane Froman Singers 1 hour
- MUSI 180 - Chamber Choir 1 hour
- MUSI 380 - Chamber Choir 1 hour

Choose 6 hrs (Methods/Techniques of Teaching Pre-K/Elementry and Middle/Secondary School Music) from the following:

- EDUC 346 - Teaching Pre-K and Elementary Music 3 hours
- EDUC 347 - Teaching Middle School and Secondary Music 3 hours

Professional Education Requirements (60 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]

- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours **or**
- PSYC 230 - Educational Psychology 3 hours

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 346 - Teaching Pre-K and Elementary Music 3 hours [1]
- EDUC 347 - Teaching Middle School and Secondary Music 3 hours [1]
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 105

Note(s):

[1] **Includes field experience**
[2] *Must be taken within first 9 hours of EDUC classes*
[3] *Meets college Ethics requirement*
[4] *Must receive a grade of B or higher for certification; two placements (Elementary and Secondary)*

Beacon Secondary Biology Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 35 hours of Biology content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Biology content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) Biology Certification Checklist

Content Area Requirements (35 sem. hrs, minimum)

Choose 3 hrs (History/Philosophy of Science and Technology) from the following:
- HIST 303W - Science, Technology, and Humanity: A History 3 hours

- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours

Twenty hrs in Biology coursework which must include Cell Biology, Plant Form and Function, Animal Form and Function, Genetics, and Evolution:
- BIOL 345 - Principles of Cell Biology 3 hours
- BIOL 343 - Botany 5 hours

- BIOL 353 - Zoology 5 hours
- BIOL 254 - Genetics 3 hours
- BIOL 300 - Evolution 3 hours

Choose from courses below for complete 20 hr requirement:

- BIOL 108 - Human Biology 3 hours
- BIOL 110 - Principles of Biology I 3 hours
- BIOL 112 - Principles of Biology II 3 hours
- BIOL 221 - Clinical Microbiology 3 hours
- BIOL 223 - Anatomy 3 hours

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

- BIOL 230 - Medical Terminology 3 hours

- BIOL 309 - Animal Behavior 3 hours **or**
- PSYC 309 - Animal Behavior 3 hours

- BIOL 315 - Applied Microbiology 5 hours **or**
- ENVS 315 - Applied Microbiology 5 hours

- BIOL 319 - Soils 3 hours **or**
- ENVS 319 - Soils 3 hours

- BIOL 320 - Introduction to Ecology 3 hours **or**
- ENVS 320 - Introduction to Ecology 3 hours

- BIOL 326 - Physiology 3 hours
- BIOL 330 - Exercise Physiology 3 hours
- BIOL 360 - Kinesiology 3 hours

- BIOL 371 - Neuroscience 3 hours **or**
- PSYC 371 - Neuroscience 3 hours

- BIOL 372 - Sensation and Perception 3 hours **or**
- PSYC 372 - Sensation and Perception 3 hours

- BIOL 380 - Developmental Biology 3 hours
- BIOL 390 - Principles of Molecular Biology 5 hours

- BIOL 395W - Research Design in the Sciences 3 hours **or**
- ENVS 395W - Research Design in the Sciences 3 hours

- BIOL 399 - Science Internship 1-3 hours
- BIOL 409 - Molecular Biotechniques 5 hours
- BIOL 415 - Immunology 3 hours

- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

- BIOL 422 - Biochemistry II 3 hours **or**
- CHEM 422 - Biochemistry II 3 hours

- BIOL 472 - Psychopharmacology 3 hours **or**
- PSYC 472 - Psychopharmacology 3 hours

- BIOL 490 - Senior Seminar 1 hour **or**
- ENVS 490 - Senior Seminar 1 hour

- BIOL 499 - Advanced Science Internship 1-3 hours

Twelve hrs of additional Science coursework which must include Chemistry, Physics, Earth Science and Environmental Science:

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- PHYS 111 - College Physics I 3 hours
- GEOL 111 - Applied Geology 4 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 365 - Teaching Middle and Secondary Science 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 92

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Secondary Business Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270 . Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 36 hours of Business content courses. Students must complete at

least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Business content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) Business Certification Checklist

Content Area Requirements (36 sem. hrs)

Accounting (6 hrs. min.)

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

Economics (6 hrs. min.)

- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours

Business/Consumer-Related Law (3 hrs.)

- MGMT 265 - Business Law I 3 hours

Business Communcations (3 hrs.)

- MGMT 254W - Business Communication 3 hours

Management (3 hrs.)

- MGMT 230 - Principles of Management 3 hours

Marketing (3 hrs.)

- MKTG 210 - Principles of Marketing 3 hours

Computer/Emerging Technology (6 hrs.)

- CISS 170 - Introduction to Computer Information Systems 3 hours
- MGMT 393 - Business Information Systems 3 hours

Administration of Business and Marketing Business Programs (3 hrs.)

- EDUC 370 - Implementing Vocational Business Education Programs 3 hours

Electives (3 hrs.)

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

- ACCT 381 - Federal Income Tax-Individuals 3 hours
- ACCT 382 - Intermediate Accounting I 3 hours
- ACCT 383 - Intermediate Accounting II 3 hours
- ACCT 384 - Intermediate Accounting III 3 hours
- ACCT 385 - Accounting Information Systems 3 hours
- ACCT 386 - Managerial and Cost Accounting 3 hours
- ACCT 481 - Federal Income Tax Corporations 3 hours
- ACCT 485 - Fund and Government Accounting 3 hours
- ACCT 488 - Advanced Financial Accounting 3 hours
- ACCT 489 - Auditing I 3 hours
- ACCT 490 - Auditing II 3 hours
- ACCT 499 - Internship: Accounting 1-3 hours
- ECON 310 - Environmental and Resource Economics 3 hours

- ECON 320 - Healthcare Economics 3 hours
- ECON 393 - Intermediate Macroeconomics 3 hours
- ECON 394 - Intermediate Microeconomics 3 hours
- ECON 395 - Financial Markets and Institutions 3 hours
- ECON 495 - International Finance 3 hours
- ECON 499 - Internship: Economics 1-3 hours
- FINC 295 - Risk and Insurance 3 hours
- FINC 298 - Personal Financial Planning 3 hours
- FINC 350 - Business Finance 3 hours
- FINC 354 - Investments 3 hours
- FINC 361 - Small Business Finance 3 hours
- FINC 395 - Financial Markets and Institutions 3 hours
- FINC 396 - Corporate Finance 3 hours
- FINC 397 - Principles of Real Estate 3 hours
- FINC 410 - Sports Finance 3 hours
- FINC 495 - International Finance 3 hours
- FINC 496 - Advanced Financial Management 3 hours
- FINC 498 - Comprehensive Financial Planning 3 hours
- FINC 499 - Internship: Finance 1-3 hours
- MGMT 150 - Introduction to Business 3 hours
- MGMT 152 - Business Mathematics 3 hours
- MGMT 233 - Topics 1-3 hours
- MGMT 338 - International Business 3 hours
- MGMT 339 - Diversity in Organizations 3 hours
- MGMT 340 - Introduction to Healthcare Management 3 hours
- MGMT 341 - Introduction to Entrepreneurship 3 hours
- MGMT 353 - Legal and Ethical Aspects of Healthcare 3 hours
- MGMT 354 - Public Relations Writing 3 hours
- MGMT 360 - Organizational Theory 3 hours
- MGMT 362 - Organizational Behavior 3 hours
- MGMT 363 - Operations Management 3 hours
- MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 367 - Business Law II 3 hours
- MGMT 368W - Business Ethics 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 371W - History of American Business 3 hours
- MGMT 372 - Crisis Management 3 hours
- MGMT 375 - Labor Relations 3 hours
- MGMT 399 - Internship: Management 1-3 hours
- MGMT 422 - Small Business Management 3 hours
- MGMT 430 - Management Science 3 hours
- MGMT 433 - Topics 1-3 hours
- MGMT 461 - Training and Development 3 hours
- MGMT 479 - Strategic Management 3 hours
- MGMT 499 - Internship: Management 1-3 hours
- MKTG 327 - Retail Management and Strategies 3 hours
- MKTG 331 - Consumer Behavior 3 hours

- MKTG 332 - Public Relations 3 hours
- MKTG 335 - Advertising and Sales Promotion 3 hours
- MKTG 352 - Sales and Sales Management 3 hours
- MKTG 354 - Public Relations Writing 3 hours
- MKTG 360 - Digital Marketing 3 hours
- MKTG 370 - Social Media 3 hours
- MKTG 399 - Internship: Marketing 1-3 hours
- MKTG 410 - Global Marketing 3 hours
- MKTG 441 - Marketing Research and Analytics 3 hours
- MKTG 460 - Public Relations Campaigns 3 hours
- MKTG 478 - Strategic Marketing 3 hours
- MKTG 480 - Sports and Event Marketing 3 hours
- MKTG 499 - Internship: Marketing 1-3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 369 - Teaching Business Education 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 93

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Secondary Chemistry Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 35 hours of Chemistry content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and 2.5 GPA in Chemistry content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) Chemistry Certification Checklist

Content Area Requirements (35 sem. hrs)

History/Philosophy of Science & Technology (3 hrs)

- HIST 303W - Science, Technology, and Humanity: A History 3 hours
- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours

Twenty (20) hrs of Chemistry coursework which must include Inorganic Chemistry, Analytical Chemistry, Organic Chemistry, Physical Chemistry, and Biochemistry

- CHEM 310 - Organic Chemistry I 3 hours
- CHEM 322 - Inorganic Chemistry 3 hours
- CHEM 335 - Quantitative Analysis 5 hours
- CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours **or**
- PHYS 401 - Introduction to Physical Chemistry/Chemistry Physics 3 hours
- BIOL 420 - Biochemistry I 3 hours **or**
- CHEM 420 - Biochemistry I 3 hours

Chemistry Electives - to fulfill 20-hour minimum (<u>above</u>), choose from the following:

- CHEM 108 - Physical Science Survey 3 hours
- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours

- CHEM 110 - Chemistry I 3 hours
- CHEM 112 - Chemistry II 3 hours
- CHEM 230 - Environmental Toxicology and Chemistry 3 hours
- CHEM 312 - Organic Chemistry II 3 hours
- CHEM 337 - Instrumental Analysis 5 hours
- CHEM 399 - Science Internship 1-3 hours
- CHEM 412 - Advanced Experimental Chemistry 3 hours
- CHEM 422 - Biochemistry II 3 hours
- FRSC 424 - Forensic Chemistry 4 hours
- CHEM 490 - Senior Seminar 3 hours
- CHEM 499 - Advanced Science Internship 1-3 hours
  Twelve (12) hrs of Additional Science coursework which must include Biology, Physics, Earth Science, and Environmental Science
- BIOL 110 - Principles of Biology I 3 hours
- PHYS 111 - College Physics I 3 hours
- GEOL 111 - Applied Geology 4 hours

- BIOL 115 - Introduction to Environmental Science 3 hours **or**
- ENVS 115 - Introduction to Environmental Science 3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

- EDUC 230 - Educational Psychology 3 hours [or]
- PSYC 230 - Educational Psychology 3 hours

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 365 - Teaching Middle and Secondary Science 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:
- PSYC 396 - Child and Adolescent Development 3 hours **or**
- EDUC 396 - Child and Adolescent Development 3 hours **or**

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
  (Take this course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 92

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Secondary English Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 33 hours of English content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in English content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) English Certification Checklist

Content Area Requirements (33 sem. hrs)

Composition and Rhetoric (12 hrs)

- ENGL 133W - First-Year Writing Seminar 3 hours (or ENGL 112 if taken previously)
- ENGL 373W - British Romanticism 3 hours

Writing Elective (6 hrs) choose from the following:

- ENGL 207W - Introduction to Creative Writing 3 hours
- ENGL 313W - Intermediate Fiction Writing 3 hours
- ENGL 314W - Intermediate Non-Fiction Writing 3 hours
- ENGL 315W - Intermediate Poetry Writing 3 hours
- ENGL 408 - Advanced Creative Writing 3 hours

Study of the English Language (6 hrs)

- ENGL 311 - Descriptive Grammar of the English Language 3 hours
- ENGL 312 - The History of the English Language 3 hours

American Literature (6 hrs)

(Must include literature for adolescents and literature of ethnic groups)

- EDUC 270 - Literature for Children and Adolescents 3 hours (or EDUC 518)
  Choose three hours from the following:
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 372W - African American Literature 3 hours

English and/or World Literature (6 hrs) choose from the following:

- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours
- ENGL 333 - Topics 3 hours
- ENGL 433 - Topics 3 hours
- ENGL 351W - Readings in Shakespeare 3 hours
- ENGL 354W - Jane Austen 3 hours
- ENGL 373W - British Romanticism 3 hours
- ENGL 374W - British Victorian Literature 3 hours
- ENGL 375W - Medieval Romance 3 hours
- ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours

English Elective (3 hrs) choose from the following (if not already used above):

- ENGL 204W - Technical Writing 3 hours
- ENGL 207W - Introduction to Creative Writing 3 hours
- ENGL 210W - Introduction to Fiction 3 hours
- ENGL 211W - Introduction to Poetry 3 hours
- ENGL 212W - Introduction to Drama 3 hours
- ENGL 231W - British Literature I 3 hours
- ENGL 232W - British Literature II 3 hours
- ENGL 333 - Topics 3 hours

- ENGL 433 - Topics 3 hours
- ENGL 241W - American Literature I 3 hours
- ENGL 242W - American Literature II 3 hours
- ENGL 263W - World Literature I 3 hours
- ENGL 264W - World Literature II 3 hours

- ENGL 267W - Literature and the Environment 3 hours **or**
- ENVS 267W - Literature and the Environment 3 hours

- ENGL 313W - Intermediate Fiction Writing 3 hours
- ENGL 314W - Intermediate Non-Fiction Writing 3 hours
- ENGL 315W - Intermediate Poetry Writing 3 hours
- ENGL 350 - Major Literary Figures 3 hours
- ENGL 351W - Readings in Shakespeare 3 hours
- ENGL 352W - Dickinson and Whitman 3 hours
- ENGL 353W - Milton 3 hours
- ENGL 354W - Jane Austen 3 hours
- ENGL 360 - Readings in Fiction 3 hours
- ENGL 361 - Readings in Poetry 3 hours
- ENGL 362 - Readings in Drama 3 hours
- ENGL 363W - Contemporary American Poetry 3 hours
- ENGL 364W - History of Drama: Staging the Family 3 hours
- ENGL 370 - Major Literary Periods 3 hours
- ENGL 372W - African American Literature 3 hours
- ENGL 373W - British Romanticism 3 hours
- ENGL 374W - British Victorian Literature 3 hours
- ENGL 375W - Medieval Romance 3 hours
- ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours
- ENGL 399 - English Internship 1-3 hours
- ENGL 408 - Advanced Creative Writing 3 hours
- ENGL 425 - Literary Theory and Criticism 3 hours
- ENGL 431 - Senior Seminar 3 hours
- ENGL 499 - Advanced English Internship 1-3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 367 - Teaching Middle School and Secondary English 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours (Take course in the semester prior to student teaching)
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 90

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Secondary General Science Certification Minor

Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

Students must complete at least half of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education courses; 2.5 GPA in General Science content area courses; and no grade lower than C in both Professional Education and General Science content area.

Content Area Requirements (35 credit hrs)

History/Philosophy of Science and Technology (3 hrs)

- BIOL 105 - Essentials of Science 3 hours **or**
- CHEM 105 - Essentials of Science 3 hours **or**
- ENVS 105 - Essentials of Science 3 hours

- HIST 303W - Science, Technology, and Humanity: A History 3 hours

Science Coursework

Minimum of 32 semester hours which must include:

Astronomy

- ASTR 108 - Introduction to Astronomy 3 hours

Biology

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

Chemistry

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours

Earth Science

- GEOL 111 - Applied Geology 4 hours

Environmental Science

- ENVS 115 - Introduction to Environmental Science 3 hours
- ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

Physics

- PHYS 111 - College Physics I 3 hours
- PHYS 111L - Physics I Laboratory 2 hours

Electives

Any Science Electives (if hours needed to fulfill 32 hours minimum)

Professional Education Requirements (51-54 credit hrs)

- EDUC 200 - Law and Ethics of Education 3 hours
- EDUC 220 - Methods of Teaching English Learners 3 hours
- EDUC 230 - Educational Psychology 3 hours
- EDUC 300 - Techniques of Teaching 3 hours
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours
- EDUC 365 - Teaching Middle and Secondary Science 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

- EDUC 391 - Child Psychology 3 hours
  and
- EDUC 392 - Adolescent Psychology 3 hours
  or
- EDUC 396 - Child and Adolescent Development 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours
- SOCI 270 - Diversity and Society 3 hours

Total Credit Hours: 86-89

Beacon Secondary Mathematics Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 33 hours of Mathematics content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Mathematics content area with no grade lower than C. Program leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) Mathematics Certification Checklist

Content Area Requirements (36 sem. hrs)

Calculus and Geometry (9 hrs)

- MATH 201 - Calculus and Analytic Geometry I 5 hours
- MATH 222 - Calculus and Analytic Geometry II 5 hours

Algebraic Structures (3 hrs) choose from the following:

- MATH 150 - College Algebra 3 hours
- MATH 303 - Linear Algebra 3 hours
- MATH 304 - Introduction to Abstract Algebra 3 hours

Geometry (3 hours)

- MATH 331 - Foundations of Geometry 3 hours

Computer Science (3 hours) choose from the following:

- COSC 145 - Introduction to Python Programming 3 hours
- COSC 176 - Introduction to Computer Science 3 hours

Electives (6 hours) choose from above listed categories to reach 24-hour minimum:

- EDUC 155 - Algebraic Reasoning for Elementary and Middle School Teachers 3 hours
- EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours **Recommended**
- MATH 180 - Precalculus 3 hours
- MATH 215 - Differential Calculus 3 hours
- MATH 226 - Integral Calculus I 3 hours
- MATH 235 - Integral Calculus II 3 hours

MATH 304 (if not used above)

- MATH 380 - Advanced Calculus 3 hours

Minimum twelve (12) hours from at least three (3) of the following areas:

History of Mathematics (3 hours)

- MATH 330 - History of Mathematics 3 hours

Structure of the Real/Number Systems (3 hours)

- EDUC 202 - Foundations of Elementary Mathematics 3 hours

Number Theory (3 hours)

- MATH 305 - Number Theory 3 hours

Completion of Calculus Sequence (3 hours)

- MATH 300 - Multivariate Calculus 3 hours

Probability and Statistics (3 hours)

- MATH 250 - Statistics I 3 hours **Recommended**
- MATH 338 - Mathematical Statistics and Probability 3 hours
- MATH 340 - Introduction to Probability Theory 3 hours

Computer Science (3 hours)

- COSC 240 - Introduction to Programming 4 hours

Linear Algebra (3 hours)

- MATH 303 - Linear Algebra 3 hours

Professional Education Requirements (58 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours

- EDUC 200 - Law and Ethics of Education 3 hours [3]

- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours
- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 94

Note(s):

[1] **Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Beacon Secondary Social Science Certification Minor

Forty-eight semester hours of courses with an EDUC field code plus ANTH 270 or SOCI 270. Minor is restricted to the following specific 51 hours of Professional Education coursework as well as 39 hours of Social Science content courses. Students must complete at least half (26 hours) of the Professional Education coursework through Columbia College and maintain a 3.0 GPA in Professional Education and a 2.5 GPA in Social Science content area with no grade lower than C. Program leads to Missouri

certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.

- BEACON Secondary (9-12) Social Studies Certification Checklist

Content Area Requirements (39 sem. hrs)

U.S. History (12 hrs)

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

Choose six hours of U.S. History electives from the following:

- HIST 318W - The U.S. and the Vietnam War 3 hours
- HIST 342W - American Civil War 3 hours
- HIST 350W - American Revolution 3 hours
- HIST 352W - American Environmental History 3 hours
- HIST 353W - Missouri History 3 hours **Recommended**
- HIST 360W - The History of Immigration in the United States 3 hours
- HIST 362W - History of the American West 3 hours
- HIST 370W - American Military History 3 hours
- HIST 371W - History of American Business 3 hours **or**
- MGMT 371W - History of American Business 3 hours
- HIST 372W - Native American History 3 hours
- HIST 373W - Women and Gender in American History 3 hours
- HIST 374W - African American History 3 hours
- HIST 375W - The History of Sexuality in the United States 3 hours

World History (9 hrs)

- HIST 111 - Ancient Worlds: A Global Story 3 hours
- HIST 112 - Making the Modern World 3 hours

Choose three hours of World History electives from the following:

- HIST 304W - History of Latin America 3 hours
- HIST 314W - Modern China 3 hours
- HIST 316W - Modern Japan 3 hours
- HIST 319W - The Modern Middle East 3 hours
- HIST 322W - Women and Gender in World History 3 hours
- HIST 330W - The Struggle for Modern Europe 3 hours
- HIST 334W - The European Enlightenment 3 hours
- HIST 337W - Europe, Fascism, and the Holocaust 3 hours
- HIST 347W - World War I 3 hours
- HIST 348W - World War II 3 hours
- HIST 358W - Modern Britain: Empire and After 3 hours
- HIST 359W - History of the British Empire 3 hours
- HIST 381W - History of Christianity: Early Church 3 hours
- HIST 382W - Christianity in the Modern World 3 hours
- HIST 392W - Modern Russia 3 hours

Political Science (6 hrs)

- POSC 111 - American National Government 3 hours

- POSC 215 - State and Local Government 3 hours

Economics (3 hrs) choose from the following:

- ECON 293 - Macroeconomics 3 hours
- ECON 294 - Microeconomics 3 hours

Geography (3 hrs)

- GEOG 101 - Introduction to Geography 3 hours

Behavioral Science (6 hrs) choose from the following:

- ANTH 112 - General Anthropology 3 hours **or**
- SOCI 112 - General Anthropology 3 hours

- SOCI 111 - General Sociology 3 hours
- PSYC 101 - General Psychology 3 hours

Professional Education Requirements (57 sem. hrs)

- SOCI 270 - Diversity and Society 3 hours **or**
- ANTH 270 - Diversity and Society 3 hours
- EDUC 200 - Law and Ethics of Education 3 hours [3]
- EDUC 220 - Methods of Teaching English Learners 3 hours

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

- EDUC 300 - Techniques of Teaching 3 hours [1]
- EDUC 311 - Classroom and Behavior Management Techniques 3 hours [1]
- EDUC 322 - Educational Measurement and Assessment 3 hours
- EDUC 338W - Content Reading and Writing 3 hours [1]
- EDUC 362 - Teaching Middle and Secondary Social Studies 3 hours
- EDUC 376 - Adolescent Literacy 3 hours
- EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

Choose one option from the following:

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

- EDUC 391 - Child Psychology 3 hours **and**
- EDUC 392 - Adolescent Psychology 3 hours

- EDUC 400 - Senior Seminar 3 hours
- EDUC 425 - Undergraduate Student Teaching 12 hours [4] (16 weeks)

Total Semester Hours: 96

Note(s):

[1]**Includes Field Experience**

[2] *Must be taken within first 9 hours of EDUC classes*

[3] *Meets college Ethics requirement*

[4] *Must receive a "B" or higher for certification: Two placements (Elementary and Secondary)*

Child Development

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

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

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

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

Specific Requirements

Complete 18 hours of coursework with a CDEV field code.

Total Semester Hours: 18

Education, General

Minors

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

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

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

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

Specific Requirements:

Complete 18 hours of courses with an EDUC or EDNC field code.

Total Semester Hours:18

Specific Requirements

Complete 18 hours of courses with an EDUC field code.

Total Semester Hours: 18

Nursing

Nursing

Nursing, AS

The Associate in Science in Nursing Program is offered at two sites - at the Main Campus in Columbia, Missouri, and at the Lake of the Ozarks Campus in Osage Beach, Missouri. The program is open to individuals who have no prior nursing education and to individuals who hold a Licensed Practical Nursing (LPN) license.

The program is designed to prepare the graduate for a nurse generalist role. Graduates are awarded an Associate in Science in Nursing (ASN) degree and are eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-RN) upon completion of the program.[1]

The curriculum consists of general education, mathematics and science courses, and specific nursing courses. Students are required to complete all of the general education, mathematics, and science courses before entering the Nursing Course Sequence.

Admission to the nursing program is on a selective basis. Cohort sizes and selection deadlines vary by location:

1. Lake of the Ozarks campus in Osage Beach selection are made each September. For students starting in the nursing program in May, selections are made in March. Deadline for program application due by February 28th.
2. Main Campus in Columbia, Missouri selections are made each March and June. The application deadline is February 28th for students who plan to start in the nursing program in May. The application deadline is June 15th for student who plan to start in the nursing program in August. Class cohorts consist of non-LPNs and LPNs.

Selection criteria for the Nursing Course Sequence:

1. Minimum overall GPA of 3.0 in the general education and prerequisite courses listed below, and be in good academic standing with Columbia College. A minimum grade of C is required for all prerequisite courses. All pre-requisites need to have been taken within seven years of the start of the cohort being applied to.
2. Possess the necessary functional abilities to provide safe and effective patient care.[2]
3. LPN students must submit a copy of their LPN license (current and undisciplined) for the state of Missouri.

4. Minimum score of 67% on the Kaplan admission test. The test can only be taken two times.

Additional requirements for *those selected* for the nursing program:

- Urine drug test
- Physical forms, including documentation of immunizations/titers
- Current CPR certification by the American Heart Association, Health Care Providers course, or the American Red Cross
- Criminal background check

Program Learning Outcomes:

1. Provide safe, compassionate, and competent patient-centered care across the lifespan in various healthcare settings, while demonstrating cultural sensitivity and recognizing cultural diversity.
2. Utilize sound clinical judgment and critical thinking skills to make evidence-based decisions in nursing practice.
3. Effectively communicate and collaborate with patients, families, and members of the healthcare team to promote positive patient outcomes.
4. Incorporate information technology and informatic principles to promote patient safety.
5. Adhere to ethical, legal, and professional standards in nursing practice.
6. Implement strategies to promote health and prevent disease at the individual and community level.
7. Understand the nurse's role within the healthcare system, identify opportunities for leadership at the ASN level.
8. Engage in activities which promote professional development and lifelong learning.

General Education Requirements and Prerequisite Courses (33 sem. hrs)

Courses in the major cannot be taken as pass/fail. A grade of C or higher is required in all courses.

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- MATH 106 - Intermediate Algebra 3 hours
  Or a higher level
- PSYC 101 - General Psychology 3 hours
- BIOL 110 - Principles of Biology I 3 hours **and**
- BIOL 110L - Principles of Biology I Laboratory 2 hours
- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 326 - Physiology 3 hours

- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours
- NURS 212 - Pharmacology for Nursing 3 hours

Nursing Sequence Courses (34 sem. hrs)

All courses must be completed with a grade of 80% (B) in Tier I and an 80% (B) in the class.

- NURS 211 - Mental Health Nursing 2 hours
- NURS 211L - Mental Health Nursing Lab 1 hour
- NURS 222 - Applied Pharmacology 3 hours
- NURS 230 - Pathophysiology Foundations 3 hours
- NURS 300 - Foundations of Professional Nursing 3 hours
- NURS 300L - Foundations of Professional Nursing Lab 3 hours
- NURS 301 - Medical Surgical Nursing I 3 hours
- NURS 301L - Medical Surgical Nursing I Lab 3 hours
- NURS 302 - Medical Surgical Nursing II 3 hours
- NURS 302L - Medical Surgical Nursing II Lab 3 hours
- NURS 303 - Women's and Infants' Health 3 hours
- NURS 303L - Women's and Infant's Health Lab 1 hour
- NURS 491 - NCLEX-RN Review 3 hours

Total Semester Hours: 67

[1] *Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Missouri Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Nursing Program Practice Act on the Missouri Board of Nursing website (https://pr.mo.gov/nursing-rules-status.asp).*

[2] *Functional abilities to meet the role of the nurse include: behavioral/ emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities. These Functional Abilities are described in the Nursing Student Handbook.*

Nursing, BS

The Bachelor of Science in Nursing (BSN) is designed for the Day nursing major who wishes to achieve a baccalaureate in nursing. Courses teach basic medical surgical nursing as well as various specialties and community care. Complex clinical reasoning, decision-making and collaborative skills are developed that contribute to patient safety and quality processes while providing a framework for evidence-based practice. This degree program prepares the nursing student to assume roles in professional nursing from basic care to advanced roles in nursing management, client care and education. This degree will also prepare the student for higher degrees in nursing.

A total of 120 credits are required to complete the BSN degree. At the completion of the program, the student will be eligible to take the National Council of State Boards of Nursing Licensure Examination (NCLEX-RN).[1]

Selection criteria for the Nursing Course Sequence:

1. Minimum of an overall GPA of 3.0 in the prerequisite courses listed below, and be in good academic standing within Columbia College. A minimum grade of "C" is required for all prerequisite courses. All prerequisite courses need to have been taken within seven years of the start of the cohort being applied to.
2. Possess the necessary functional abilities to provide safe and effective patient care.[2]
3. Minimum score of 67% on the Kaplan admission test. The test can only be taken two times.
4. Additional requirements for *those selected* for the Nursing Program:
    - Urine drug test
    - Physical forms, including documentation of immunizations/titers
    - Current CPR certification by the American Heart Association, Health Care Providers course, or the American Red Cross
    - Criminal background check

Program Learning Outcomes:

1. Liberal Arts Foundation & Critical Thinking - Integrate knowledge from liberal arts, sciences, and nursing to develop a foundation for professional nursing practice, demonstrating critical thinking and creative problem-solving in diverse healthcare contexts.
2. 2. Patient Assessment & Evidence-Based Practice - Systematically assess, analyze, and prioritize patient care across the lifespan, utilizing evidence-based practices to ensure safe and high-quality nursing outcomes.
3. Patient-Centered Care - Provide holistic, patient-centered care, incorporating cultural sensitivity, health literacy, and social determinants of health to promote equity and improve patient outcomes.
4. Public Health & Health Policy - Implement public health principles, healthcare system knowledge, safety initiatives, and health policy awareness to optimize population health, reduce disparities, advocate for regulatory improvements, and enhance healthcare delivery while considering financial implications and resource allocation.

5. Leadership & Interprofessional Collaboration - Collaborate effectively with interprofessional teams, demonstrating leadership, delegation, and teamwork to improve patient care and healthcare system efficiency, while applying principles of healthcare economics and organizational structure to influence positive changes in healthcare delivery systems.
6. Healthcare Informatics & Technology - Integrate information technology and healthcare informatics to enhance clinical decision-making, improve documentation, ensure patient safety, and optimize healthcare delivery processes.
7. Clinical Reasoning & Quality Improvement - Apply clinical reasoning, ethical decision-making, and risk assessment based on current evidence to ensure safe, high-quality nursing care, actively participating in continuous quality improvement initiatives and advocating for policy changes that enhance healthcare delivery at individual and systems levels.
8. Evidence-Based Practice & Research - Synthesize and apply evidence from nursing research and best practices to inform clinical decisions, evaluate outcomes, and contribute to nursing's professional knowledge base.
9. Professional Development & Advocacy - Demonstrate professional integrity, accountability, and a commitment to lifelong learning, adapting to evolving healthcare challenges through continuous education, leadership development, and engagement with healthcare policy and advocacy initiatives that shape the future of nursing practice.

Program CIP: 51.3801 - Registered Nursing/Registered Nurse.

Program SOC: 29-1141 - Registered Nurses

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

Core Requirements (85 sem. hrs.)

All courses must be completed with a grade of C or higher; courses in the major cannot be taken as Pass/Fail. 15 hrs of Upper Level core coursework must be completed in residency.

Program Prerequisite Courses (29 sem. hrs)

- BIOL 110 - Principles of Biology I 3 hours
- BIOL 110L - Principles of Biology I Laboratory 2 hours

- BIOL 221 - Clinical Microbiology 3 hours **and**
- BIOL 221L - Clinical Microbiology Laboratory 2 hours
  or
- BIOL 315 - Applied Microbiology 5 hours **or**
- ENVS 315 - Applied Microbiology 5 hours

- BIOL 223 - Anatomy 3 hours
- BIOL 223L - Anatomy Laboratory 2 hours
- BIOL 326 - Physiology 3 hours
- BIOL 326L - Physiology Laboratory 2 hours

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

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

- PSYC 101 - General Psychology 3 hours

Nursing Course Sequence (56 sem. hrs)

All courses require a minimum score of 80% (B) in Tier 1 and 80% (B) in the class.

- NURS 211 - Mental Health Nursing 2 hours
- NURS 211L - Mental Health Nursing Lab 1 hour
- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 222 - Applied Pharmacology 3 hours
- NURS 300 - Foundations of Professional Nursing 3 hours
- NURS 300L - Foundations of Professional Nursing Lab 3 hours
- NURS 301 - Medical Surgical Nursing I 3 hours
- NURS 301L - Medical Surgical Nursing I Lab 3 hours
- NURS 302 - Medical Surgical Nursing II 3 hours
- NURS 302L - Medical Surgical Nursing II Lab 3 hours

- NURS 303 - Women's and Infants' Health 3 hours
- NURS 303L - Women's and Infant's Health Lab 1 hour
- NURS 311 - Advanced Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours
- NURS 314 - Health Assessment in Nursing Practice 2 hours
- NURS 314L - Health Assessment Lab 1 hour
- NURS 409W - Nursing Research and Evidence 3 hours
- NURS 413 - Leadership and Management in Nursing Practice 3 hours
- NURS 450 - Nursing in the Community 3 hours
- NURS 450L - Nursing in the Community Practicum 2 hours
- NURS 490 - Senior Nursing Practicum 2 hours
- NURS 491 - NCLEX-RN Review 3 hours

Total: 120 (sem. hrs)

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

Note

[1] Successful completion of the program does not guarantee eligibility to take the licensure examination. According to the Nursing Practice Act, licensure may be withheld or revoked. More information is available on the Missouri Practice Act on the Missouri Board of Nursing website: https://pr.mo.gov/nursing-rules-statutes.asp

[2] Functional abilities to meet the role of the nurse include: behavioral/emotional abilities, cognitive abilities, communication abilities, professional conduct, psychomotor skills, and sensory/perceptual abilities. These functional abilities are described in the Nursing Student Handbook.

RN to BSN Nursing, BS

The RN to Bachelor of Science in Nursing (BSN) is a degree completion program specifically designed to advance the Licensed Registered Professional Nurse (RN) to an academic degree status of BSN. Students admitted to this program will be required to be a current RN with an unencumbered license through the National Council of State Boards of Nursing (NCSBN) jurisdiction. The degree program will prepare the student to assume advanced roles in nursing management, client care, and education, as well as, provide a foundation for advanced academic study. The curriculum consists of coursework that will provide a framework for evidence-based practice and enhance complex clinical reasoning,

decision making, and collaborative skills that contribute to patient safety and quality processes. The BSN program will assure that students attain knowledge of current practices in the field and enhance their ability to incorporate such practices into the health-care delivery system.

In addition to meeting the general admission requirements to Columbia College, students must provide official documentation verifying completion of an ASN or ADN from an accredited and accepted institution, and status as a current RN with an unencumbered license through the NCSBN jurisdiction prior to pursuing the BSN degree. Transfer coursework completed with a grade of C or higher will be evaluated for potential credit with Columbia College as per policy (see Evaluation of Credit and Testing).

The baccalaureate degree in nursing program at Columbia College is accredited by the Commission on Collegiate Nursing Education (http://www.aacn.nche.edu/ccne-accreditation).

Program Learning Outcomes:

1. The registered nurse analyzes assessment data to determine actual or potential diagnoses, problems, and issues. (ANA Standard of Practice 2 Diagnosis)
2. The registered nurse coordinates care delivery. (ANA Standard of Practice 5A Coordination of Care)
3. The registered nurse employs strategies to promote health and a safe environment. (ANA Standard of Practice 5B Health Teaching and Health Promotion)
4. The registered nurse evaluates progress toward attainment of goals and outcomes. (ANA Standard of Practice 6 Evaluation)
5. The registered nurse practices ethically. (ANA Standard of Practice 7 Ethics)
6. The registered nurse leads within the professional practice setting and the profession. (ANA Standard of Practice 11 Leadership)
7. The registered nurse integrates evidence and research findings into practice. (ANA Standard of Practice 13 Evidence-based Practice and Research)
8. The registered nurse contributes to quality nursing practice. (ANA Standard of Practice 14 Quality of Practice)
9. The registered nurse practices in an environmentally safe and healthy manner. (ANA Standard of Practice 17 Environmental Health)

Program CIP: 51.3818 - Nursing Practice.

Program SOC: 11-9111 - Medical and Health Services Managers

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 460 - Biomedical Ethics 3 hours **or**
- PHIL 130 - Thinking about Ethics 3 hours

Social and Behavioral Sciences Area Requirement:

- PSYC 101 - General Psychology 3 hours (highly recommended)

Core Requirements (36 sem. hrs)

All courses must be completed with a grade of C or higher. Courses in the major cannot be taken as Pass/Fail. 15 hours of upper-level core coursework must be completed in residency.

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

- CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours **or**
- CHEM 110 - Chemistry I 3 hours

- PHIL 130 - Thinking about Ethics 3 hours **or**
- PHIL 460 - Biomedical Ethics 3 hours

- NURS 212 - Pharmacology for Nursing 3 hours
- NURS 310 - Professional Nursing Practice 3 hours
- NURS 311 - Advanced Pathophysiology 3 hours
- NURS 312 - Principles and Applications of Human Nutrition 3 hours
- NURS 313 - Health Assessment 3 hours
- NURS 409W - Nursing Research and Evidence 3 hours
- NURS 410 - Community Health Nursing 3 hours
- NURS 411 - Community Health Assessment Practicum 3 hours
- NURS 417 - Professional Nursing Leadership 3 hours

General Electives (40-43 sem. hrs.)

Total: 120 (sem. hrs)

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

Social Work, Human Services, & Criminal Justice

Social Work, Human Services, & Criminal Justice

Criminal Justice Administration, AS

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

Program CIP: 43.0103 - Criminal Justice/Law Enforcement Administration.

Program SOC: 33-1012 - First-Line Supervisors of Police and Detectives

General Education Requirements (24 sem. hrs)

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

First Year Writing Seminar (3 sem. hrs.)

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

General Education Foundations Seminar (3 sem. hrs.)

- COLL 133 - General Education Foundations Seminar 3 hours

General Education Core (15 sem. hrs)

Take 3 credits from 5 of the following areas to complete the general education requirement. Courses must be taken from the general education core options.

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

- Mathematical Reasoning

General Education Additional Core (3 sem. hrs)

Complete 3 credits from a general education core option of your choosing.

Major Area Requirements (24 sem. hrs)

Courses in the major cannot be taken pass/fail.

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 201 - Criminal Investigation 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours

Choose at least two of the following:

- CJAD 203 - Crime Scene Investigation 3 hours
- CJAD 205 - Crime Scene Photography 3 hours
- HSEC 250 - Homeland Security: An Introduction and Overview 3 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours

- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 351 - Community Based Corrections 3 hours
- POSC 340 - The American Justice System 3 hours

Major Area Electives (12 sem. hrs)

- PSYC 101 - General Psychology 3 hours **or**
- SOCI 111 - General Sociology 3 hours

- POSC 111 - American National Government 3 hours

Complete 6 hours in CJAD or FRSC; HSEC; POSC or SOCI courses eligible for the CSI or HSEC certificate.

Total Semester Hours: 60

Criminal Justice Administration, BA

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

Program Learning Outcomes:

1. Describe the history, present structure and current operating practices of the criminal justice system.
2. Explain, evaluate and apply important criminal justice and legal terminology and theories .
3. Analyze and evaluate the ethical and cultural dilemmas faced by criminal justice professionals.
4. Demonstrate and apply communication and critical thinking skills.
5. Perform and evaluate research, and apply research to problems with crime or the criminal justice system.

Program CIP: 43.0103 - Criminal Justice/Law Enforcement Administration.

Program SOC: 33-1012 - First-Line Supervisors of Police and Detectives

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (42 sem. hrs)

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

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours
- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 330 - Management of Criminal Justice Agencies 3 hours
- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours
- CJAD 405 - Laws of Criminal Evidence 3 hours
- CJAD 415 - Criminal Procedures 3 hours
- CJAD 495 - Integrative Seminar 3 hours

- CJAD 425W - Legal Research and Writing 3 hours **or**
- HUMS 300W - Introduction to Research Methods 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3 hours **or**
- POSC 395 - Political Science and Public Administration Research Methods 3 hours **or**
- PSYC 225 - *Quantitative Research Methods 3 hours **or**
- SOCI 225 - *Quantitative Research Methods 3 hours **or**
- PSYC 327 - Qualitative Research Methods 3 hours **or**
- SOCI 327 - Qualitative Research Methods 3 hours **or**
- ANTH 327 - Qualitative Research Methods 3 hours

- POSC 340 - The American Justice System 3 hours

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

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

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

- Human Services
- Political Science

- Psychology
- Sociology
- FRSC 305 - Forensic Anthropology 3 hours
- FRSC 327 - Introduction to Friction Ridge Skin Evidence 3 hours
- FRSC 445 - Forensic Pathology 3 hours

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

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

Total: 120 (sem. hrs)

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

Note (s):

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

Human Services, BA

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

Program Learning Outcomes:

1. Critical Thinking: Find, evaluate, and apply evidence-based knowledge.
2. Application: Demonstrate the ability to use evidence-based skills.
3. Communication: Communicate ideas clearly in written form.

Program CIP: 44.0000 - Human Services, General.

Program SOC: 21-1093 - Social and Human Service Assistants

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

Foreign Language Requirement (6 sem. hrs)

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

Core Requirements (42 sem. hrs)

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

- HUMS 105 - Introduction to Human Services and Ethical Practice 3 hours
- HUMS 110 - Introduction to Social Justice 3 hours
- HUMS 200 - Human Behavior in Context 3 hours
- HUMS 230 - Introduction to Trauma Informed Care
- HUMS 240 - Social Policy and Advocacy 3 hours
- HUMS 300W - Introduction to Research Methods 3 hours
- HUMS 305 - Advanced Generalist Practice 3 hours
- HUMS 325 - Fundamentals of Case Management 3 hours
- HUMS 335 - Group Process and Practice 3 hours
- HUMS 340 - Working with Families 3 hours
- HUMS 380 - Foundations of Addiction and Recovery 3 hours
- HUMS 495 - Senior Seminar 3 hours
- PSYC 210 - Helping Skills 3 hours

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

Human Services Electives (15 sem. hrs)

- ANTH 270 - Diversity and Society 3 hours **or**
- SOCI 270 - Diversity and Society 3 hours

- CJAD 210 - Crisis Intervention 3 hours
- HUMS 310 - Military Case Work 3 hours

- HUMS 333 - Topics 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours

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

- HUMS 375 - Disabilities 3 hours
- HUMS 385 - Mental Health 3 hours
- HUMS 390 - Child Welfare 3 hours
- PSYC 385 - Human Sexuality 3 hours **or**
- SOCI 385 - Human Sexuality 3 hours

Electives (12-18 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

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

Criminal Justice Administration, BS

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

Scene Investigation certificate is also available to students completing a Criminal Justice degree.

Program Learning Outcomes:

1. Describe the history, present structure and current operating practices of the criminal justice system.
2. Explain, evaluate and apply important criminal justice and legal terminology and theories .
3. Analyze and evaluate the ethical and cultural dilemmas faced by criminal justice professionals.
4. Demonstrate and apply communication and critical thinking skills.
5. Perform and evaluate research, and apply research to problems with crime or the criminal justice system.

Program CIP: 43.0103 - Criminal Justice/Law Enforcement Administration.

Program SOC: 33-1012 - First-Line Supervisors of Police and Detectives

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

Core Requirements (54 sem. hrs)

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

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 201 - Criminal Investigation 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours
- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 330 - Management of Criminal Justice Agencies 3 hours

- CJAD 345 - Ethics and Morality in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours **or**
- CJAD 210 - Crisis Intervention 3 hours **or**
- CJAD 215 - Private Security 3 hours

- CJAD 405 - Laws of Criminal Evidence 3 hours
- CJAD 415 - Criminal Procedures 3 hours
- CJAD 495 - Integrative Seminar 3 hours
- POSC 340 - The American Justice System 3 hours

- CJAD 351 - Community Based Corrections 3 hours **or**
- CJAD 406 - Expert and Scientific Evidence 3 hours **or**
- FRSC 406 - Expert and Scientific Evidence 3 hours **or**
- CJAD 421 - Organized Crime 3 hours **or**
- CJAD 399 - Criminal Justice Internship 3 hours

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

- HUMS 300W - Introduction to Research Methods 3 hours **or**
- CJAD 425W - Legal Research and Writing 3 hours **or**
- PSYC 225 - *Quantitative Research Methods 3 hours **or**
- SOCI 225 - *Quantitative Research Methods 3 hours **or**
- PADM 395 - Political Science and Public Administration Research Methods 3 hours **or**
- POSC 395 - Political Science and Public Administration Research Methods 3 hours

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

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

Nine hours of electives from the following:

- Criminal Justice
- Forensic Science
- Homeland Security
- Human Services

- Legal Studies
- Philosophy
- Political Science
- Psychology
- Sociology
- FRSC 305 - Forensic Anthropology 3 hours
- FRSC 327 - Introduction to Friction Ridge Skin Evidence 3 hours
- FRSC 445 - Forensic Pathology 3 hours

Electives (without CSI certificate) (15-18 sem. hrs)

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

Note (s):

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

If the student chooses to pursue the CSI option, an additional 3-6 credit hours of electives are required.

Total: 120 (sem. hrs)

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

Human Services, BS

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

Program Learning Outcomes:

1. Critical Thinking: Find, evaluate, and apply evidence-based knowledge.
2. Application: Demonstrate the ability to use evidence-based skills.
3. Communication: Communicate ideas clearly in written form.

Program CIP: 44.0000 - Human Services, General.

Program SOC: 21-1093 - Social and Human Service Assistants

General Education Requirements (39-42 sem. hrs)

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

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours

Core Requirements (48 sem. hrs)

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

- HUMS 105 - Introduction to Human Services and Ethical Practice 3 hours
- HUMS 110 - Introduction to Social Justice 3 hours
- HUMS 200 - Human Behavior in Context 3 hours
- HUMS 230 - Introduction to Trauma Informed Care
- HUMS 240 - Social Policy and Advocacy 3 hours
- HUMS 300W - Introduction to Research Methods 3 hours
- HUMS 305 - Advanced Generalist Practice 3 hours
- HUMS 325 - Fundamentals of Case Management 3 hours
- HUMS 335 - Group Process and Practice 3 hours
- HUMS 340 - Working with Families 3 hours
- HUMS 380 - Foundations of Addiction and Recovery 3 hours
- HUMS 399 - Internship 3-6 hours
- HUMS 495 - Senior Seminar 3 hours
- HUMS 499 - Internship 3 hours
- PSYC 210 - Helping Skills 3 hours

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

Human Services Electives (15 sem. hrs)

- ANTH 270 - Diversity and Society 3 hours **or**
- SOCI 270 - Diversity and Society 3 hours

- CJAD 210 - Crisis Intervention 3 hours
- CJAD 352 - Victimology 3 hours
- HUMS 310 - Military Case Work 3 hours
- HUMS 333 - Topics 3 hours
- HUMS 345 - Working with Communities and Organizations 3 hours

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

- HUMS 375 - Disabilities 3 hours
- HUMS 385 - Mental Health 3 hours
- HUMS 390 - Child Welfare 3 hours

- PSYC 385 - Human Sexuality 3 hours **or**
- SOCI 385 - Human Sexuality 3 hours

Electives (18-24 sem. hrs)

Total: 120 (sem. hrs)

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

Note (s):

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

Corrections Certificate

The Corrections certificate exposes students to important concepts in corrections and promotes an understanding of the correctional environment. This program is beneficial for students in Criminal Justice, Human Services, Sociology, Psychology and Political Science,

among others. These courses can help prepare students for careers in corrections, and for graduate work in the field of criminal justice, public administration, policy making in civil service and the social sciences in general.

The Corrections certificate consists of successful completion of 18 semester hours of designated coursework. The student must successfully complete a minimum of 12 of these semester hours at Columbia College.

Program CIP: 43.0102 - Corrections.

Program SOC: 33-1012 - First-Line Supervisors of Police and Detectives

Certificate Requirements

The Corrections certificate consists of successful completion of 18 semester hours of designated coursework. The student must successfully complete a minimum of 12 of these semester hours at Columbia College.

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 325 - Juvenile Justice System and Procedures 3 hours
- CJAD 350 - Corrections and Penology 3 hours
- CJAD 351 - Community Based Corrections 3 hours
- SOCI 216 - American Social Problems 3 hours

Total Semester Hours: 18

Crime Scene Investigation Certificate

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

The CSI certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The CSI certificate consists of successful completion of 18 semester hours of designated coursework. The student must successfully complete a minimum of 12 of these semester hours at Columbia College.

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

Program CIP: 43.0406 - Forensic Science and Technology.

Program SOC: 19-4092 - Forensic Science Technicians

Certificate Requirements

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

These courses are:

Required (12 sem. hrs)

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

Electives (6 sem. hrs)

Taken from the following list:

- CJAD 233 - Topics 1 hour
- CJAD 317 - Bloodstain Evidence 3 hours
- CJAD 328 - Shooting Incidents 3 hours
- CJAD 333 - Topics 3 hours
- CJAD 399 - Criminal Justice Internship 3 hours

- CJAD 406 - Expert and Scientific Evidence 3 hours **or**
- FRSC 406 - Expert and Scientific Evidence 3 hours

- CJAD 433 - Topics 3 hours
- FRSC 210 - Introduction to Forensic Science 3 hours
- FRSC 305 - Forensic Anthropology 3 hours
- FRSC 315 - Forensic Microscopy 3 hours
- FRSC 327 - Introduction to Friction Ridge Skin Evidence 3 hours
- FRSC 333 - Topics 1-3 hours

- FRSC 399 - Science Internship 1-3 hours

- CYSC 400 - Digital Forensics 3 hours **or**
- FRSC 400 - Digital Forensics 3 hours

- FRSC 433 - Topics 1-3 hours
- FRSC 445 - Forensic Pathology 3 hours

Total Semester Hours: 18

Emergency and Disaster Management Certificate

The undergraduate certificate in Emergency and Disaster Management provides students with the knowledge and skills required to conduct a comprehensive emergency management program, including disaster planning, risk assessment, emergency operations, crisis communication, public policy, and disaster mitigation and recovery. This multidisciplinary certificate program incorporates the sectors recognized by the Federal Emergency Management Agency (FEMA), providing students with essential skills for careers in the emergency and disaster management sector.

The Emergency and Disaster Management certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The Emergency and Disaster Management certificate consists of successful completion of 18 semester hours of designated coursework.

Program CIP: 43.0302 - Crisis/Emergency/Disaster Management.

Program SOC: 11-9199 - Managers, All Other

Certificate Requirements

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

These courses are:

Required (12 sem. hrs.)

- EMER 200 - Foundations of Emergency Management 3 hours
- EMER 300 - Disaster Mitigation & Preparedness 3 hours
- EMER 301 - Disaster Response & Recovery 3 hours
- PHIL 302 - Ethics of Disaster 3 hours

Electives (6 sem. hrs.)

Taken from the following list:

- ANTH 345 - Environment and Society 3 hours **or**
- SOCI 345 - Environment and Society 3 hours

- CJAD 210 - Crisis Intervention 3 hours

- CJAD 370 - Dynamics of Terrorism 3 hours **or**
- POSC 370 - Dynamics of Terrorism 3 hours

- ENVS 223 - Environmental Disasters 3 hours **or**
- GEOG 223 - Environmental Disasters 3 hours

- MGMT 314 - American Public Policy 3 hours **or**
- PADM 315 - American Public Policy 3 hours **or**
- POSC 315 - American Public Policy 3 hours

- MGMT 316 - Project Human Resource Management 3 hours **or**
- MGMT 319 - Project Risk Management 3 hours

Total Semester Hours: 18

Homeland Security Certificate

Explore national-security threats including cyber-crime, security vulnerabilities, terrorism, and weapons through the undergraduate homeland security certificate program at Columbia College.

The homeland-security certificate explores the structure and functions of the FBI, CIA, and NSA and their intelligence-gathering processes. The program also examines the current state of homeland security in the United States. The curriculum is designed to aid professionals in creating proactive methods to protect public security.

The Homeland Security certificate will appear on the student's academic transcript and provide evidence that the student has satisfied academic requirements for departmentally recognized courses in the area. The Homeland Security certificate consists of successful completion of 18 semester hours of designated coursework.

Program CIP: 43.0399 - Homeland Security, Other.

Program SOC: 33-1091 - First-Line Supervisors of Security Workers

Certificate Requirements

Complete the following 18 hours of courses with a grade of C or higher. Twelve hours must be completed at Columbia College.

Required (9 sem. hrs)

- HSEC 250 - Homeland Security: An Introduction and Overview 3 hours
- HSEC 320 - Legal and Ethical Issues Related to Homeland Security 3 hours
- HSEC 325 - The Intelligence Function in Homeland Security 3 hours

Electives (9 sem. hrs)

- ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours **or**
- SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

- CJAD 215 - Private Security 3 hours

- CJAD 267 - Cybercrime 3 hours **or**
- CYSC 267 - Cybercrime 3 hours

- CJAD 370 - Dynamics of Terrorism 3 hours **or**
- POSC 370 - Dynamics of Terrorism 3 hours

Total Semester Hours: 18

Criminal Justice Administration

The minor in Criminal Justice is designed for students who are interested furthering their knowledge in Criminal Justice in a flexible 18 hours of coursework. There are six hours of

required courses (CJAD 101 and one of the 400-level legal courses: CJAD 405; CJAD 406; or CJAD 415) and 12 hours which may be filled with any other courses having a CJAD field code. The minor can enhance employment possibilities in the justice system and can serve as a foundation for further study in graduate school and law school.

Minors

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

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

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

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

Specific Requirements

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours

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

- Twelve additional hours of courses with a CJAD field code

Total Semester Hours: 18

Juvenile Justice Studies

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

Minors

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

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

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

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

Specific Requirements

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

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

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

Total Semester Hours: 18

Legal Studies

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

Minors

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

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

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

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

Specific Requirements

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

Required Courses (6 sem. hrs)

- PHIL 210 - Logic and Critical Thinking 3 hours
- POSC 340 - The American Justice System 3 hours

Legal Focus (6 sem. hrs)

Choose a minimum of two courses from this category:

- CJAD 415 - Criminal Procedures 3 hours

- CJAD 425W - Legal Research and Writing 3 hours **or**
- LGST 425W - Legal Research and Writing 3 hours

- LGST 301 - Alternative Dispute Resolution 3 hours
- MGMT 265 - Business Law I 3 hours
- PHIL 430 - Philosophy of Law 3 hours

Analytical Focus (6 sem. hrs)

Choose a minimum of two courses from this category:

- COMM 323W - Argumentation and Debate 3 hours

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

- PHIL 101 - Introduction to Philosophy 3 hours
- POSC 440W - Constitutional Law 3 hours

Total Semester Hours: 18

Corrections Program

The Columbia College Partners in Corrections Program is designed to give students interested in becoming correctional officers at least 15 semester hours in course equivalencies for successful completion of the corrections basic training academy. To qualify, students must successfully complete a departmentally mandated corrections academy in any of the 50 states or U.S. territories. The academy must be a departmentally-mandated basic training academy with a minimum 275 hours in length. Academies complete over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of his or her academy. An approved demonstration of work experience is a letter on appropriate letterhead from a supervisor or human resources administrator

confirming employment in the field; the letter should include employment dates/history and current position. The specific course equivalencies are listed below.*

Core Equivalencies (9 sem. hrs)

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 320 - Cultural Diversity in Criminal Justice 3 hours
- CJAD 350 - Corrections and Penology 3 hours

Criminal Justice Lower-Level Electives (6 sem. hrs)

General Electives (9 sem. hrs)

*The equivalency policy is based on the following provisions:

1. The academy must be one of basic correction and required for employment by the respective state in question and must have been completed within five years prior to applying for equivalencies.
2. Students who complete a basic corrections academy consisting of less than 275 hours will be eligible to earn up to 12 semester hours of criminal justice credit in which one semester hour will be awarded for each 20 hours of basic training.
3. Students who complete a corrections academy of more than 275 hours, or those completing multiple corrections academies may be eligible to earn up to nine more hours of Criminal Justice credit by submitting additional evidence linking their training to specific Criminal Justice courses in the CJAD curriculum. To receive additional credit under this section, the additional training should be at least 20 hours for each additional hour of academic credit desired. For example, a student desiring 3 additional hours of course credit should demonstrate academy training of at least 335 hours.
4. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.
5. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes a state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE or PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
6. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to

earn up to 12 semester hours of criminal justice credit in which one semester hour will be awarded for 20 hours of basic law enforcement and corrections academy training. Total credit may not exceed 12 semester hours.

7. Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalencies may be applied.

Note(s):

Completion of the corrections academy within the last 36 semester hours of a student's degree program may reduce the number of hours applied under the Partners in Corrections Program.

Law Enforcement Program

For students desiring to become law enforcement officers (or if already in law enforcement), Columbia College offers Partners in Law Enforcement. This collaborative initiative between Columbia College and the state's police academies is designed to give students up to 24 semester hours in course equivalencies for successful completion of the academy. To qualify, students must successfully complete a minimum of 400 hours at a state certified, basic police academy. Academies completed over five years prior to applying for equivalency credit will not be considered unless the applicant can demonstrate adequate work experience in the field since completion of the academy. An approved demonstration of work experience is a letter on appropriate letterhead from a supervisor or human resources administrator confirming employment in the field. The letter should include employment dates/history and current position. The specific course equivalencies are listed below.[1]

Core Equivalencies (12 sem. hrs)

- CJAD 101 - Introduction to Criminal Justice Administration 3 hours
- CJAD 201 - Criminal Investigation 3 hours
- CJAD 301 - Criminal Law 3 hours
- CJAD 311 - Police in a Democratic Society 3 hours

Criminal Justice Lower-Level Electives (6 sem. hrs)

General Electives (6 sem. hrs)

The equivalency policy is effective based on the following provisions:

1. Basic law enforcement academies must be a minimum of 400 hours in length and must have been completed within the five years prior to applying for equivalencies;
2. Students who complete a basic law enforcement academy of less than 400 hours will be eligible to earn up to 12 semester hours of criminal justice credit in which one semester hour will be awarded for each 20 hours of training;
3. Students may not be awarded credit for both the Partners in Law Enforcement (PiLE) program and the Partners in Corrections (PiC) program. Students may not be awarded credit for one of the Partners programs and awarded criminal justice electives for other training.
4. If a student completes an acceptable academy for one of the Partners programs and then subsequently completes a state cross-over training program for the other, then as long as the original academy training meets the eligibility rules for acceptance, the students may choose which program (PiLE or PiC) for which to be awarded credit. Students cannot be awarded credit for both programs.
5. If a student has completed basic academy training for both programs but neither training meets the eligibility rules for PiLE or PiC, then the student may be eligible to earn up to 12 semester hours of criminal justice credit in which one semester hour will be awarded for 20 hours of basic law enforcement and corrections academy training. Total credit may not exceed 12 semester hours.
6. Students must have successfully completed 15 semester hours of college coursework at Columbia College before equivalencies may be applied. Students must notify the Office of the Registrar when they are eligible for credit to be applied.

Note(s):

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

Pre-Law

Requirements

The liberal arts component of the general education requirements at Columbia College provides an excellent foundation for student success in law school. Students from all majors may have an excellent chance of going on to law school. Recently criminal justice, English, history and political science have all been popular majors for students pursuing a law degree. Whatever major they choose pre-law students should take classes that enhance written and oral communication, research and critical thinking skills.

The University of Missouri-Columbia, School of Law offers a combined undergraduate and law program also known as the 90-hour program. The combined curriculum enables students to obtain the bachelor of arts/science and juris doctor degrees in six years.

The undergraduate degree is a requirement for the juris doctor degree. Students entering under the combined degree program must make arrangements with their undergraduate schools to complete all requirements for their undergraduate degree.

General Programs

General Programs

Arts, AA

The Associate in Arts degree grounds students to the classical liberal arts and sciences and introduces students to the creative and critical thinking skills needed to meet their professional and personal goals. With the General Education Program as a foundation in the liberal arts and sciences, as well as additional coursework, students completing an Associate in Arts will be prepared to:

1. Communicate clearly and effectively in both written and oral forms.
2. Explain situations that involve their roles as responsible citizens, environmental stewards, and ethical people.
3. Identify diverse aspects of the human experience especially as presented in creative works.
4. Apply scientific principles and mathematical models to answer questions.

Program CIP: 24.0101 - Liberal Arts and Sciences/Liberal Studies.

Program SOC: 43-9199 - Office and Administrative Support Workers, All Other

Program Requirements (9 sem. hrs)

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- COLL 285 - Associates Capstone 3 hours

Ethical Reasoning Requirement (3 sem. hrs)

Select one course from the Ethical Reasoning area of General Education. A list of these courses can be found here.

General Education Core Courses (24-26 sem. hrs)

Select **one** course from each of the **eight** General Education Goals. For the Reasoning in the Natural Sciences, you can either complete BIOL 105/CHEM 105/ENVS 105 or a lecture-

laboratory combination from the course list. A list of the General Education core courses can be found here.

General Education Elective Courses (9 sem. hrs)

Select three courses with differing subject areas from three unique goals. A list of general education elective courses for each goal can be found here.

Writing Intensive Requirement

In addition to ENGL 133W, students must complete two other writing-intensive courses, of which one must be from within the General Education curriculum. Choose courses designated with an alpha character of "W" after each course number.

Electives (13-15 sem. hrs)

In consultation with your academic adviser, select 11-15 additional semester hours of courses. These courses should be selected from across academic subjects.

Total Semester Hours: 60

General Studies, AGS

The Associate in General Studies introduces students to the creative and critical thinking skills to meet their professional and personal goals. In addition to core components of the General Education Program, students completing an Associate in General Studies work with their academic advisors to choose additional coursework to develop an individualized degree focused on their interests and preparing them to:

1. Communicate clearly and effectively in both written and oral forms.
2. Explain situations that involve their roles as responsible citizens, environmental stewards, and ethical people.
3. Identify diverse aspects of the human experience especially as presented in creative works.
4. Apply scientific principles and mathematical models to answer questions.

Program CIP: 24.0102 - General Studies.

Program SOC: 43-9199 - Office and Administrative Support Workers, All Other

Program Requirements (9 sem. hrs)

- COLL 133 - General Education Foundations Seminar 3 hours
- ENGL 133W - First-Year Writing Seminar 3 hours
- COLL 285 - Associates Capstone 3 hours

General Education Core Courses and Ethical Reasoning Courses (18-20 sem. hrs.)

Select one course from the cores of six of the eight General Education Goal areas; or, select one course from the cores of five of the General Education goal areas, and one course from the Ethical Reasoning area of General Education. For the Reasoning in the Natural Sciences goal area, you can either complete BIOL/CHEM/ENVS 105 or a lecture-laboratory combination from the course list. A list of the general education core courses and Ethical Reasoning courses can be found here.

Electives (31-33 sem. hrs)

In consultation with your academic adviser, select 31-33 additional semester hours of courses. These courses should be selected from across academic subjects.

Total Semester Hours: 60

General Studies, BGS

The Bachelor of General Studies provides students with the creative and critical thinking skills to meet their professional and personal goals. With the General Education Program as a foundation in the liberal arts and sciences, students completing a Bachelor of General Studies will develop an individualized degree that focuses on their interests and prepares them to:

1. Demonstrate their achievement of the goals of the general education program.
2. Demonstrate skills gained throughout an individualized course of study that will support their career aspirations.
3. Utilize multiple disciplines to analyze topics of social importance.
4. Integrate reliable information and scholarship into effective arguments.

Program CIP: 24.0102 - General Studies.

Program SOC: 11-9199 - Managers, All Other

General Education Requirements (39-41 sem. hrs)

For a complete list of general education courses click here. For additional information on general education goals and outcomes click here.

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

General Education Core (24-26 sem. hrs)

Select one course from each of the eight General Education Goals. For the Reasoning in the Natural Sciences, you can either complete BIOL 105/CHEM 105/ENVS 105 or a lecture-laboratory combination from the course list. A list of the general education core courses can be found here.

General Education Electives (9 sem. hrs)

Select three general education elective courses with different subject areas; each of these courses must fall under a different General Education Goal. A list of general education elective courses for each goal can be found here.

Ethics Course Requirement (3 sem. hrs)

- PHIL 130 - Thinking about Ethics 3 hours
  or
  Ethics course specific to the minor being pursued (3 hours)

  Fulfilling this program requirement will also fulfill the Ethical Reasoning Requirement of General Education.

Program Requirements (3 sem. hrs)

- COLL 485 - Bachelors of General Studies Capstone 3 hours
  or
- EDUC 400 - Senior Seminar 3 hours

Electives (73-75 sem. hrs)

In consultation with your academic adviser, select 73-75 additional semester hours of courses, selected so that the student is prepared to meet professional and personal goals. Completion of one or more minor programs is recommended.

Writing Intensive Requirement

In addition to ENGL 133W, students must complete two other writing-intensive courses, of which one must be from within the General Education curriculum. Choose courses designated with an alpha character of "W" after each course number.

Total: 120 (sem. hrs)

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

ROTC

Minors

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

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

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

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

Military Science, Naval Science, and Aerospace Studies

The Reserve Officer Training Corps (ROTC) is designed to provide students the opportunity to become officers in the armed forces of the United States while pursuing their college degrees in a variety of fields. ROTC scholarships are available to qualified persons to help defray the costs of a college education. Students who receive ROTC scholarships incur an obligation to serve after graduation in the branch of military service that provided the

scholarship. (No obligation is incurred until the last two years; freshmen and non-scholarship sophomores may participate in ROTC without obligation.)

Columbia College students may enroll in these courses, all of which are offered on the campus of the University of Missouri - Columbia. Columbia College students earn Columbia College credit for these courses. Each branch of the armed services offers its own set of courses. The U.S. Army courses are found in this catalog in the listing of course descriptions under Military Science (MSCI) and the U.S. Air Force courses are found under Aerospace Studies (ASCI), and the U.S. Navy's are under Naval Science (NSCI).

Columbia College students may earn a minor in ROTC by completing eighteen semester hours of courses with a field code of ASCI or NSCI or MSCI.

Courses are scheduled and taught by personnel in the three respective departments of the University of Missouri - Columbia.

For more information, contact:

- Military Science (Army ROTC): 573-882-7721
- Naval Science (Navy ROTC): 573-882-6693
- Aerospace Studies (Air Force ROTC): 573-882-7621.

Specific Requirements

Complete 18 semester hours of coursework with a field code of ASCI (Aerospace Studies), NSCI (Naval Science), or MSCI (Military Science).

Total Semester Hours: 18

Teacher Certification Program

Admission to the Teacher Certification Program

Education courses numbered 300 and below are open to all students. Students pursuing teacher certification may not enroll in Education courses as pass/fail unless the course is a designated pass/fail* course by the Education Department. Admission to the program is required *prior to enrollment in all education courses above 300 (excluding EDUC 390, EDUC 396/PSYC 396 , EDUC 391/PSYC 391 and EDUC 392/PSYC 392).* Students are required to meet requirements and seek admission as early as possible.

(*Undesignated courses taken pass/fail will be considered as a grade of C for GPA calculations.)

Students who seek admission to the program must have:

- Declared a Bachelor's degree in a subject/content area (e.g. English, History, Business, etc. The exception is the specialized Bachelor of General Studies with Elementary Education Certification);
- Completed 5-6 hours of Education courses at Columbia College which must include EDUC 200 , EDUC 230 , and EDUC 300 (Or the graduate equivalent courses: EDUC 505, EDUC 542, and EDUC 560);
- A professional education GPA of at least 3.0 and content area GPA of at least 2.5 with no grade lower than C; See note above regarding pass/fail.
- Completed application materials for admission to the Teacher Certification Program (available on the Education Department website);

Retention Criteria:

- Complete at least six hours of professional education each year;
- Complete Field Experiences and receive favorable evaluations from cooperating teachers, faculty, and college supervisors;
- Maintain a cumulative GPA of 3.0 or above in professional education and GPA of 2.5 or above in content area courses;
- Throughout the program, students will receive feedback on their professional dispositions. 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 the student's bachelor's degree must be taken to meet State certification requirements;
- Any content area or professional education course(s) with grade of "D" or lower must be repeated until a grade of "C" or above is obtained.

Other requirements for certification that must be completed prior to recommendation for a Missouri teaching certificate:

- Successful completion of appropriate Praxis II exam;
- Successful completion of the Missouri Educator Evaluation System (MEES)

Beacon Program

The Beacon Program is a certification program designed so that students can graduate with a baccalaureate degree in their content area and certification in their grade level. Students complete all degree and certification requirements at the undergraduate level. Students seeking certification to teach will declare a major in their content area (i.e. Math, History, English, Science) and a minor a specific area of teacher certification. (Possible certification options are Elementary Education, Middle School Education Language Arts, Middle School Education Mathematics, Middle School Education Science, Middle School Education Social Studies, Secondary Education Biology, Secondary Education Business, Secondary Education Chemistry, Secondary General Science, Secondary Education English, Secondary Education Mathematics, Secondary Education Social Studies, Art Education K-12, or Music Education K-12.) Students will be required to maintain a program GPA (3.0 in professional education courses and 2.5 in content area courses) within each minor and complete a minimum of one half of the Education coursework through Columbia College, which must include an observed field experience. Certification students must apply and be accepted into the Teacher Certification Program before enrolling in most education courses above EDUC 300. Students completing this program will be eligible to be recommended for certification to teach in Missouri at the elementary, middle, or secondary, or K-12 level.

Students who choose to pursue Elementary Education Certification have two degree options:

1. Obtain the Bachelor of General Studies with Elementary Education Certification that includes the Elementary Education Certification Minor and Elementary Education Content Area Minors in Language Arts, Mathematic/Science, and Social/Cultural Studies. Students must complete all minors to earn this degree.
2. Obtain a degree in a content area and add the Elementary Education Certification Minor.

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 assessment costs associated with becoming a teacher in the state of Missouri:

Assessments - Missouri requires various assessments throughout a student's teacher certification program. They are:

Praxis II - the cost of this assessment varies depending on the area of certification. Some certification areas require multiple assessments and others may only require one.

(Note: Some testing centers may also charge an exam sitting fee. For additional information about these assessments, go to https://praxis.ets.org/state-requirements/missouri-tests.html)

Tuition - Although this may seem obvious, tuition is another cost to plan for, especially student teaching which is a 16-week placement in a school during which most students are not able to maintain a separate job for income.

How to plan - Since the assessments are not covered by financial aid, students should determine, with their advisor, the semester/session they plan to take the assessment(s) and save any financial aid refund from previous terms to help defray the cost. A semester with no income while student teaching would obviously take more budgeting, but planning ahead would certainly help reduce the financial stress during that time.

Certification Application Costs (through Mo-DESE)

The State of Missouri charges fees for some applications. The certificates that include application fees are:

- Non-Missouri Graduate application - $100

- Additional ("Add-On") application - $35

- Upgrades (to existing certificates) - $35

- Temporary - $50

- Substitute - $50

- ABCTE - $100

- Provisional - $50

Initial Certificates for students who have completed their teacher preparation program through a Missouri institution have no application fee.

Fingerprinting is required for any new certificate application. This fee is currently $43.50. (2025)

Admission Policies

Columbia College enrolls students who have both the desire and ability to succeed in a rigorous teaching and learning environment. The College invites applications from students who have demonstrated they are likely to complete the College's broad-based general education curriculum and to successfully complete an undergraduate major. Many factors are considered in the admission decision, but previous academic achievement is the best predictor of success at Columbia College.

Columbia College does not unlawfully discriminate on the basis of any status or condition protected by applicable federal or state law in the administration of its educational policies, admission, financial assistance, employment, educational programs, or activities. Columbia College reserves the right to deny or rescind admission at its sole discretion.Columbia College reserves the right to use photographs of its students in publications and media that promote the college.

By submitting an application, applicants are giving their expressed written consent for Columbia College to contact them regarding our educational programs and services using email, telephone, or text - including the use of automated technology for calls and periodic texts to the wireless number provided. Message and data rates may apply. This consent is not required to purchase goods or services, and applicants may always call us directly at 573-875-7515 or 877-999-9876.

Columbia College's mission is to provide quality education in a variety of flexible formats to fit the needs of all of our students. As such, by submitting an application, applicants understand their program may require a combination of online, virtual, and in-seat 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: www.ccis.edu/campus-safety.

Columbia College reserves the right to randomly check any and all applications for a criminal, suspension, or dismissal history. Applicants with a felony and/or misdemeanor conviction(s) 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. However, priority processing deadlines may mean that applicants who submit their materials after the stated dates may not be reviewed for admission or may have to postpone enrollment to a later start term. Admission priority processing deadlines are as follows; please visit the academic calendar to see dates for each academic year.

Applicants who are not admitted for the term in which they applied will be withdrawn. Additionally, admitted students, who do not enroll for the term they are admitted to, will need to update their application to a future start term, or their application will be withdrawn.

Main Campus Day Priority Deadlines

- International freshman applicants should submit completed applications (including required supporting materials) no later than four weeks prior to the start of the fall or spring semesters.
- International transfer applicants should submit completed applications (including required supporting materials) no later than two weeks prior to the fall semester and no later than three weeks from the start of the spring semester.
- Applicants who do not meet admission criteria will be required to go through the Application Review Committee and should submit all application materials no later than one week prior to the start of the fall semester and no later than two weeks prior to the start of the spring semester.

Denver Location Priority Deadlines

- International freshman applicants should submit completed applications (including required supporting materials) no later than four weeks prior to the start of the fall or spring semesters.
- International transfer applicants should submit completed applications (including required supporting materials) no later than two weeks prior to the fall semester and no later than three weeks from the start of the spring semester.

Admission Procedures

To be considered for admission to Columbia College, an applicant's file must include the materials outlined below. All unofficial documents should be submitted electronically to Admissions@ccis.edu; faxed to 573-875-7506; or mailed to the Recruiting & Admissions Department, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Documents supporting college readiness must be provided to the Recruiting & Admissions Department before admission review.

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.

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.

Note: 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 the Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.

The moderately selective requirements for admission to the Main Campus Day Program are not applicable to the Columbia College Global (CCG) Locations.
See www.ccis.edu/locations for a map of all Columbia College Locations.

Every applicant to any Columbia College program or Location must complete the following steps for admission review. Additional requirements may apply to specific student types (i.e., non-degree, readmit, international, etc.). See specific applicant type policies below for more information.

1. Submit a completed application at www.ccis.edu/apply
2. Provide proof of college readiness (Note: Admissions requirements may vary by Location. See policies below)

Columbia College welcomes home-schooled applicants at all locations. Home school applicants must complete all Admissions Procedures. Transcripts may be accepted from recognized home school programs. Contact the Recruiting & Admissions Department for more information.

Identity Authentication

All Columbia College applicants are required to authenticate their identity as part of the enrollment 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 and date of birth must match their application and student file (as applicable).

To complete authentication, applicants may complete authentication in one of the following ways:

1. *Photo with ID:* Take a photo of themselves (i.e. selfie) holding a valid government-issued photo ID next to their face. The detailed information on their ID must be legible. A close-up image of the same ID must also be submitted for review. Photos can be submitted to Admissions@ccis.edu for verification.
    a. *Photo Guidelines:* Submit a color photo taken within the last month. Take a clear image of your face. No shadows or filters 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 the photo. All information on ID must be visible and readable.
2. *At Location:* Students with access to a Columbia College nationwide location may show their government-issued photo ID to a full-time staff member at their location.
3. *Notary Form:* A notary public will confirm the student's identity by making a copy of their government-issued photo ID and providing their signature (and notary stamp as applicable) on the Notary Public ID Authentication Form. This signed and completed form must be submitted to Admissions@ccis.edu for verification.

New applicants with recent changes to their legal name must provide a government-issued photo ID with updated name or provide documentation (i.e. marriage license) to verify their recent name change. Applicants seeking readmission to Columbia College (i.e. applicants with a student record) must also complete the Name Change Request Form with the Office of the Registrar in order to update their student record with Columbia College.

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 enrolling with Columbia College.

Admission Requirements

Online and Nationwide Admission Criteria

To be reviewed for admission to any of our nationwide locations, the Main Campus Evening program, or the Online program at Columbia College, applicants must complete the Admissions Procedures AND

- Provide proof of college readiness by presenting any one of the following:
    - Evidence of high school completion via the High School Attestation Form or Home School Attestation Form.*
    - Evidence of successful high school completion from a regionally accredited & accepted institution by submission of an unofficial High School transcript
        - Students who attended an unaccredited institution, may submit supporting documentation with their application to prove college readiness
    - Evidence of successful completion (with score information) of the General Educational Development Test (GED), HiSET, or TASC or
    - For residents in Florida, Texas, and Washington only: evidence of a minimum of 6 credit hours of satisfactory college work from a regionally accredited & accepted institution by submission of an unofficial college transcript. (Non-credit courses, developmental courses, career and/or trade school credit do not satisfy this requirement).

Note: Based on information provided on the application, additional documents may be required for admission review. International student applicants may have additional required documents. See the International Student Admissions section for more information.

** Attestation forms apply to applicants residing in all US states, with the exception of Florida, Texas, and Washington. Applicants who attended an international high school are not eligible to use the attestation forms. Additionally, High School Dual Enrollment applicants are not eligible to use the attestation forms.*

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 the Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.

Main Campus Day Program Admission Criteria

Columbia College is committed to a holistic review of applicants and, thus, has been and will continue to be test-optional for admission.* New freshmen applicants for the Main Campus Day Program who believe their test scores are an accurate reflection of their academic abilities are welcome to submit them for admissions consideration. If they choose not to, applicants will be reviewed on GPA, college prep curriculum and/or class rank.**

** Please Note: test scores may still be required for some academic scholarships.*
*** International applicants may still be required to submit test scores.*

To be reviewed for admission to the Main Campus Day Program at Columbia College, students must complete the Admissions Procedures AND demonstrate the appropriate college readiness indicated by their applicant stage.

First-Time Freshmen

Students with zero post-high school earned college credits are considered freshmen applicants. Admission is generally granted to high school applicants with no previous college credit (excludes high school dual enrollment/dual credit) who follow a college preparatory curriculum and meet the following requirements:

Applicants with no post-high school earned college credits must complete the Admissions Procedures AND meet the following criteria:

- 3.00 cumulative high school GPA on a 4.0 scale

OR

- 2.50 cumulative high school GPA on a 4.0 scale AND 21 ACT; 1060 SAT* composite score; Rank in the top half of their graduating class; OR Meet core class requirements**

  ** 990 SAT composite score prior to March 2016*

  *** If the ACT/SAT composite score does not meet minimum admission requirements and class rank is unavailable, academic consideration will be made for college prep work completed in high school. Applicants must demonstrate successful completion of the twelve units of college prep work identified below with a grade of C or higher in each course.*

  - *Four units of English*
  - *Three units of Mathematics (two years of algebra and one year of geometry)*
  - *Three units of Science*
  - *Two units of Social Studies*

Note: Applicants who are not eligible for admission can appeal their admission decision and be reviewed by the Admission Review Committee.

Applicants who completed high school more than two years from the time of admission review are not required to submit ACT or SAT scores for admission consideration. However, these scores are used for freshman course advising and scholarship review.

Transfer Students

Students with twenty-four or more post-high school (excludes high school dual enrollment/dual credit), earned college credits are considered transfer applicants. Transfer applicants must complete the Admissions Procedures AND meet the following criteria:

- 2.0 cumulative college GPA, which includes all credit attempted at all institutions attended.

**All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.*

Early-Out Admission Criteria

Main Campus Day Program students of exceptional ability may apply for admission to Columbia College following completion of their junior year of high school and after having earned 15 high school credits. Applicants for early-out admission must complete the Admissions Procedures for standard admission. Students must show an academic record that reflects readiness for college-level work. Consent of the high school principal and parents is required. Admission is contingent upon approval by the Admissions Review Committee.

Self-Report Procedures and Expectations

Applicants to the Main Campus Day Program may self-report their high school GPA and test scores on the application for admission review.

Any admitted student who confirms their enrollment is required to submit a final, official high school transcript with graduation date sent directly from the high school and official test score(s) sent directly from the testing agency or included on the high school transcript. These official documents are carefully reviewed against the self-reported Academic Record.

Students must submit accurate information.

- You should have a copy of your unofficial transcript and test score reports in hand when completing the Academic Record to ensure that information is entered fully and accurately.

Students must submit honest information.

- Do not adjust your grades in any manner. Do not average or convert them. You must enter your most current cumulative GPA (weighted or unweighted, whichever is highest) exactly as shown on your transcript and report your school's grading scale.

If the Academic Record is deemed inaccurate, Columbia College may change or rescind the admission and scholarship offers, regardless of whether the inaccuracy was intentional or accidental.

Misrepresented or False Information Results in Cancelled Admissions and Scholarships

All Columbia College Applicants who have enrolled or plan to enroll will need to submit official final transcripts and test scores by July 1st for the summer/fall term and December 20th for the spring term. We will compare the official final transcript and test scores against the self-reported academic record.

Academic integrity and student success are our highest priorities. Columbia College has the right to cancel enrollment and scholarships for any students who misrepresented their Academic Records. The Office of Admissions has sole discretion in determining if misrepresentation has occurred.

Honest Mistakes in Self-Reporting

We encourage applicants to reference a printed unofficial transcript, and unofficial test score reports to minimize any typos or errors. Misrepresentation or inaccurate entry of information in the Academic Record may be grounds for a change in the admission decision and scholarship offers. These situations may include, but are not limited to, the following:

- Pattern of inaccuracy: A student submits an Academic Record with a pattern of repeated inconsistencies.
- Single significant error: A student misreports a test composite/total score or cumulative GPA that has a significant bearing on the admission decision. Our admissions committee will review final transcripts and test scores in comparison to self-reported information. Students may or may not be asked to provide an explanation for inconsistencies.

Typos determined to be unintentional may still be grounds for a change in the admission decision and scholarship offer. Applicants whose admission or scholarship offer is changed or rescinded will be notified in writing.

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 an individual who has been granted asylum or refugee status in the United States. 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 undergraduate admission through the Main Day Campus or Denver Location only. Housing contracts are only available for students applying to the traditional Main Day Campus in Columbia, MO. International students not seeking an I-20 from the College may apply for admission to any venue so long as the current visa status of the applicant allows for academic study while in the United States.

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.

Main Day Campus Admission Requirements

First-Time Freshmen

Students with zero post-high school earned college credits are considered freshmen applicants. Admission is generally granted to high school applicants with no previous college credit (excludes high school dual enrollment/dual credit) who follow a college preparatory curriculum and meet the following requirements:

Applicants with no post-high school earned college credits must complete the Admissions Procedures AND meet the following criteria:

- 3.00 cumulative high school GPA on a 4.0 scale

OR

- 2.50 cumulative high school GPA on a 4.0 scale AND 21 ACT; 1060 SAT* composite score; Rank in the top half of their graduating class; OR Meet core class requirements**

  ** 990 SAT composite score prior to March 2016*

  *** If the ACT/SAT composite score does not meet minimum admission requirements and class rank is unavailable, academic consideration will be made for college prep work completed in high school. Applicants must demonstrate successful completion of the twelve units of college prep work identified below with a grade of C or higher in each course.*

- *Four units of English*
- *Three units of Mathematics (two years of algebra and one year of geometry)*
- *Three units of Science*
- *Two units of Social Studies*

Applicants who completed high school more than two years from the time of admission review are not required to submit ACT or SAT scores for admission consideration. However, these scores are used for freshman course advising and scholarship review.

Transfer Students

Students with twenty-four or more post-high school (excludes high school dual enrollment/dual credit), earned college credits are considered transfer applicants. Transfer applicants must complete the Admissions Procedures AND meet the following criteria:

- 2.0 cumulative college GPA, which includes all credit attempted at all institutions attended.

**All official transcripts must be provided within 90 days of enrollment for further registration eligibility. Official transcripts can be submitted electronically to EvalTrans@ccis.edu or mailed to Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.*

In addition to the aforementioned admission criteria, proof of English proficiency is a required admission item for International students. Please see the English Proficiency Requirements section for more information pertaining to approved exams, programs, and exceptions.

**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 the Office of the Registrar, Columbia College,1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.*

Note: Applicants who are not eligible for admission can appeal their admission decision and be reviewed by the Admission Review Committee.

Nationwide Location

To be reviewed for admission to the Denver, CO location, international students must provide proof of college readiness by presenting any one of the following:

- Evidence of successful high school completion from an accredited & accepted institution by submission of an unofficial High School transcript* or

- Evidence of successful completion of the General Educational Development Test (GED), HiSET, or TASC
- Includes evidence of successful completion of secondary school (high school equivalency) records from a regionally accredited & accepted institution by submission of an unofficial High School transcript* in their native language and an official English translation (if needed).

In addition to the aforementioned admission criteria, proof of English proficiency is a required admission item for International students. Please see the English Proficiency Requirements section for more information pertaining to approved exams, programs, and exceptions.

**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 the Office of the Registrar, Columbia College,1001 Rogers Street, Columbia, MO 65216. Official transcripts are sent directly from the institution. Transcripts received from the student will be considered unofficial.*

Required I-20 Visa Documents

Following 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.

Additional documents must be provided in order to prove eligibility to receive an I-20 from Columbia College. 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

Once admitted, international admits will be unable to register for courses until these documents have been received and approved by the International Student Services Center. Depending on the applicant stage, specific documents will be required upon arrival.

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:

UNDERGRADUATE PROGRAM			
Test Type	**Institutional Code**	**Admission with English Language Support**	**Standard 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)
TOEFL-PBT* (paper-based test)		Score of 480 or higher (with no subset score lower than 46)	Score of 530 or higher (with no subset score lower than 53)
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)
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)
Duolingo English Test (DET)*		Score of 80 or higher	Score of 95 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)

SAT	6095	Critical Reading subset score of 380	Critical Reading subset score of 430 or above
ACT	2276	Subset score of 15 or higher in English	Subset score of 17 or higher in English

** Submitted score reports must be within two years 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 at 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 133W course. *(*Minimum score subject to change based on recommendations by the American 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.

English exam scores from school leaving exams:

- WAEC Score of B3 or better
- CXC score of 2 or better
- GCSE/IGCSE score of C or five or better

Applicants from Antigua & Barbuda, Australia, Bahamas, Barbados, Canada (All Canadian provinces except Quebec), Dominica, Fiji, Grenada, Ireland, Jamaica, Malta, New Zealand, St. Kitts & Nevis, St. Lucia, St. Vincent & Grenadines, South Africa, the United Kingdom, and Trinidad & Tobago are not required to submit proof of English proficiency.

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.

Options for Students Denied to the Main Campus Day Program

Main Campus Day Program applicants who do not meet the admissions criteria standards may be considered for admission through the Admissions Review Committee process. The Admissions Review Committee reserves the right to review any application for admission.

Applications may be reviewed to determine whether applicants are admitted to the College. The committee takes into account all academic coursework.

An applicant who is denied admission to the Main Campus Day Program due to academic record may apply to Main Campus Evening, Nationwide, or Online programs. Applicants may reapply to the Main Campus Day Program after successful completion of 6 credits with a C or higher at the Main Campus Evening, Nationwide, or Online program.

Appeal:

If an applicant wishes to appeal their denial to the Main Campus Day program, they must submit the Day Admissions Appeal Form with required documents on the website at http://www.ccis.edu/offices/admissions/forms/onbase/dayappeal. The letter of appeal and supporting documentation will be reviewed, and the admission decision will be final. Columbia College reserves the right to deny applicants to all locations.

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 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 their 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. Information will be compiled for the Conviction Review Committee (CRC) to review. If an applicant has previously applied to the College, updated documents will be required for review.

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 representatives across the institution.

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

- Amount of time that has passed since the crime or offense
- Successful completion of sentence
- Severity of the crime or offense
- Nature of the crime or offense
- Other educational programs attended since the 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 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 the 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. 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 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.

Readmission

Students who have not taken courses with Columbia College in the last three consecutive semesters or longer must apply for readmission. Applicants seeking readmission are classified as students who have completed one or more courses at Columbia College with a transcripted GPA, including non-degree students. Applicants seeking readmission will be held to the same priority processing deadlines as all new student applicants, regardless of type (i.e., full-time, part-time, or non-degree seeking). Columbia College reserves the right to review all student materials as part of the readmission process, which includes previous application documents and information. Automatic readmission is not guaranteed.

Unofficial transcripts from each college attended after Columbia College will be required for readmission consideration for Main Campus Day Program readmission. Resubmission of original official transcripts may be required if the absence prior to re-enrollment exceeds five years. Any remaining unsubmitted transcripts or admission documents required during previous Columbia College attendance will be required prior to readmission. (This includes the requirement to provide official transcripts within 90 days of initial enrollment).

Academic and financial status restrictions are checked upon readmission application review. Students with outstanding payments at Columbia College may not be readmitted until financial obligations are resolved. (Students may contact the Center for Academic Retention and Student Success directly at 573-875-7252 to determine if there is a balance due.) Students serving a suspension or not in good academic standing may be prevented from re-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.

Online and Nationwide Readmission Criteria

Applicants seeking readmission must complete the Admissions Procedures and the above guidelines. Previous Columbia College credit may be considered for proof of college readiness. Applicants must have a minimum of six earned credit hours with Columbia College with a grade of C or higher in these six credit hours for consideration for readmission.

Readmission After Suspension

Students with an active degree program may be eligible to re-enroll following a suspension of one semester. Students wishing to appeal an Academic Suspension can complete the Suspension/Dismissal Appeal Form, located at this webpage.

Students without an active degree program may apply for readmission to Columbia College following a suspension of one semester. Application deadlines will be adhered to regardless of status, including full-time, part-time, or non-degree seeking.

To appeal the suspension, students must complete the following:

1. Submit a readmission application.
2. Submit all unofficial transcripts to Admissions@ccis.edu, including colleges attended since leaving Columbia College.
3. Submit any other missing required documents not provided during previous attendance.
4. If applicable, reconcile any balance owed to Columbia College through the Center for Academic Retention and Student Success.
5. If applicable, provide information regarding their suspension appeal request

Appeal information will be reviewed by the College administration, and the admission decision will be final.

Readmission After Dismissal

Students may apply for readmission to Columbia College after three years following an academic dismissal. Application deadlines will be firmly adhered to regardless of status; full-time, part-time, or non-degree seeking.

To appeal the dismissal, students must complete the following:

1. Submit a readmission application.

2. Submit all unofficial transcripts to Admissions@ccis.edu, including colleges attended since leaving Columbia College.
3. Submit any other missing required documents not provided during previous attendance.
4. If applicable, reconcile any balance owed to Columbia College through the Center for Academic Retention and Student Success.
5. Submit the Suspension/Dismissal Appeal form. The form should include an assessment of the lack of previous academic progress, an outline of accomplishments since dismissal, and a specific plan of action for success should readmission be approved.

Appeal information will be reviewed by the College administration, and the admission decision will be final.

Students who have been permanently dismissed from Columbia College are not eligible for readmission.

Changing Locations (Location Transfer)

Students attending a Nationwide Location, Online, or the Main Campus Evening can cross-enroll or update/change their location without needing to reapply. Students changing to the Main Campus Day program must reapply. Once 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, please contact the Recruiting & Admissions Department to change your Location before admission. *This change* **cannot** *be completed by logging into your previously submitted application.* Following admission, students must complete the Change of Location form in their MyPortal to update their Location.

Note: Applicants changing to the Main Campus Day Program may have to meet additional admission requirements.

Non-Degree Seeking Students

The non-degree-seeking status is designed for part-time students who do not wish to seek an academic degree at Columbia College. Students who wish to apply for non-degree seeking status must complete the non-degree seeking application for admission.

Acceptance as a non-degree-seeking student is not automatic. Enrollment as a non-degree-seeking student neither guarantees automatic admission to degree-seeking status. *Students enrolling at Columbia College under this non-degree status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree-seeking students cannot change/update to degree-seeking in the middle of an academic semester.*

Non-degree-seeking students are required to remain in good academic standing (not on academic or disciplinary probation). Non-degree-seeking students who do not enroll in one or more consecutive semesters (Main Campus Day Program) or three consecutive semesters (Main Campus Evening and Nationwide/Online locations), must reapply for non-degree admission. Non-degree-seeking students are not eligible for financial aid.

International students who wish to enroll part-time at Columbia College may be considered for admission as a non-degree student. Students must be degree-seeking to be eligible for a SEVIS I-20 Form from the College at applicable locations. Non-degree-seeking international students must provide proof of English proficiency.

Enrollment for non-degree-seeking students is on a space-available basis only. Course selections may be limited. Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). *Non-degree-seeking students must provide proof that course prerequisites have been met prior to enrolling in the respective course(s).* Failure to meet these preliminary requirements may result in being dropped from the course(s). Classification (Freshman, Sophomore, Junior, or Senior) will be determined only by the credits students have completed at Columbia College.

Main Campus Day Non-Degree students only:

- Non-degree-seeking students who enroll in twelve or more hours are considered full-time students (and thus will be charged the full-time tuition rate)
- Enrolling as a non-degree-seeking student does not negate the residence hall requirement (applicable only to enrollment as a full-time student)

Certificate Seeking Students

Columbia College offers a variety of certificate programs, and eligibility to enroll varies by program. Please see specific certificate sections for enrollment criteria. **Item to Note:** Some certificate programs are non-degree seeking status. The non-degree-seeking status is designed for part-time students who do not seek an academic degree at Columbia College. Students who wish to apply for non-degree seeking status must complete the certificate-seeking application for admission. Acceptance as a non-degree certificate-seeking student is not automatic. Additional and separate criteria may apply to different certificate

programs for admission review. Please see specific certificate sections for admission criteria.

Enrollment as a certificate, non-degree-seeking student neither guarantees automatic admission to degree-seeking status. *Students enrolling at Columbia College under this non-degree certificate status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Non-degree-seeking students cannot change/update to degree-seeking in the middle of an academic semester.*

High School Dual Enrollment

High school students (freshman through senior) have the opportunity to take college courses for credit as a non-degree student while completing high school*. Dual enrollment means that high school students are enrolled in high school *and* college courses concurrently; the college-level courses are taken through Columbia College.

Students still currently enrolled in high school who wish to earn credit at Columbia College must:

1. Submit the undergraduate application for admission. See admissions priority deadlines for more information on application deadlines by location.
2. Request an unofficial copy of the high school transcript to be sent to the Recruiting & Admissions Department.
3. Meet specific academic qualifications by high school level:
    - 9th Graders: Cumulative high school GPA of 3.0 or higher and an ACT/SAT at or above the 90th percentile
    - 10th Graders: Cumulative high school GPA of 3.0 or higher
    - 11th & 12th Graders: Cumulative high school GPA of 2.5 or higher
4. Provide written support from the high school principal or guidance counselor and a parent or legal guardian by completing the Columbia College Dual Enrollment form (contact the Recruiting & Admissions Department for this form or print it from the Dual Enrollment page).

The Admissions Review Committee reserves the right to review any application for admission under the dual enrollment status. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

High School Dual Credit

High school students (freshman through senior) have the opportunity to take college courses for credit while completing high school. Dual credit means that high school students are enrolled in high school courses that will receive college credit based on a

partnership between Columbia College and that particular high school. Courses will be taken at the high school. Dual Credit is only available to partner high schools. Please contact the Recruiting & Admissions Department for more information about partnerships.

Students still currently enrolled in high school who wish to earn credit through a high school dual credit partnership with Columbia College must complete the following steps.

Items required in 1 - 4 will be collected by the high school representative and submitted to Columbia College by the agreed deadline.

1. Submit the dual credit application. This will be provided by the high school administration during the enrollment period.
2. Request an unofficial copy of the high school transcript.
3. Provide a copy of your high school ID card/driver's license.
4. Submit payment through the high school administration.

To be eligible for high school dual credit, applicants must meet the following specific academic qualifications by high school level:

- 9th Graders: Cumulative high school GPA of 3.0 or higher and an ACT/SAT at or above the 90th percentile
- 10th Graders: Cumulative high school GPA of 3.0 or higher
- 11th & 12th Graders: Cumulative high school GPA of 2.5 or higher

The Admissions Review Committee reserves the right to review any application for admission under the dual credit status. The College reserves the right to deny admission to any applicant and to deny and/or rescind admission to any applicant who provides false or misleading information to the College.

Additional Academic Information

Additional Academic Documents

Although not required for admission consideration, additional academic information that may supplement an application file includes, but may not be limited to: Advanced Placement; International Baccalaureate; Excelsior (formerly Regents); ACE accredited corporate courses; military credit (DSST, DD214, JST); Law Enforcement Training Institute; RN certification and LPN certification. For additional information about the transfer of alternative credit, contact the Office of the Registrar.

Course Prerequisites

Many courses include prerequisite/corequisite requirements. (See course descriptions for details regarding specific courses). It is the student's responsibility to fulfill prerequisite

requirements before enrolling in the respective course(s). Failure to meet these preliminary requirements may result in being dropped from the course(s).

Columbia College Alumni Association Lifelong Learning Grant Applicants

Students who have an associate or baccalaureate degree from Columbia College may be eligible to receive the CCAA Lifelong Learning Grant. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree; they owe no fees to Columbia College and are not in default on federal aid loans.

Students may enroll for credit as auditors in courses being offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.** Students are required to pay for textbooks and lab fees associated with the courses. *Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.*

Students must apply for admission to be eligible to register for a course. No applicant fee is required. CCAA Lifelong Learning applicants must also submit a Columbia College financial assistance application to the Center for Academic Retention and Student Success.

Transcripts/Credit Documents Requirement

Applicants must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.

If applicable, an official transcript and certified English language translation from each college and university attended must be submitted to the College before the 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 copies 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 to one institution from another institution's transcript. Only grades of 'C' or higher are accepted in transfer. The following examinations and test scores that may be submitted for an official evaluation: CLEP, DANTES (DSST), AP, and IB.

Applicants who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or

the Department of Education for the state, or the Ministry of Education where the school is located indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then there will be no delay in the evaluation process.

International bachelor's degrees awarded by institutions that are chartered and recognized by their centralized government educational body, or their national ministry of education, will be accepted as meeting the qualifications for a general education waiver if these criteria are met:

- Take *ENGL 133W First-Year Seminar* with a grade of "C" or better
- Take an additional 30 semester hours with at least three hours from each of the following groups of course codes:
    - Group 1: ANTH, ECON, GEOG, POSC, PSYC, SOCI
    - Group 2: ARTS, COMM, ENGL, HIST, MUSI, PHIL, RELI
    - Group 3: ASTR, BIOL, CHEM, ENVS, GEOL, PHYS
    - Group 4: [MATH Equivalent to Beginning Algebra or higher] Please Note: Developmental level courses will count towards meeting the group requirement but not the 30-hour total.

International students must meet all of the above criteria in order to be eligible for a general education waiver. Once the criteria are met, a request for evaluation must be submitted by your advisor to the Office of the Registrar.

The College evaluates advanced secondary school education from other countries, such as the British Advanced Level Examinations, the French Baccalaureate, the German Abitur, and the Canadian CEGEPs. Students who successfully have completed advanced secondary school education may receive advanced standing or transfer credit at the College. Such credit is evaluated on a course-by-course basis. Students may be asked to submit course descriptions and/or course syllabi for evaluation purposes.

Once a document has been submitted, it becomes the property of Columbia College. Neither the original nor a copy will be given to the applicant.

Tuition and Fees

Main Campus Day Tuition and Fees

*Student Guide to America's 100 Best College Scholarship*s lists Columbia College as one of the top rated colleges with the lowest costs.

Tuition Rate for New Student

These rates apply to students who are **enrolled full-time** (for the first time) as Columbia College students in the **Fall semester 2026 and/or Spring Semester 2027.**

Tuition

Full-Time (12 - 18 credit hours)	
Fall Semester	$14,917.00
Spring Semester	$14,917.00
Total	$29,834.00
Part time (1 - 6.0 credit hours), per credit hour	$750.00
Overload (per credit hour over 18 hours)	$750.00

**Bachelor of Science in Nursing (BSN) tuition is full day tuition.*

Other Fees (as applicable)

Audit Tuition (per semester hour)	$275.00
High School Dual Enrollment (per semester hour)	$125.00
Late Payment Fee	$29.00

Parking

Annual permit	$50.00

Main Campus Day Tuition and Fee Structure

Explanation of Tuition and Fees

Tuition: The basic charge for general instructional, general institutional, student services, library, and plant operations. Tuition covers but a portion of these costs, which also are supported by generous gifts, grants and endowment income.

*Room and Board:*Covers the cost of residence hall operations, repairs and maintenance, utilities, contractual food service operations, etc.

Part-time Student Tuition and Fees: Covers a portion of the expenditures listed above for full-time students.

Audit Tuition Per Semester Hour: A reduced tuition rate designed for students and community members who merely wish to take a course without credit. The audit charge per semester hour enables an undergraduate to sit in on as many class periods as the student desires in any lecture course on the campus. Prior permission of the instructor is required, and students will participate to the extent determined by the instructor. Audit students will not receive a grade or credit for the course.

Overload Charge: The full-time tuition at Columbia College is predicated on a certain number of courses, available classroom space, and an average student semester hour load, which permits graduation within eight semesters of full-time attendance. Students who enroll for more than 18 semester hours per semester are normally required to pay the additional per semester hour charge.

Transcript Fee: A charge for processing a request for a certified transcript copy and mailing to prospective employers and graduate schools.

Fixed-Rate Tuition Program

Beginning the 2024-2025 academic year, the Columbia College Day Campus tuition rate for new, full-time academic students will be the current academic year tuition rate. Students attending part-time, new, or returning are charged the current year part-time tuition rate.

Fixed-Rate Tuition Program for students 2023-2024 and years prior

For students who attended the 2023-2024 academic year and previous years, the Columbia College Day Campus tuition rate for current and returning, full-time academic students was set to provide a fixed rate for the four consecutive academic years traditionally associated with baccalaureate degree completion. A student's fixed tuition

rate is determined based on the first year of attendance in the Day Campus as a full-time (12 semester hours or more) student. That year of first, full-time attendance is established as the student's "classification" year. Tuition rates are set by classification year.

Classification years can only be established with enrollment and the receipt of a transcripted grade in the Fall or Spring semester of the Day Campus; Columbia College students that attended the Day Campus as a full-time student during the 2019-20 Academic Year have their classification year established as 2019-20. For example, a new, full-time student registering for the August 2020 (Fall 2020) semester has a classification year of 2020-21. A new, full-time student registering for January 2021 (Spring 2020) also has a classification year of 2020-21.

The tuition rates are fixed to aid in a student's financial planning for their four years of college. The fixed-rate policy also acknowledges the reality of life's interruptions that could extend the need to attend Columbia College beyond four years. The fixed rate is held for the classification year plus the next four academic years, in essence giving students up to five consecutive years at their initial fixed tuition rate. With this added semester (or two semesters, depending on your starting semester) of the fixed tuition rate, no exceptions will be made to extend the initial classification tuition rate beyond the fifth consecutive academic year. Once the initial period of the fixed-rate tuition is exceeded, the student will transition to the lowest fixed tuition rate available for the current academic year. This rate will change with each succeeding year. Should a student leave the Day Campus and/or become a part-time Day Campus student, the student's classification year will remain unchanged. If the student returns to the Day Campus full-time, they will continue at the rate associated with their classification year.

Policies on Payments, Credits, and Refunds

When a student is accepted for admission, the student, parents, or guardians accept Columbia College's payment conditions. **All** students must agree to our financial responsibility statement before they can register. If any part or all of a financial aid package is reduced or eliminated, the balance created by the change is payable immediately. Degrees, diplomas, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college, including, if applicable, all collection fees, attorney fees, and court costs.

A student account that remains unpaid at the end of the semester may be submitted to an outside agency or attorney for collection assistance. More information on the collection of past-due accounts can be found in the Failure to Pay section.

All students who have moved or changed addresses in the past year should update changes through MyPortal. Students may update their address by selecting "My Profile" in the "CC Links" section of the MyPortal.

No student may complete registration for any subsequent term if an unpaid balance remains on account or if payments are not current on existing deferred payment arrangements.

Upon receipt of a letter of acceptance from the Admissions Office, a deposit of $200 is required by May 1 before the fall semester of initial enrollment or by December 15 prior to the spring semester of initial enrollment. The deposit is non-refundable after May 1 or December 15, respectively. This deposit is applied to the student's semester charges and assures the privilege of pre-registration for classes offered the succeeding semester. If housing contracts are returned with the deposit, room is also assured.

Refunds are processed weekly based on financial aid procedures or when a student has excess payments or financial aid. There are no expedited or emergency refunds.

Payment

Upon registration, all students are required to pay the entire balance of their accounts (after financial aid awards are considered) by either full payment or through the deferred payment plan.

Deferred Payment Plans

If a student needs to pay educational expenses over a period of time, a deferred payment plan may be requested. A deferred payment plan allows payments to be deferred over a number of installments. 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 the end of the semester 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 an assessment of a late charge for each missed payment. The student commits to this when they check the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one semester at a time and must be requested for each individual semester. Payment plans offered are subject to change at any time without notice.

- *4-Installments (per semester) plan*
  This plan allows students to make payments for each semester in four installments.

- *Financial aid fully funded plan*
  This plan allows students to enroll in a payment plan if their account will be 100 percent paid by financial aid.However, the plan will become paid off when financial aid is posted to the student account, and no out-of-pocket payment should be due from the student. (If financial aid is canceled/reduced and no longer covers 100 percent, then payment would be due from the student by the listed due date.)
- *VA/TA benefit plan*
  This plan is for students enrolling in a 16-week semester who receive VA benefits, Tuition Assistance, or sponsorship by another third party. You will be required to schedule automatic payments made on the due date via electronic check or credit card.

Add/Drop from Individual Courses

Financial liability for the semester is assessed from the time of initial enrollment in the course(s). If students add courses and this creates an overload for the semester, additional overload tuition fees are assessed and are payable at the time of registration for the overload.

Day students may drop a course(s) through Monday (or the next business day following a holiday) of the second week of the semester without financial liability (not applicable to total withdrawal).

Cancellation of Registration

All financial charges are dropped if written notification of registration cancellation is received by the Center for Academic Retention and Student Success prior to the first day of classes. Deposits are nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment.

Total Withdrawal from College

After classes begin, tuition and room charges are determined as follows if the student completes the total withdrawal process from Columbia College:

TIME FRAME	CHARGE
NOTE: Count all days of the week, including weekends	
First day of class through Monday of the second week of class	*Full-time* student: $250
	Part-time student: $250

Tuesday of the second week of class through the 14th day of the semester	20% of original charges
The 15th through the 21st day of the semester	40% of original charges
The 22nd through the 28th day of the semester	60% of original charges
After the 28th day of the semester	**100% of original charges**

Students who wish to totally withdraw from classes must see the Dean for Student Affairs to complete the withdrawal process. If a student is removed from the residence hall, tuition and room charges are reduced according to the schedule listed above. Board charges are reduced at the rate charged per day for the days remaining.

Students receiving financial assistance should be aware that their financial aid package could be affected should they elect to drop/withdraw from a course(s). Students who receive any form of federal Title IV assistance and who withdraw may be required by federal regulations to return some or all of the federal aid received. This includes the federal Pell and SEOG grants, and the Stafford and PLUS loans. See the Financial Aid portion of the College catalog for additional information.

The $200 deposit is nonrefundable after May 1 before the fall of initial enrollment or December 15 before the Spring of initial enrollment, and no reduction of charges will be made for laboratory/course fees, etc.

Some students must withdraw from all courses enrolled due to unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member; certain changes in the student's employment, and mental or physical illness befalling the student or member of their immediate family). Mere inconvenience, discomfort with the academic workload or changes in employment are not sufficient to meet the definition of extraordinary, mitigating or extenuating circumstances. Columbia College will assist students who must withdraw due to extraordinary circumstances with options regarding the proration of tuition, room and board. Columbia College reserves the right to require additional documentation and/or supporting evidence any time a refund or partial refund is requested by a student.

A student who withdraws for extraordinary circumstances, even with the College's concurrence, may still be required to return some, or all of the federal financial assistance received for that term. The College follows the federal guidelines concerning return of Title IV funds, and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances.

Columbia College recognizes that individuals serving in National Guard or Reserve units may be in need of tuition refunds or credits if called to active service. Columbia College will assist students called to active military service with options regarding their registration in classes including, but not limited to, course work completion, tuition refunds or tuition credits.

Failure to Pay

Timely payment of all tuition and fees is required to continue attendance at the College. If unforeseen circumstances occur that preclude timely payment, the Center for Academic Retention and Student Success should be contacted to see if an alternative payment agreement can be arranged.

Failure to make initial payment for semester/session tuition has the following possible consequences:

- Course registration is invalidated.
- Course spaces may be given to other students.
- Campus services will not be available.

Failure to meet appropriate payment dates:

The total bill becomes due immediately. Any collection or legal expenses incurred, which can, in some cases, exceed 50% of the original balance owed will be the responsibility of the student/parent. Although every effort is made to contact a student prior to submission to a collection agency, Columbia College reserves the right to submit a student's account for collection at any time when the student fails to remit the personal payment portion of the account balance. The privilege of deferred payments in subsequent semesters may not be permitted.

Outstanding balance from a previous semester:

Until the balance is paid, the student will not be allowed to:

- Register for any subsequent semester.
- Receive their diploma.

Online, Nationwide, and Main Campus Evening Tuition

2026-2027 Tuition Rates

Undergraduate In-Seat, Online, Virtual (per credit hour)	$430.00
Undergraduate Active Duty Military (per credit hour)	$250.00
Audit Tuition (per credit hour)	$275.00
High School Dual Enrollment (per credit hour)	$125.00

Other Charges (as applicable)

NSF Returned Check Bank Charge	$25.00
Payment Plan Late Payment Charge	$29.00
Transcript	$10.00

Online, Nationwide, and Main Campus Evening Tuition Structure

Standard Payment Policy

When a student is accepted for admission, the student, parents, or guardians accept the standard payment policy of Columbia College. **All** students must agree to our financial responsibility statement before they can register. Students incur financial liability when registration is completed by submitting an official Columbia College registration form. Liability is not dependent upon a student receiving a billing statement.

The personal payment portion of the student's educational expenses (educational expenses less financial aid or assistance award) is due in full at the time of registration. (See the Financial Aid section of the undergraduate catalog for detailed information).

If full payment is not possible, students are required to enroll in a deferred payment plan. The arrangement requires 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 the 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 an assessment of late payment charges for each missed payment. The student commits to this when he or she checks the box signifying agreement to the deferred payment plan on the online registration form. Deferred payment plans are valid for only one session and must be requested for each individual session.

Employer Tuition Assistance: Students who receive employer tuition assistance may have the costs of educational expenses paid by their employer through direct billing or through reimbursement. Students should check with their employer to determine which plan is appropriate for them.

1. *Direct Billing*: A student may register for classes and have tuition charges billed directly to their employer, provided that Tuition Assistance receives an employer authorization letter and a third-party release form on file for that employer.
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 not paid by their employers. Students whose employers have contingencies on their payment (such as attaining a specific grade) must 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 they are in arrears for payment of their 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 the 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 the payment of their educational fees and are required to follow the standard payment policy of the college.

Failure to Pay

Students are financially responsible for paying educational expenses that may be associated with the 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 subsequent sessions. 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, and letters of honorable separation are withheld from students who have not settled their financial obligations to the college. This includes all collection fees, attorney fees, and court costs when applicable.

Tuition Refunds

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete the appropriate form to cancel a course enrollment. Confirmation of receipt is the student's responsibility. Should circumstances prevent the student from completing the appropriate form, the student should contact their campus for special arrangements to cancel the enrollment. The Campus staff reserves the right to request substantiating documentation to support the student's inability to complete the add/drop/withdrawal in person.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. For more information, please refer to the Financial Aid and Scholarships section of the undergraduate catalog.

1. **Full Refund:** A student is entitled to a full reduction of tuition when they drop from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session. Students who received books for dropped courses are required to return books to avoid book charges.
2. **Partial Refund**: During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition when she/he withdraws from a course(s) due to extraordinary circumstances. Extraordinary circumstances are narrowly interpreted to mean the development of unexpected circumstances beyond a student's control that prevent continued attendance in all classes. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the terms, location and/or conditions of employment, call to active military duty or TDY, etc. Mere inconvenience, discomfort with the academic workload, or minor schedule changes in employment are not deemed to meet the definition of extraordinary, mitigating, or extenuating circumstances.
   To be considered for a partial refund, a student must submit a complete withdrawal form. This form must be accompanied by a letter or email from the student to the Campus office explaining the circumstances surrounding the withdrawal and the desire for financial consideration. In addition, Columbia College requires substantiating documentation to support the student's request, i.e., a letter from a

physician, military orders, etc. Students should be aware that a refund is not automatic; rather, requests for financial consideration are subject to review and approval on a case-by-case basis.

3. **No Refund**: No refund will be granted to a student who voluntarily or involuntarily (administratively) withdraws from a course(s) during the second through the eighth week of the session unless extraordinary circumstances apply (refer to partial refund listed above).
4. **Refund Requests**: Credit on a student account that results from the transfer of financial aid does not require a request for a refund. These credit balances will be automatically refunded. Credit balances due to overpayment or a change in enrollment status require the student to complete and submit a refund request form. The form will be routed to the Business Office and inform the staff that the student wants to have a refund rather than have the credit apply to a future balance.

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

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

Financial Aid

Students interested in applying for financial aid should see the Financial Aid section of the catalog. Specific aid information for online and nationwide students can be found in Columbia College Global Aid Information.

Financial Aid and Scholarships

Columbia College's financial aid program exists to make education affordable for all students who qualify. The College believes that if students desire to attend college, they should not be prevented from doing so simply because they lack sufficient funds. Financial aid is not intended to cover all student expenses. Although the primary financial responsibility for education rests with the students and their families, Columbia College is committed to helping students bridge the gap between the cost of a college education and what the student can afford to pay.

Financial aid is monetary assistance to help the student meet the expenses of attending college. Aid may be in the form of grants, student employment, loans, scholarships, types of outside assistance, or a combination thereof.

Notification of Financial Aid Status and Awards

College email addresses are assigned to all Columbia College applicants (see Resources). The Financial Aid Office corresponds with students primarily via email and myPortal's Self-Service Financial Aid regarding the status of their financial aid application and notification of estimated financial aid offers. Students should check their College email on a regular basis and are responsible for information sent even when school is not in session.

Students may access their financial aid offer estimate(s) through the myPortal Self-Service Financial Aid link on Columbia College's website. The financial aid electronic notifications and associated links in the notification discuss eligibility requirements and other important information. Students should carefully review their electronic notifications and are responsible for reading and understanding all included information. Students should accept or decline the aid that is offered to them through the electronic notification process. Students must provide documentation if they are receiving an outside form of financial assistance not listed in the aid offer notification.

Attendance

Financial aid is awarded to a student with the expectation that the student attends school for the period for which the assistance is awarded.If a student does not begin attendance in all of 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 for each semester/session. For Main Campus Day students, financial aid is also applied to housing costs each semester. Aid funds are credited for other charges with authorization from the student through the electronic notification process. Federal Work-Study funds are paid in the form of a biweekly paycheck. Funds are paid for authorized hours worked.

For Main Campus Day students, the initial financial aid award is evenly distributed between two 16-week periods or semesters.This distribution is based on the assumption that the recipient is attending courses starting in August and continuing through April. If a student does not attend full-time or does not enroll in one of these semesters, then the remaining aid may be available for the summer sessions. For Columbia College Global, the initial financial aid will be evenly distributed between three 16-week periods or semesters.

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 awards exceed their charges, the student could receive a refund. Estimated refund dates are posted on the Center for Advising, Retention, and Student Success website under "Financial Aid Disbursements & 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 Educational Benefits, MyCAA, institutional aid, endowed aid, and Employee Educational Grant (EGG)/ Employee Graduate Educational Grant (GEG). The College will apply the non-institutional tuition-only funding sources first. Any excess funds remaining after 100% of the tuition is paid will be returned to the funding source, not the student.

For students only enrolled in a TIV eligible certificate program, non-term rules will apply. Direct Loans are evenly distributed between two payment periods. The first disbursement will occur when attendance has been confirmed, typically during the third week of class. The second and final disbursement will happen when the student has successfully completed half the number of credits and half the number of weeks of instruction time in

the program. The Pell Grant will disburse for a payment period after attendance has been confirmed.

Financial Aid Contact Information

If you have any questions about the College's financial aid program, contact the Center for Advising, Retention, and Student Success for assistance at (573) 875-7252.

Additional financial aid information is available at the Columbia College website: www.ccis.edu.

Applying for Financial Aid

1. Admissions Application
2. Submit eConsent
3. Free Application for Federal Student Aid (FAFSA)
4. Check the Status of your Financial Aid
5. Applying for Student Loans Online

Student financial aid forms are available under the Financial section of myPortal. Parent Financial Aid Forms are also available there or on the Parent Forms page of the website.

To Apply:

Step 1 - Admissions Application

Complete an application for admission to the college.

Step 2 - eConsent

In order to view and manage your account information in an online format, you must provide eConsent on your admission application.

Step 3 - Free Application for Federal Student Aid (FAFSA)

The FAFSA can be submitted on or after October 1st of the year prior to the academic year the student plans to attend college. (i.e., the FAFSA is available on October 1, 2025, for those applying for the 2026-2027 academic year, which has a start date of August 2026).

Complete the FAFSA with the **Columbia College school code 002456.**

If you complete a FAFSA application between October and June, there will be two FAFSA applications available for two different academic years. Be sure to complete the FAFSA application for the time frame(s) you plan to attend.

The priority deadline to submit the 2026-2027 FAFSA to be considered for Missouri state aid is **February 2, 2026**, and the final deadline is **April 1, 2026**. *Eligible students who apply between February 3rd and April 1st will be awarded based on funding availability.*

Step 4 - Check the Status of your Financial Aid

Activate your myPortal account and monitor Self-Service Financial Aid and CougarMail regularly. The Financial Aid Office will use your Columbia College e-mail address as a primary communication method to inform you about your financial aid application status, upcoming deadlines, and important dates. Correspondence sent through e-mail will not be sent via postal mail.

"Required Documents" in Self-Service Financial Aid, available through myPortal, will show what documents have been received and which are missing or incomplete. It may take up to two business days for a submitted document to be logged into the system.

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 steps, in addition to their FAFSA, to be eligible for student loans:

1. Loan Entrance Counseling
2. Master Promissory Note
3. Accept/decline/modify loans in My Award, available in Self-Service Financial Aid through myPortal.

Find more information on federal student loans.

Students must reapply each year for financial aid. See important dates for application deadlines.

Certificate Program Aid

Students may opt to seek a certificate at the same time as another degree or seek a certificate alone. For students seeking another degree and a certificate, see Financial Aid and Scholarships for information on your degree program. The aid information below applies to students pursuing a Title IV aid-eligible certificate program alone. Not all certificate programs at Columbia College are eligible for Title IV aid.

Title IV aid eligible certificates that are less than an academic year in length

Columbia College's Title IV aid certificate programs are considered non-term programs. A non-term program is considered a program that does not begin and end within a set period of time that can overlap terms. These programs are offered by the College to be completed in less than 24 credit hours, which is less than the standard academic year.

The determination of a student's individual aid award is dependent on the student meeting the individual eligibility requirements and the calculations required to keep the student within the student's financial need. The general requirements for each type of aid are listed below.

Enrollment periods and enrollment status

Students seeking a certificate (not also pursuing a degree) have two periods used to calculate enrollment. The first period is half the weeks and half the hours in the specified certificate program. Once a student completes half the weeks and half the hours, the student enters a 2nd period.

Enrollment periods (and status, as applicable) are used to determine:

- eligibility for aid disbursement
- the time frame for Financial Aid Satisfactory Academic Progress review
- enrollment reporting required by the federal government for purposes such as loan deferment
- the 60% completion point for the purpose of the Return of Title IV Funds process, which may not align with the traditional semester 60% completion point

Below are full-time and half-time enrollment status criteria specific to programs:

Digital Marketing for Real Estate Certificate

- Full-time: 8 credits over 12 weeks

- Half-time: 4 credits over 12 weeks

Real Estate Leadership Certificate

- Full-time: 8 credits over 12 weeks
- Half-time: 4 credits over 12 weeks

Real Estate Negotiation Certificate

- Full-time: 8 credits over 12 weeks
- Half-time: 4 credits over 12 weeks

Crime Scene Investigation Certificate

- Full-time: 9 credits over 12 weeks
- Half-time: 5 credits over 12 weeks

Homeland Security

- Full-time: 9 credits over 12 weeks
- Half-time: 5 credits over 12 weeks

Federal Pell Grants

To qualify for a Pell Grant, a student must demonstrate financial need through the *Free Application for Federal Student Financial Aid* (FAFSA®) form. Certificate program students receiving the Pell Grant will have their award adjusted to the certificate program aid requirements and prorated to the program length. The annual award for the certificate program is taken from the full-time payment schedule if the student is attending at least half-time.

Federal Supplemental Educational Opportunity Grant

The Federal Supplemental Educational Opportunity Grant (FSEOG) is a grant awarded to undergraduate students with exceptional financial need to help pay for their education. Priority is given to Federal Pell Grant recipients. The availability of funding is limited.

Direct Subsidized and Unsubsidized loans

There are annual and lifetime aggregate limits to loan amounts.

- Certificate program students are eligible for grade-level one loans. Loans will be prorated based on the hours left to complete the program since the program is less than an academic year.
- Students with previous coursework in a certificate program at Columbia College will have a calculated loan amount based on hours left to complete the program. The percentage will adjust based on the remaining courses left for the program.

- Students in certificate programs with terms less than an academic year will be awarded using Borrower Based Academic Year rules. These rules are tailored to the student and begin with at least half-time enrollment. Students must successfully complete courses and weeks of study in the program to be eligible for additional aid disbursements.
- Certificate programs (non-term) have two payment periods in which a loan may be disbursed. The first payment period is when the student successfully completes half the number of credits and half the number of weeks of instructional time in the program. A loan cannot be disbursed in the second payment period until the first payment period is complete. The second payment period is the period of time in which the student successfully completes the program.
- Repeat courses will not be covered by Title IV aid in certificate programs.

Aid Disbursement

A student's financial aid (except Federal Work-Study) is credited directly to their student account and applied to tuition and fees for each semester/session, as well as housing, if applicable. Aid funds are credited for other charges with authorization from the student through the electronic award notification process. Federal Work-Study funds are paid in the form of a biweekly paycheck for authorized hours worked.

The initial financial aid award is evenly distributed between two payment periods. For aid to disburse, the recipient must be attending courses and enrolled at least half-time.

Students enrolled in certificate programs will not be eligible for a loan disbursement (the second payment period disbursement) until the student successfully completes half the number of credits and half the number of weeks of instructional time in the program. The federal Pell Grant will disburse for a payment period after confirmation of attendance for a term.

Students may deduct the amount of aid that has been awarded (except Federal Work-Study) from what is owed to the College once they have registered for courses. If a student's financial aid awards exceed their charges, the student could receive a refund. Estimated refund dates can be found on the Center for Academic Retention and Student Success's website under "Financial Aid Disbursements & Refunds." Refunds are either mailed to the student at their home address or sent electronically to the student's bank account via direct deposit. Students who elect for the direct deposit option can set this up 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 Educational 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 the tuition has been 100% paid will be returned to the funding source, not the student.

Repeated Coursework

Students in a certificate program will not be eligible to receive federal aid for previously taken coursework, including a class that a student took at previous institutions. If a student enrolls in a course that is not eligible for federal aid, the ineligible course will be excluded from federal aid eligibility calculations for that payment period. The federal aid disbursed will be calculated on eligible coursework for that payment period.

Return of Title IV Funds

Financial aid is awarded to students with the expectation that the student attends school for the period for which the assistance is awarded. Completion of a payment period occurs when a student successfully completes the hours and weeks of instructional time in the period. If a student does not begin attendance (or withdraws) all of their classes, the aid must be recalculated based on the actual attendance. Students who are not in attendance for the courses they enrolled in are not eligible to receive financial aid. Please refer to the Financial Aid section regarding attendance requirements for financial aid purposes.

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 determines the amount of federal student aid funds they will have "earned" at the time of the withdrawal and returns the "unearned" disbursed funds to the appropriate federal program. A student's payment period for Return of Title IV (R2T4) purposes is half the weeks and half the hours in the program, including the student's original enrollment and any additional days that it would take to complete half of the program. All certificate 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 Direct loans, Subsidized Federal Direct loans, Federal PLUS (Parent/Graduate) loans, Federal Pell Grants, Iraq and Afghanistan Service Grant (IASG), 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 classes 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 the student.

The withdrawal date is the last date of attendance of an academically-related activity by a student as recorded by instructors. 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. Students who withdraw from a certificate program will have a student-specific payment period calculated based on the student's number of weeks completed and credits earned within the certificate program. Until a student has passed the 60% point of a payment period, only a portion of the student's aid has been earned. Because the payment period for certificate seeking students is student-specific, the 60% point will also be student-specific and may not align with the traditional semester payment period.

The College allows students to provide written confirmation at or close to the time of withdrawal that he or she will attend class(es) that will begin later in the same payment period.

A student is not considered to have withdrawn if the College obtains a written confirmation AND the student will begin course(s) within 60 days after ceasing attendance.

Students who withdraw but reenter the same certificate program within 180 days are considered to be in the same payment period they were in at the time of the withdrawal. The student will retain their original eligibility for the payment period and is treated as though they did not cease attendance. The R2T4 calculation will be reversed, and the College will reinstate all previously returned aid to the Department of Education. The College will also review its records to determine if the student was eligible for aid that had not been disbursed at the time of the withdrawal.

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. 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.

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 an email notification will be sent.

A post-withdrawal of loan eligibility will be communicated to the student via email. Students must accept the loan via the Self-Service Financial Aid award 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 be disbursed 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. Please consult the Columbia College catalog for more information on Columbia College's withdrawal and institutional charges policies. A student may request a Return of Title IV Funds estimate by contacting the Financial Aid office at financialaid@ccis.edu.

The responsibility to repay unearned Title IV aid is shared by Columbia College and the student. For example, the calculation may require Columbia College to return a portion of Federal funds to the Federal Title IV programs. In addition, the student may also be required to return funds based on the calculation. A student returns funds to the Federal Direct 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 Direct loans, Federal PLUS (Parent/Graduate) loans, Federal Pell Grants, Iraq and Afghanistan Service Grant (IASG), and Federal SEOG (Supplemental Educational Opportunity Grant).

How to Handle an Overpayment

Students who owe funds to a grant program must pay 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. Our mailing address is Columbia College, Business Office, 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://fsapartners.ed.gov/help-center/fsa-customer-service-center/service-centers-for-students/federal-student-aid-information-center-fsaic.

For questions about Return of Title IV Funds calculations or the overpayment policy, please contact the Financial Aid Office at financialaid@ccis.edu.

Main Campus Day Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell Grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment, depending on 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).

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduate students based on financial need. To be eligible, students must be receiving Pell. Columbia College is provided with a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Students must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides subsidized and/or unsubsidized loans to students; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Award in myPortal Self-Service Financial Aid for loans to be certified. Students must be enrolled at least half-time to be eligible for loan disbursement.

- Subsidized Direct Loans are need-based. The US Department of Education pays the interest while a student attends school at least half-time and during periods of deferment.
- Unsubsidized Direct Loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or, in some cases, step-parent of a dependent student) and must be repaid. This loan is a credit-based loan. Students must be enrolled at least half-time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid

Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master Promissory Note for a loan to be certified. The parent must also be approved through a credit check to process the loan.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 as well as satisfactory academic progress based on quantitative measures and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need, and the FAFSA be completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found with the Missouri Department of Higher Education & Workforce Development (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Missouri high school graduates who scored in the top 3 to 5 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship, and more information can be found with them (see Bright Flight Scholarship). To apply, students should contact the Missouri Department of Higher Education & Workforce Development, high school guidance counselors, or the Center for Advising, Retention, and Student Success at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measures and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Scholarships, Grants, and Awards

Scholarships, awards, and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms: institutional aid or endowed aid. Some scholarships for the Day Campus at Columbia College are awarded on a competitive basis for academic ability. Some awards are automatic based on specific criteria. Other scholarships, awards, and grants are made available in recognition of performance or special talent. Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College.

Institutional aid is generally intended to be applied to the cost of tuition only, and institutional awards may be reduced by other institutional aid, external aid, federal grants, and state grants. Institutional aid is only awarded to degree-seeking students working on their first undergraduate degree. A student who completes an associate's degree and continues to pursue their bachelor's degree is considered to still be working on their first degree.

Students are considered for competitive awards based on academic and qualitative information. Only full-time, degree-seeking Day Campus students are eligible to be considered for scholarships, grants, and awards. Aid is awarded for two academic semesters, starting with the first semester of full-time Day Campus enrollment.

All institutional and endowed aid awarded to Day students can only be used for the fall (August to December) and spring (January to May) 16-week semesters unless otherwise specified by the College.

The amount of a student's institutional aid is capped at the cost of tuition, with outside assistance being applied first, including federal grants, state grants, and outside aid. In limited situations, aid may be used to cover the base on-campus housing charges. Students are automatically awarded the highest value scholarship they earned unless otherwise requested by the recipient.

Students receiving a room and board scholarship, award, or grant must live on campus in order to receive the aid (cash value for this aid will not be issued to students).

Students are eligible for a maximum of eight semesters of aid (two semesters of initial award and up to six semesters of renewal). The actual number of renewal semesters

depends upon the number of transferable college credits (earned post-high school completion) associated with admission to the College (see Table 1).

Students who lose or will lose institutional aid eligibility can explore the reconsideration process through the Center for Advising, Retention, and Student Success.

Outside scholarships will be applied to tuition before institutional funds unless specifically noted by the outside scholarship agency. To determine what specific costs the outside scholarship can be used towards, students should include contact information for the scholarship agency with any outside scholarship they are awarded.

Scholarship Renewal

Table 1

Based on the number of college credit hours accumulated by the student prior to starting in the Day program (earned post high school completion).			
Semester Hours	Less than 30	30 to 59.9	60 or More
Maximum Semesters of Renewal	6	4	2

See individual aid information for specific eligibility and renewal requirements associated with each form of aid.

Renewal

Scholarships, awards, and grants are typically awarded and distributed over two consecutive semesters. Academic scholarships and awards are reviewed for renewal following the second semester. Awards made for students who are admitted for the spring semester will be reviewed for renewal in January of the following year.

Many awards require a minimum number of semester hours and or a minimum cumulative grade point average (GPA) as a condition of renewal. The semester hours and cumulative GPA are determined from Columbia College courses only.

If a student has not earned the minimum semester hours required of the scholarship during the two semesters, summer courses may be taken at any Columbia College campus (within the same award year) to achieve the required total. Both components must be successfully achieved to renew an award.

Columbia College aid is awarded based on an established set of criteria identified in the originating documents. Aid is typically awarded for a set amount of time: one semester or

one academic year. To receive the aid after the initial award, the student must meet established criteria or re-qualify for the award. If that criterion is not met, the aid is lost and will not be eligible for future reinstatement. The Presidential and Provost Scholarships are exceptions to this policy.

The number of times a student can renew institutional aid is determined during the first year of eligibility and is based on the number of college credit hours accumulated by the student prior to starting in the Day program. Incoming freshmen will have 6 semesters of renewal eligibility; incoming transfer students will have 2-6 semesters of renewal eligibility (see Table 1).

Renewal is not an issue when aid eligibility is the only criterion for qualification; when the student qualifies for the aid, they will receive the aid as identified in their award letter. This type of aid is not renewed; the student qualifies for it again using the same qualifications as the original award. Examples of this type of aid include but are not limited to: Talent Awards and Athletic Awards.

Other forms of aid are automatically awarded when set criteria are met for continuing the aid in the subsequent academic period. Examples of this type of aid include but are not limited to: the CC Excellence Scholarship, CC Distinction Scholarship, CC Achievement Scholarship, CC Recognition Scholarship, and Navy & Silver Awards. If the automatic renewal criteria for these types of aid are not met, that aid is lost. For example, a student receives a CC Achievement Scholarship as an entering freshman. Following their freshman year, the student has a cumulative Columbia College GPA of 2.0; they have failed to meet the renewal GPA criterion of 2.25 for the scholarship, so they lose the scholarship.

In some situations, students may meet the credit hour requirement for continuing the aid but not the cumulative Columbia College GPA. In this situation, the student would drop down one tier of eligibility. Once aid is lost, it cannot be re-earned in future academic years, with the exception of the Presidential and Provost Scholarships.

Endowed Scholarships and Awards

Students may be eligible to receive a named endowed scholarship. These scholarships are established by donors who are committed to supporting Columbia College and its students. Some donors are alumni, who were themselves the beneficiaries of student aid. Scholarships are awarded to students who meet specific qualifications designated by the donor.

A named endowed scholarship will not always change the total amount of financial aid awarded; rather, endowed scholarships are college resources that fulfill a portion of the college-sponsored funding awarded to the student.

Students applying for financial aid are automatically considered for these funds. Selection is based on a student's match with a donor's criteria. There is no separate application process.

General Aid

The following forms of institutional aid are available to all full-time, degree-seeking Columbia College Day Campus students. Some forms of institutional aid may be combined to provide increased tuition assistance, but at no point can the combined value of the tuition-only assistance exceed 100 percent of the tuition cost. Any combinations resulting in a value in excess of 100 percent of tuition will be capped at the 100 percent amount; the excess will not be applied to other institutional expenses nor refunded to the student. All institutional aid is for tuition use only unless otherwise specified. Aid from the college falls into one of four categories: merit-based, need-based, affiliation-based, and talent-based.

MERIT-BASED AID

Merit-based aid is institutional aid awarded without regard to financial need, usually awarded for a student's academic achievement.

Students transferring to Columbia College from other colleges or universities are eligible for specific transfer student scholarships, awards, and grants. A transfer student is an incoming student with at least 24 hours of completed transfer college credit. The student's selection for a particular transfer merit scholarship is based on the cumulative transfer GPA calculated from the evaluation of all college transfer credits.

CC Achievement Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.25 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

CC Distinction Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

CC Excellence Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.75 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

CC Recognition Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.00 or higher Columbia College cumulative GPA and 27 more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

Collegiate Achievement

The transfer scholarship is a merit scholarship to be used towards tuition. Selection is based on receipt of all college transcripts and calculation of the cumulative college transfer GPA.

This scholarship is renewable annually for *up to* six additional semesters for students with a 2.25 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term (see Table 1 for the number of renewals).

Collegiate Excellence

This transfer scholarship is a merit scholarship to be used towards tuition. The selection is made upon receipt of all college transcripts and calculation of the cumulative college transfer GPA.

This scholarship is renewable annually for *up to* six additional semesters for students with a 2.5 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term (see Table 1 for the number of renewals).

Collegiate Recognition

This transfer scholarship is a merit scholarship to be used towards tuition. The selection is made upon receipt of all college transcripts and calculation of the cumulative college transfer GPA.

The scholarship is renewable annually for *up to* six additional semesters with full-time enrollment in the current year and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term (see Table 1 for the number of renewals).

Collegiate Navy & Silver Award

This transfer scholarship is a merit scholarship to be used towards tuition. The selection is made upon receipt of all college transcripts and calculation of the cumulative college transfer GPA.

This scholarship is renewable annually for *up to* six additional semesters with full-time enrollment in the current year and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term (see Table 1 for the number of renewals).

Cougar Achievement

This is a competitive award available to students competing in Scholarship Day. This scholarship is renewable for six additional semesters with continued full-time enrollment.

Dean's Excellence Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.75 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

Diversity Excellence Award

This is a competitive award available to students competing in Scholarship Day. This scholarship is renewable for six additional semesters with continued full-time enrollment.

Education Abroad Scholarship

This is a competitive award. Students planning to attend an approved education abroad program may be eligible for an education abroad scholarship of varying amounts. Students must have at least 12 semester hours of coursework at Columbia College at the time of application.

Students receiving an award must agree to be a Columbia College Education Abroad Ambassador while they are studying abroad and following their return. During their trip, award recipients must document their experiences, such as through a journal, blog, or photos that could be posted on the Columbia College Education Abroad website. Recipients are expected to provide 20 hours of service to the Education Abroad Coordinator promoting Education Abroad to other students. CCG students will coordinate activities with the Education Abroad Coordinator and their location directors.

This scholarship is not renewable. For more details on the education abroad scholarship and how to apply, go here.

First Generation Achievement Award

This is a competitive award available to students competing in Scholarship Day. This scholarship is renewable for six additional semesters with continued full-time enrollment.

Founder's Achievement Scholarship

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

This scholarship is renewable annually for six additional semesters for students with a 2.50 or higher Columbia College cumulative GPA and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the student's start term.

Navy & Silver Award

This freshman scholarship is a merit scholarship to be used towards tuition. Merit scholarships are calculated based on a combination of GPA and test scores.

The scholarship is renewable annually for six additional semesters with full-time enrollment in the current year and 27 or more semester hours earned at Columbia College the previous academic or calendar year, depending on the start term of the student.

Presidential Scholarship

This is a competitive award. Each year one incoming Freshman is selected from participants in Scholarship Day to receive this full tuition-only scholarship.

This scholarship is renewable for six additional semesters. Renewal criteria are a 3.0 Columbia College cumulative GPA and 27 semester hours earned at Columbia College the previous academic year. Federal grants, state grants, and other sources of non-institutional aid earned by the student may be applied to additional institutional charges (on-campus room and board). Students without additional institutional charges will see the Presidential Scholarship reduced by external grants and awards (external grants and awards will 'stack first' in the aid equation). One exception to this rule is for students receiving a Student Government Association (SGA) Award. These students may request a book voucher up to the amount of their SGA award per semester.

Provost Scholarship

This is a competitive award. Each year two incoming Freshmen are selected from participants in Scholarship Day to receive this seventy-five percent tuition-only scholarship.

This scholarship is renewable for six additional semesters. Renewal criteria are a 3.0 Columbia College cumulative GPA and 27 semester hours earned at Columbia College the previous academic year. Federal grants, state grants, and other sources of non-institutional aid earned by the student may be applied to additional institutional charges (on-campus room and board). Students without additional institutional charges will see the Provost Scholarship reduced by external grants and awards (external grants and awards will 'stack first' in the aid equation). One exception to this rule is for students receiving a Student Government Association (SGA) Award. These students may request a book voucher up to the amount of their SGA award per semester.

Outstanding Leadership and Service Award

This is a competitive award available to students competing in Scholarship Day. This scholarship is renewable for six additional semesters with continued full-time enrollment.

We Are CC Award

Students starting in the Day Campus Program in the fall of 2020 or after may be eligible to have a holistic review done to potentially be awarded additional funds in the form of the We Are CC Award. Both entering freshmen and transfer students may be eligible for the award.

The scholarship is renewable for the same time period as the student's other merit scholarship as long as they remain enrolled full-time.

NEED-BASED AID

Need-based aid is institutional aid awarded based on a student's financial need.

Ivy Grant

The grant amount is based on a student's calculated financial need and can only be applied toward tuition. To be considered eligible for this grant, a student must file the Free Application for Federal Student Aid (FAFSA) in the first year of attendance. The student's Student Aid Index (SAI) will be calculated from the FAFSA. This, along with any other Columbia College scholarships and need-based aid, will be used to determine if the student has any unmet need remaining and if an Ivy Grant will be awarded. Award amounts vary.

In order for a student to be eligible for an initial Ivy Grant to be awarded, they must meet the following criteria:

- If selected for verification, successfully complete the verification process.
- Resolve all federal general eligibility issues including but not limited to selective service, default, ability to benefit, valid social security number, no overpayment for Pell or loans, and valid citizenship.
- Meet federal requirements for Satisfactory Academic Progress.
- Resolve dependency status issues (i.e., orphan, ward of the court, legal guardianship, emancipated, homeless).

The grant will remain the same as long as the student continues to attend Columbia College full-time and has not used up their total semesters of eligibility. If a student's level of need changes drastically, the student can appeal for a recalculation through the Center for Advising, Retention, and Student Success.

AFFILIATION-BASED AID

Affiliation-based aid is institutional aid awarded based on a situation, category, or membership in a unique group. Group examples would include, but not be limited to, veterans, military dependents, alumni legacy, two family members enrolled, or business partnerships. This aid is neither merit-based nor need-based.

A+ Recognition Grant

Incoming freshman students who have successfully completed the A+ program may be eligible for this award. Students must not have attended another institution (post-high school) before coming to Columbia College. This award is renewable annually for six additional semesters with full-time enrollment.

Alumni Legacy Grant

Children and/or grandchildren of alumni who earned an associate, bachelor, or master's degree at Columbia College or Christian Female College are eligible for this $1,000 tuition-only grant. This grant is renewable annually for six additional semesters with full-time enrollment.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students who completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree, and for graduates of Columbia College, it is the bachelor's degree. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses**. Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. Students must also complete the Application for Institutional Aid (available on myPortal) to apply for the grant.

Disciples of Christ Pastoral Award

Disciples of Christ (Christian Church) members who are nominated by their ministers through a letter of recommendation are eligible for a $1,000 tuition-only award. This award is available to new, transfer, and returning students at Columbia College. There is no limit

per congregation. The award is renewable annually for up to six additional semesters with full-time enrollment.

International Exchange Student Grant

Columbia College maintains exchange partnerships with international universities. Students selected to attend Columbia College may receive a tuition waiver for a maximum of two semesters. Conditions of the individual agreements apply. The scholarship cannot be combined with any Columbia College merit aid. For a list of active exchange agreements, please visit Semester Education Abroad Programs.

Midwest Student Exchange Grant

Columbia College is a participating institution in the Midwest Student Exchange Program. Students who are permanent residents of Illinois, Indiana, Kansas, Ohio, Michigan, Minnesota, Nebraska, North Dakota, and Wisconsin will have an institutional aid package of at least 10% of tuition. These students can renew their institutional aid for up to six additional semesters.

Honors Scholarship

The Honors Scholarship is available is available to high achieving incoming students before Fall 2025 who participate in the Honors program. Students who are accepted into the program will receive the $1,000 scholarship. The scholarship is renewable for up to eight semesters with continued enrollment in the Honors program and full-time enrollment in Day classes.

Out of State Award

Students who started at Columbia College before Fall 2025 and have a permanent address outside of Missouri may be eligible for this award. It is renewable for up to six additional semesters with full-time enrollment.

ROTC Award

ROTC scholarship recipients are eligible for this award of 100 percent of basic, double occupancy room charges. Ten awards are available each year. Eligibility for this award is automatically applied upon receipt and confirmation of the student's ROTC scholarship status through the appropriate ROTC department.

Two-in-Family Grant

Full-time students with an immediate family member (spouse, father, mother, son, daughter, brother, or sister) enrolled full-time at Columbia College are eligible. The tuition

grant is worth $500 per year for Day Campus students. To verify eligibility, the student must apply for the grant each academic year using the Application for Institutional Aid available on myPortal. The student and their family member must be enrolled full-time each semester and be in good academic standing to continue receiving this grant.

Veteran's Grant

Former U.S. military personnel enrolled full-time are eligible for this grant. The tuition-only grant is worth $1,500 annually and renewable with continued full-time enrollment for up to an additional six semesters. Students must apply for the grant through the Application for Institutional Aid available on MyPortal.

TALENT-BASED AID

Talent-based aid includes all institutional aid provided to day students in return for a talent they bring to the college. Students with talent in such areas as art, music, and athletics are eligible to compete for these awards/grants. The department chairs/directors determine the recipients of these awards/grants. Contact the Admissions Office for more information. All renewal is determined by the appropriate academic or athletic department.

Athletic Award

This grant is selectively awarded by the Athletic Department to students participating in one of the college's 19 National Association of Intercollegiate Athletics (NAIA) athletic programs and eSports. The value of the award can be up to the cost of tuition and standard room and board in combination with federal grants, state grants, all other forms of institutional aid, and outside assistance; the grant is renewable through the Athletic Department but is signed as a one-year agreement. Columbia College competes in the NAIA in men's and women's basketball, men's and women's soccer, men's and women's golf, men's and women's cross-country, men's and women's indoor and outdoor track and field, women's volleyball, competitive cheer, competitive dance, women's softball, women's bowling, men's lacrosse, and men's baseball.

Student Employment

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off-campus, earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and 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 degree-seeking students 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.

Stipends

This institutional program provides funding for jobs for student employment. Students work on campus earning a set amount based on the stipend program. Students must complete all stipend requirements to earn the set amount of funds. Students must be enrolled as degree-seeking and attending at least part-time. If a student should withdraw from all classes, the student is no longer eligible for employment. Columbia College has various stipends available to students, including athletic trainers and Emerging Leaders. More information is available from the Student Employment Coordinator, Human Resources.

Outside Sources

Private Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for a private, credit-based loan. Additional information is available on the financial aid website.

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling, training for vocational, technical, or professional employment, and funding for books, supplies, maintenance, medical services, and transportation. To apply, students should contact the regional Department of Vocational Rehabilitation. Missouri residents may email info@vr.dese.mo.gov.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled as a result of military duty, are between the ages of 18 and 26, and are enrolled on a full-time basis, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Ousley Family Veterans Service's Center at (573) 875-7504 or vacert@ccis.edu.

GI Bill®Educational Benefits

Columbia College is approved for enrollment certification of eligible students for educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veteran's education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service's Center at (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available on the official U.S. government Website at http://www.benefits.va.gov/gibill.

Education Abroad Programs

Education abroad information can be found here. Federal financial aid may also be available for Education Abroad Programs. Information regarding individual eligibility is available from the Center for Advising, Retention, and Student Success.

Coursework at Other Colleges

A student may be eligible to receive financial aid for courses that apply to the student's degree that the student enrolls in at another school. A student may complete a Consortium Permission Request form, located on myPortal, and submit it to the Center for Advising, Retention, and Student Success to be reviewed for eligibility. The form must be received at least three weeks before the course at the other college begins. For more information, contact the Center for Advising, Retention, and Student Success.

Financial Aid Information

If you have any questions about the College's financial aid program, call the Center for Advising, Retention, and Student Success for assistance at (573) 875-7252.

Additional financial aid information is available at Columbia College's website: https://www.ccis.edu/tuition-financial-aid/financial-aid.

Columbia College Global Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the student's financial need. 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).

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant for undergraduate students based on financial need. To be eligible, students must be receiving Pell. Columbia College is provided with a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Students must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides students with subsidized and/or unsubsidized loans; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half-time to be eligible for loan disbursement.

- Subsidized Direct loans are need-based. The US Department of Education pays the interest while a student is attending school at least half-time and during periods of deferment.
- Unsubsidized Direct loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or in some cases, step-parent of a dependent student) and must be repaid. This loan is a credit-based loan. Students must be enrolled at least half-time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master

Promissory Note for a loan to be certified. The parent must also be approved through a credit check to process the loan.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus, earning minimum wage or above. Work-study-eligible students are not guaranteed employment. Students must meet all federal aid eligibility. Students cannot exceed their student employment award. Information regarding open positions and the application process is available from Human Resources.

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5 and satisfactory academic progress based on quantitative measures and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need, and the FAFSA must be completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found with the Missouri Department of Higher Education & Workforce Development (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Missouri high school graduates who scored in the top 3 to 5 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship; more information can be found with them (see Bright Flight Scholarship). To apply, students should contact the Missouri Department of Higher Education & Workforce Development, high school guidance counselors, or the Center for Advising, Retention, and Student Success at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measures and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Scholarships, Grants, and Awards

Scholarships, awards, and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms: institutional aid or endowed aid. Some awards are automatic based on specific criteria. Other scholarships, awards, and grants are made available to recognize performance. Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College.

Generally, scholarships, awards, and grants are non-need forms of financial assistance. Institutional aid is intended to be applied to the cost of tuition only, and other institutional aid, external aid, federal grants, and state grants may reduce institutional awards. Institutional aid is only awarded to degree-seeking students working on their first undergraduate degree. A student who completes an associate's degree and continues to pursue their bachelor's degree is considered to be still working on their first degree.

For more information regarding scholarship opportunities, students can work with their Academic Advisor or Student Success Coach in the Center for Advising, Retention, and Student Success. Additionally, students can view a complete listing of scholarships and their criteria via the Scholarship Finder.

Associate Degree Transfer Grant

Associate Degree Transfer Grants are available to undergraduate students who have completed an Associate Degree. The degree must consist of 60 credit hours or its equivalent. The student must not have received the Associate Degree from Columbia College and must not have attended another college (other than the college that awarded the associate degree) since the award of the Associate Degree. The student must apply for

the Associate Degree Transfer Grant before or during their first semester of enrollment at Columbia College after they complete their associate degree.

Students wishing to apply for the Associate Degree Transfer Grant must complete the Application for Institutional Aid on MyPortal. The Associate Degree Transfer Grant provides a reduction in tuition for each eligible student at a maximum of 10 percent. This award is available for up to six consecutive semesters (including summer). To receive and remain eligible for the grant, the student must maintain good academic standing according to established institutional policy.

Brigadier General Charles McGee Scholarship

This scholarship is awarded annually to Veterans and/or their dependents who wish to attend Columbia College. It is competitive and will be available to the general population only if no veterans and/or dependents qualify. For more information, visit the following website: https://www.ccis.edu/tuition-financial-aid/aid-types/scholarships/online-nationwide-students.

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: https://www.ccis.edu/tuition-financial-aid/aid-types/scholarships/online-nationwide-students

Colonel (Ret.) Frank S. Westling Scholarship

To be considered for the scholarship, students must have a 3.0 or higher GPA, be degree-seeking, and have completed 15 credit hours with Columbia College. To apply, students must submit a completed Colonel (Ret.) Frank S. Westling Scholarship application and provide supporting materials; the application can be found on the Scholarship Finder. This scholarship is for tuition only and is non-renewable.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students who completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree, and for graduates of Columbia College, it is the bachelor's

degree. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.**

Students are permitted to enroll in one free course in each subsequent five-year period, but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. Students must apply for the grant by completing the Application for Institutional Aid (available on myPortal).

eScholarship

The eScholarship is a one-time award designed to reward outstanding achievement in an online study at Columbia College. The award will be given to undergraduate students who, in addition to meeting the minimum criteria, demonstrate a history of academic excellence and personal growth while as a student at Columbia College. At the time of application, the student must meet the following criteria:

- Be a degree-seeking undergraduate student working on a first baccalaureate (bachelor's) degree.
- Have a minimum cumulative Columbia College GPA of 3.5.
- Have successfully completed at least nine credit hours of online courses during the past or current academic year.
- Have at least 21 hours of coursework with Columbia College (in-seat or online).

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: https://www.ccis.edu/tuition-financial-aid/aid-types/scholarships/online-nationwide-students.

MACC Associate Transfer Scholarship

MACC Associate Transfer Scholarships are available to undergraduate students who have completed an Associate Degree from MACC with a minimum 2.75 GPA and are enrolled

with Columbia College. The Associate Degree must consist of 60 credit hours or more. The student must not have attended another college (other than MACC) since the awarding of the Associate Degree. The student must apply for the MACC Associate Transfer Scholarship before or during their first semester of enrollment at Columbia College after they have completed their associate degree.

Students wishing to apply for the MACC Associate Transfer Scholarship must complete the Application for Institutional Aid on MyPortal. The MACC Associate Transfer Scholarship provides a reduction in tuition for each eligible student at a maximum of 10 percent. This award is available for up to six consecutive semesters (including summer). The scholarship cannot be stacked with any other institutional aid and cannot be applied retroactively. The scholarship will not be awarded until Columbia College has received a final official transcript. To be awarded the grant for a second year, students must maintain a minimum cumulative Columbia College GPA of 2.5.

Silver Citizen Award

Students 65 years of age or older are eligible for the Silver Citizen Grant, a 50 percent tuition-only grant. To apply, students must be at least 65 years of age before the start of the term. The grant can only be applied to in-seat courses. To apply, a student must complete the Application for Institutional Aid on MyPortal.

Two-in-Family Grant

Undergraduate students with an immediate family member (spouse, father, mother, son, daughter, brother, sister) enrolled at Columbia College in the same semester are eligible. The Two-in-Family Grant provides a tuition reduction of 5 percent per credit hour to each family member who is enrolled. According to established institutional policy, the Two-in-Family Grant is repeatable in succeeding semesters as long as both family members remain students and the student continues to maintain good academic standing. Students must apply for the grant each year using the Columbia College Application for Institutional Aid available on MyPortal.

Outside Sources

Private Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for a private loan. These loans are credit-based. Additional information is available on the financial aid website.

Veteran Readiness and Employment Benefits (VR&E)

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Veteran Readiness and Employment (VR&E). Assistance may include counseling, vocational, technical, or professional employment, and funding for books, supplies, maintenance, medical services, and transportation. To apply, students should apply online at https://www.va.gov/careers-employment/vocational-rehabilitation/how-to-apply/.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled due to military duty, are between the ages of 18 and 26, and are enrolled full-time, they may be eligible for educational benefits. Students may contact their regional Veteran's Administration office or the Ousley Family Veterans Service Center (573) 875-7504 or vacert@ccis.edu.

GI Bill® Educational Benefits

Columbia College is approved for enrollment certification of eligible students for educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veterans' education benefits programs. For additional information and application materials, contact the Ousley Family Veterans Service Center at (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information about education benefits offered by VA is available at the official U.S. government Web site at http://www.benefits.va.gov/gibill.

Job Training Partnership Act (JTPA)

Students may be eligible to receive benefits from JTPA. Assistance may include counseling, training for vocational, technical, or professional employment, and funding for tuition and books. To apply, contact the local Work Connections Office.

Financial Aid Information

If you have any questions about the College's financial aid program, call the Center for Advising, Retention, and Student Success for assistance at (573) 875-7252.

Additional financial aid information is available at Columbia College's website: https://www.ccis.edu/tuition-financial-aid/financial-aid.

Online and Nationwide Aid Information

Federal Financial Aid

Pell Grant

The Federal Pell Grant is available to undergraduate students based on the financial need of the student. Pell Grants are awarded based on full-time enrollment. A student may be eligible for the Pell Grant with less than full-time enrollment, depending on 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).

Supplemental Educational Opportunity Grant (SEOG)

SEOG is a grant available for undergraduate students and is based on financial need. To be eligible, students must be receiving Pell. Columbia College is provided with a limited amount of SEOG funding. Awards are no longer made after funds have been expended. Students must be enrolled to be eligible for SEOG.

Direct Loan Program

This program provides subsidized and/or unsubsidized loans to students; this aid must be repaid with interest. Loan award amounts depend on various factors (see Determination of Federal Financial Aid Award). Students must complete Direct Loan Entrance Counseling, Direct Loan Master Promissory Note, and submit the Electronic Award Letter for loans to be certified. Students must be enrolled at least half-time to be eligible for loan disbursement.

- Subsidized Direct loans are need-based. The US Department of Education pays the interest while a student attends school at least half-time and during periods of deferment. Effective July 1, 2013, new borrowers are limited to 150% of their academic program to receive subsidized loans.
- Unsubsidized Direct loans are available for students who do not have financial need and for amounts beyond subsidized loan limits for some students. The US Department of Education does not pay interest on unsubsidized loans.

Direct PLUS Loan Program

This is an unsubsidized loan made to parents (biological, adoptive, or, in some cases, step-parent of a dependent student) and must be repaid. This loan is a credit-based loan. Students must be enrolled at least half-time to be eligible for PLUS loan disbursement. PLUS loans may be available up to unmet cost (see Determination of Federal Financial Aid

Award). The parent must complete a PLUS Loan Data Sheet and the PLUS Master Promissory Note for a loan to be certified. The parent must also be approved through a credit check to process the loan.

If a student's parents do not qualify for a PLUS loan, the student may be eligible for additional Direct loans (see Determination of Federal Financial Aid Award).

Federal Work-Study Program

This federal program provides funding for employment for students who demonstrate financial need according to the results of their FAFSA. Students work either on or off campus and earn 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 through Human Resources.

State Financial Aid

Access Missouri Financial Assistance Program

This grant is available to residents of Missouri based on financial need. Application for the grant is made by completing the FAFSA by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. Students must be enrolled full-time at Columbia College to be eligible. Enrollment at other institutions may not be used to determine full-time enrollment for state aid. Amounts vary. Awards are made in an estimated status; awards become official after the add/drop period has ended, full-time enrollment is verified, and Columbia College receives the funding from the state.

Renewal students must maintain a cumulative GPA of at least 2.5, as well as satisfactory academic progress based on quantitative measures and maximum time frame (see Financial Aid Satisfactory Academic Progress). Renewal is not automatic; renewal is based on financial need, and the FAFSA must be completed by the priority deadline of February 1st or the final deadline of April 1st (the spring before the academic year begins). Eligible students who apply between February 1st and April 1st will be awarded based on funding availability. A student may not receive Access for more than 10 semesters. More information can be found in the Department of Higher Education & Workforce Development (see Access Missouri Financial Assistance Program).

Bright Flight Scholarship

Students who are Missouri high school graduates and scored in the top 3 percent of Missouri students on the ACT or SAT are eligible for this scholarship. The Missouri Department of Higher Education awards the scholarship; more information can be found with them (see Bright Flight Scholarship). To apply, students should contact the Department of Higher Education & Workforce Development, high school guidance counselors, or the Center for Advising, Retention, and Student Success at Columbia College.

This scholarship is renewable for four years with full-time enrollment, a cumulative GPA of at least 2.5, and meeting satisfactory academic progress based on quantitative measure and maximum time frame (see Financial Aid Satisfactory Academic Progress).

Scholarships, Grants, and Awards

Scholarships, awards, and grants are forms of "gift" assistance that do not require repayment. These types of assistance usually come in one of two forms: institutional aid or endowed aid. Some awards are automatic based on specific criteria. Other scholarships are made available in recognition of performance.

Generally, scholarships, awards, and grants are non-need forms of financial assistance. Scholarships available vary by campus. Institutional aid is generally intended to be applied to the cost of tuition. Institutional aid is only awarded to degree-seeking students working on their first undergraduate degree. A student who completes an associate's degree and continues to pursue their bachelor's degree is considered to be still working on their first degree.

Endowed scholarships and awards are made available through the generous gifts of alumni and friends of Columbia College. These awards are competitive and are primarily based on academic performance.

Associate Degree Transfer Grant

Associate Degree Transfer Grants are available to transfer undergraduate students who have completed an Associate Degree. The degree must consist of 60 credit hours or its equivalent. The student must not have received the Associate Degree from Columbia College and must not have attended another college (other than the college that awarded the associate degree) since the award of the Associate Degree. The student must apply for the Associate Degree Transfer Grant before or during their first semester of enrollment at Columbia College after they complete their associate degree.

Students wishing to apply for the Associate Degree Transfer Grant must complete the Application for Institutional Aid on myPortal. The Associate Degree Transfer Grant provides a reduction in tuition for each eligible student at a maximum of 10 percent. This award is available for up to six consecutive semesters (including summer). To receive and remain eligible for the grant, the student must maintain good academic standing according to established institutional policy.

Brigadier General Charles McGee Scholarship

This competitive scholarship is awarded annually to a Veteran and/or their dependent. The scholarship will be available to the general population only if there are no veterans and/or dependents who qualify for the award. For more information, visit the Brigadier General Charles McGee Scholarship at this website: Scholarships for Online and Nationwide Students.

Colonel Mike Randerson Scholarship

This scholarship is an annual endowed scholarship created to help qualified veteran students, including active-duty military, Guard, Reserve, and/or their dependents who wish to attend the college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education. For more information, visit the Colonel Mike Randerson Scholarship at this website: Scholarships for Online and Nationwide Students.

Columbia College Alumni Association (CCAA) Lifelong Learning Grant

This grant is available to students who completed the highest undergraduate degree available at the time of graduation; for graduates of Christian Female College, this would be an associate's degree, and for graduates of Columbia College, it is the bachelor's degree. Eligible students may enroll in one course free of charge if five years have elapsed since receiving their degree, they owe no fees, and they are not in default on federal loans.

Students may enroll for credit or as auditors in courses offered during the regularly scheduled semesters or sessions, provided space is available and course prerequisites are met. **This grant cannot be used for graduate-level or online courses.**

Students are permitted to enroll in one free course in each subsequent five-year period but may not accumulate free courses.

Students must apply for admission to be eligible to register for a course. No application fee is required. Students must apply for the grant by completing the Application for Institutional Aid (available on myPortal).

eScholarship

The eScholarship is a one-time award designed to reward outstanding achievement in the online study at Columbia College. The award will be given to undergraduate students who, in addition to meeting the minimum criteria, demonstrate a history of academic excellence and personal growth while a student at Columbia College. At the time of application, the student must meet the following criteria:

- Be a degree-seeking undergraduate student working on a first baccalaureate (bachelor's) degree.
- Have a minimum cumulative GPA of 3.5 with Columbia College.
- Have successfully completed at least nine credit hours of online courses during the past or current academic year.
- Have at least 21 hours of coursework with Columbia College (in-seat or online).

Frank S. Westling Scholarship

The scholarship is for tuition and books and is non-renewable. To be considered for the scholarship, students must apply, have a 3.0 GPA, be degree-seeking, and have completed 15 credit hours with Columbia College. To apply, students must submit a completed Frank Westling Scholarship application, found on the Scholarships for Online and Nationwide Students.

Silver Citizens Award

Students 65 years of age or older are eligible for the Silver Citizen Grant, which is a 50 percent tuition-only grant. Students must be at least 65 years of age before the start of the term in order for the grant to be applied. The grant can only be applied to in-seat courses. To apply, a student must complete the Application for Institutional Aid on myPortal.

Two-in-Family Grant

Undergraduate students with an immediate family member (spouse, father, mother, son, daughter, brother, sister) enrolled at Columbia College in the same semester are eligible. The Two-in-Family Grant provides a tuition reduction of 5 percent per credit hour to each family member who is enrolled. The Two-in-Family Grant is repeatable in succeeding semesters as long as both family members remain students and the student continues to maintain good academic standing, according to established institutional policy. Students must apply for the grant each year using the Columbia College Application for Institutional Aid available on myPortal.

Outside Sources

Private Loan Program

Students who do not have federal loan eligibility or are looking for additional loan options may apply for an alternative loan. These loans are credit-based. Additional information is available on the financial aid website.

Vocational Rehabilitation Benefits

Students with physical or mental disabilities may be eligible to receive benefits from the Department of Vocational Rehabilitation. Assistance may include counseling, training for vocational, technical, or professional employment, and funding for books, supplies, maintenance, medical services, and transportation. To apply, students should contact their regional Department of Vocational Rehabilitation. Missouri residents may find their office on the Department of Vocational Rehabilitation website.

War Orphans or Armed Services Benefits

If students are dependents of veterans who died or were permanently disabled due to military duty, are between the ages of 18 and 26, and are enrolled full-time, they may be eligible for educational benefits. Students may contact the Ousley Family Veterans Service's Center at (573) 875-7504 or vacert@ccis.edu.

GI Bill® Educational Benefits

Columbia College is approved for enrollment certification of eligible students for educational assistance (GI Bill®) from the U.S. Department of Veterans Affairs (DVA). Eligibility requirements vary for veteran education benefit programs. For additional information and application materials, contact the Ousley Family Veterans Service Center at (573) 875-7504 or vacert@ccis.edu.

Financial Aid Information

If you have any questions about the College's financial aid program, contact the Center for Advising, Retention, and Student Success for assistance at (573) 875-7252.

Additional financial aid information is available at Columbia College's website: https://www.ccis.edu/tuition-financial-aid/financial-aid.

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 and a total aid package are calculated for each aid program.

Federal aid eligibility is calculated using COA, Student Aid Index (SAI), and Other Financial Assistance (OFA).

COA is the estimated cost of a student's educational expenses for a period of enrollment and can be viewed in the Cost of Attendance section of the website.

SAI is a number that determines each student's eligibility for federal student aid based on data from the Free Application for Federal Student Aid (FAFSA).

OFA is the combination of financial aid programs (scholarships, grants, tuition assistance, student employment, loans, etc.) that make up an individual student's aid package.

Financial Need is determined by subtracting the SAI from the COA. It is expressed as COA - SAI = need.

Unmet need is determined by subtracting the SAI from the COA and specific types of OFA. It is expressed as COA - SAI - OFA = unmet need. Students with remaining unmet need can be reviewed for certain types of need-based aid (subsidized loans, work study, etc.).

Unmet cost is determined by subtracting the SAI from all awarded OFA. It is expressed as COA - OFA = Unmet Cost. Unmet cost is used to determine eligibility for non-need based programs such as unsubsidized loans, PLUS loans, and private loans.

Once the SAI and financial need have been determined, the student's information will be reviewed, and aid eligibility will be calculated.

Students are responsible for reporting all assistance received from outside sources to the Financial Aid Office, as federal law requires that all outside assistance be considered as a part of the financial aid package. These types of assistance include Veteran's Benefits, outside scholarships, military or corporate tuition assistance, vocational rehabilitation, or other state aid. Federal guidelines require that students 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, scholarship awards may be affected if you receive federal and/or state financial aid.**

The amount of a student's loan is determined as part of the aid package. Eligibility is based on factors that include annual loan limits, unmet need, and federal aggregate limits. In addition, if a student has less than an academic year remaining in the degree program, the loan is prorated per federal guidelines.

A student who completes the academic requirements for a program but does not yet have the degree is not eligible for further federal aid for that program.

Direct Loan Undergraduate Annual Limits		
	Subsidized Loans	**Total** (Subsidized + Unsubsidized)
Dependent Student Completed Hours		
0 - 29	$3,500	$5,500
30 - 59	$4,500	$6,500
60 - 89	$5,500	$7,500
90+	$5,500	$7,500
Independent Student Completed Hours **Includes dependents with a Parent PLUS loan denial*		
0 - 29.9	$3,500	$9,500
30 - 59.9	$4,500	$10,500
60 - 89.9	$5,500	$12,500
90+	$5,500	$12,500

Aggregate Limits *(Lifetime limit on all loans combined)*		
	Subsidized Loans	**Total** (Subsidized + Unsubsidized)
Dependent Student	$23,000	$31,000

Independent Student **Includes dependents with a Parent PLUS loan denial*	$23,000	$57,500

Financial Aid Satisfactory Academic Progress

According to the United States Department of Education regulations and Missouri Department of Higher Education policy, all students applying for federal and/or state financial assistance (as well as some private, credit-based loans) must meet and maintain satisfactory academic progress in a degree program to receive funding. Students who are not making academic progress when they initially apply for aid will not be eligible for financial aid at Columbia College until academic progress is met or the student submits an appeal for financial aid, and the College approves the appeal.

The Financial Aid Office will review the satisfactory academic progress of enrolled financial aid recipients following each semester; students will be reviewed up to three times annually. Each such review includes the Qualitative (GPA), Quantitative (Pace of Completion), and Maximum Timeframe (150%) measurements discussed below.

Qualitative Measure (GPA)

The quality of a student's progress is measured by cumulative grade point average (GPA). The minimum cumulative GPA for Financial Aid recipients is the same as the academic standard for Columbia College:

Cumulative Attempted Hours (including transfer credit)	Minimum Cumulative Grade Point Average at Columbia College
0-30.9	1.75
31-45.9	1.90
46 or more	2.00
Graduate Program	3.00

The GPA Calculator can help you estimate your current course GPA.

Quantitative Measure (Pace Of Completion)

The quantity of a student's progress is measured by the Cumulative Completion Rate (credit hours earned divided by credit hours attempted). Students are required to complete 2/3 (66.67%) of attempted hours.

Courses and grades considered in determining Satisfactory Academic Progress

All courses attempted and on the academic record (that is, every time a student is enrolled in a course past the add/drop date, the course will count as an attempt) at the time of progress check are considered when determining the Cumulative Completion Rate. (For a definition of grades, please see Grading and Academic Standing).

Please note the following:

- **Incomplete courses (I)** *will* count toward the 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 the 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 the 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 the total hours attempted for the Cumulative Completion Rate, but only one passing grade will be considered 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 the 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 the total hours attempted for the Cumulative Completion Rate (calculation of both

cumulative attempted credit hours and cumulative completed credit hours) and *will* count in the GPA calculation.

The Completion Rate Calculator can help you estimate your completion rate.

Maximum Time Measure

Financial Aid recipients must complete an educational program within a time frame no longer than 150% of the published length of the educational program. Students for whom it is no longer mathematically possible to complete their educational programs within 150% of the published length will no longer be eligible for federal financial aid. In addition, any student who does not complete their educational programs within 150% of the published length will no longer be eligible to receive federal financial aid.

For example, a student pursuing a bachelor's degree requiring 120 credit hours may attempt up to 180 hours before financial aid eligibility is suspended (120 x 150% = 180). If it is no longer mathematically possible for the student to complete the 120-hour program within 180 attempted hours due to failed/incomplete/withdrawn courses, the student's financial eligibility will be suspended at that point.

All attempted course credits that apply to a student's program count toward this Maximum Timeframe limit. This includes courses designated as incomplete, withdrawn, repeated, failed, pass/fail, transferred, and/or remedial/enrichment. 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, they will be automatically placed on financial aid warning status for one semester. Notifications will be sent to the student via CougarMail that they are not meeting satisfactory academic progress requirements and that they are at risk of future suspension of aid. All federal and state aid will remain for future semesters while in a warning status. These students will be reviewed at the end of the following enrolled semester to determine if they meet the minimum requirements (quantitative, qualitative, or maximum timeframe) and will be placed in a suspended status or reinstated to satisfactory.

Financial Aid Suspension

Students in a warning status who fail to meet the minimum satisfactory academic progress requirements will be placed on federal financial aid suspension. Satisfactory academic

progress requirements are reviewed at the completion of the warning semester to determine if the student is meeting the minimum (quantitative, qualitative, or maximum timeframe) requirements. Those who do not will be placed on financial aid suspension and will be ineligible to receive federal financial aid.

Students will be notified of financial aid suspension in writing via CougarMail. If a student is placed on financial aid suspension, all federal and state aid will be withdrawn for future semesters. Students on financial aid suspension have options to reinstate aid as described below.

Reinstatement

Financial Aid may be reinstated when one of the following conditions has been met:

- *The student completes courses* **without federal aid** *in one or more semesters (Fall, Spring, Summer) at Columbia College until the cumulative GPA and Cumulative Completion Rate meet the required standard. It is the student's responsibility to notify the Financial Aid Office when reinstatement conditions have been met.*

OR

- The student files an appeal, and the Financial Aid Appeal Review Committee approves the appeal (see Appeal Procedures).

Appeal Procedure

Students who have been suspended from federal financial aid may make a written appeal for reinstatement of eligibility if extenuating circumstances have contributed to their inability to meet the requirements for satisfactory progress and the 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 procedure:

1. Submit a completed Appeal Form online and additional supporting documentation. Submission of additional supporting documentation is optional. A link to the form is

provided in the CougarMail notification and available on the Financial Aid "Forms Page" on the institutional website. All supporting documentation that a student wishes to have reviewed by the appeal board should be submitted *by the student*.

2. The appeal packet is presented to the Financial Aid Appeal Review Committee for review. See the 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.*

The individual academic plan will consist of the individual academic requirements that the student needs to obtain in order to graduate from Columbia College before reaching the federal aid maximum time frame. Students will be notified of the academic plan requirement via CougarMail.

At the end of the appealed probation semester, a student's cumulative GPA and Cumulative Completion Rate will be reviewed to determine if the student met minimum satisfactory academic progress for the term (semester) and the student's academic plan requirements.

What happens when the appealed probation session is complete?

A student may regain or lose federal eligibility following the appealed probation semester. The status for the semester following the appealed semester will fall into one of the categories below:

- Stay in an appealed probation status. In order to remain in appealed probation status, a student must meet minimum satisfactory academic progress requirements for the term (semester) as well as their 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 their 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.

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 time frame 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.

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 they will use Title IV aid only to pay educational expenses and that they are 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 want to change their desired degree should submit a Change of Degree Program form, which is available in MyPortal. *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 are in the United States for more than a temporary purpose with the intention of becoming a citizen or lawful permanent resident, as evidenced by the United States Citizenship and Immigration Service (USCIS) in the Department of Homeland Security (DHS).

Acceptable Documentation of Citizenship or Eligible Non-Citizenship

Category	Acceptable Documentation
U.S. citizens (citizens of): • **The 50 States** • **The District of Columbia** • **Puerto Rico** • **The U.S. Virgin Islands** • **Guam** • **The Northern Marian Islands** • **Born abroad to U.S. parents** **U.S. Nationals:** • **All U.S. Citizens** • **Natives of American Samoa (not considered a U.S. citizen)** • **Natives of Swain's Island (not considered a U.S. citizen)** • **Natives of American Samoa and Swain's Island are eligible to receive funds from federal programs except for the ACG/National SMART grants.**	• Copy of student's birth certificate. • Current or expired U.S. Passports. • Copy of State Department Forms FS-240 (Consular Report of Birth Abroad), FS0-545 (Certificate of birth issued by a foreign service post), or DS-1350 (Certification of Report of Birth). • Certificate of Citizenship (Forms N-560 or N561). • Certificate of Naturalization (Forms N-550 or N-570).
U. S. Permanent residents	• Permanent Resident Card (Form I-551 since 1997) or Resident Alien Card (Form I-551 before 1997). • Alien Registration Receipt Card (Form I-151) issued prior to June 1978. • Arrival/Departure Record (Form I-94) or the Arrival/Departure Record (Form I-94A) with the following endorsement: "Processed for I-551." • Machine Readable Immigrant Visa (MRIV).

Category	Acceptable Documentation
Refugees	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admission.
Victims of human trafficking	• For the student: certification or eligibility letter from the Department of Health and Human Services (HHS). • For a spouse, child, or parent of a victim: T-visa (T-2 or T-3), victim's certification letter.
Persons granted asylum	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp stating admissions.
Conditional entrants	• Arrival/Departure Record (Form I-94 or I-94A) granted before March 31, 1980, with a stamp indicating that the student has been admitted to the U.S. as a conditional entrant.
Person paroled into the U.S. for at least 1 year	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been paroled into the United States for at least one year with a date that has not yet expired.
Cuban-Haitian entrants	• Arrival/Departure Record (Form I-94 or I-94A) with a stamp indicating that the student has been classified as a "Cuban-Haitian Entrant."

Correct Social Security Number and Name

When completing the FAFSA application, a student is required to enter their Social Security Number (SSN). Students should enter their name and the SSN that is printed on their 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 student forms section of MyPortal*.

High School Diploma (or equivalent)

If the Financial Aid Office requests that a student provide documentation of a high school diploma (or equivalent), a student should submit one of the following to the Office of the

Registrar: an official college academic transcript with 60 transferable hours OR an official copy of high school transcript OR an official copy of GED or HISET OR documentation of homeschooling. Students who enrolled in an eligible college program before July 1, 2012, also have the option to submit an official college transcript with six hours of transfer credit.

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, we are required to resolve them prior to awarding a student Title IV federal aid.

How Are Unusual Enrollment History Flags Resolved?

A student's past enrollment and financial aid records will be reviewed by Columbia College to determine whether:

- The student received a Pell Grant or Direct Loan at Columbia College during the previous four academic years.
- The student received academic credit at each of the previous institutions where they received the Pell Grant or Direct Loans.

If it is determined that academic credit was not earned, the Financial Aid Office will notify the student to submit the Explanation for Unusual Enrollment History form found on MyPortal.

Federal Aid Eligibility Denied for UEH

If a student did not earn academic credit at one or more of the previous institutions and does not provide a sufficient explanation or documentation for failure to earn academic credit, the Financial Aid Office must deny any additional Title IV federal aid, and the decision will be final.

Regaining Aid Eligibility for UEH

A student may regain Title IV federal aid eligibility when one semester 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 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's contact information can be found by reviewing their account at Federal Student Aid. Students must have their FSA ID to retrieve personal loan information. Additional questions regarding defaulted loans, overpayments, or exceeded loan limits should be sent to financialaid@ccis.edu.

Financial Need

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.

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 determines the amount of federal student aid funds the student will have "earned" at the time of the withdrawal and returns 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 Direct loans, Subsidized Federal Direct loans, Federal PLUS (Parent/Graduate) 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 the student is scheduled to attend.
- The withdrawal date is the last date of attendance at an academically-related activity by a student as recorded by instructors.

Certificate Programs:

Additional information regarding how R2T4 can impact students enrolled in a certificate-only program can be found at Certificate Program Aid.

For programs offered in modules:

Students whose program of study or coursework does not span the entire length of the payment period are considered to be enrolled in courses offered in modules. Students enrolled in modules are considered withdrawn if they do not complete all of the scheduled days in a module that was used to determine the student's eligibility for federal aid. Students are **not** considered withdrawn for Title IV purposes if

- A student who completes all the requirements for graduation from their program before completing the days or hours in the period that he or she was scheduled to complete.
- The student successfully completes one module or a combination of modules that contain at least 49% of days within the payment period. Successful completion is defined as earning a letter grade of A, B, C, D, or S.
- The student successfully completes coursework that represents half-time enrollment. Six hours in a payment period is considered half-time enrollment at Columbia College. Successful completion is defined as earning a letter grade of A, B, C, D, or S.
    - Columbia College may treat withdrawn students as though they had never begun attendance; returning all Title IV aid refunding all institution charges for the payment period or period of enrollment as per the college's tuition refund policy; and writing off any balance due for the payment period or period of enrollment on a case by case basis to deem a student exempt from the Return of Title IV Funds calculation.

Students who meet at least one of the above criteria will be granted an R2T4 exemption, and no adjustments to their federal aid will occur.

The College allows students to provide written confirmation on the withdrawal form at the time of withdrawal that they 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, email, or written by the student from the student at the time of the withdrawal. A student can also submit written confirmation close to the withdrawal date.

The College considers a student who provided written confirmation but does not return as withdrawn if they do not return as scheduled to a future module with the same payment period.

The College allows students who did not confirm future enrollment in the same payment period to return to a module within the same payment period. The student is treated as if

they did not cease attendance. The Return of Title IV Funds calculation will be reversed. Please see the section **Determining Earned Aid** for Multiple Withdrawal.

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 five days are excluded from both the numerator and denominator.

Determining Earned Aid

Until a student has passed the 60% point of a payment period, only a portion of the student's aid has been earned. With the exception of multiple withdrawals within a semester, a student who remains enrolled beyond the 60% point is considered to have earned all awarded aid. All students who withdraw, including those who remain enrolled beyond the 60% point, will be reviewed to determine whether unearned Title IV aid must be returned or whether post-withdrawal disbursements of Title IV aid are due. A student who withdraws multiple times (e.g., withdraws from the early session and has a return of funds processed, returns to the late session, and subsequently withdraws) will have the return calculated based on the *combined* attendance in both sessions to determine the amount of aid the student earned. If the student's combined attendance is less than 60% of the semester, another return calculation will occur, and the student's aid may be impacted.

If the total amount of Title IV aid that a student earned is greater than the total amount of Title IV aid that was disbursed to the student (or on behalf of the student in the case of a PLUS loan), 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 an email notification will be sent.

A post-withdrawal of loan eligibility will be communicated to the student via email. Students must accept the loan via the Self-Service Financial Aid award 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 be disbursed 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.

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 Direct loan programs based on the terms and conditions of the loan's promissory note. 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 Direct Loans, Subsidized Federal Direct Loans, Federal PLUS (Parent/Graduate) loans, Federal Pell Grants, Iraq and Afghanistan Service Grant (IASG), 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 fully pay 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: Business Office. 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://fsapartners.ed.gov/help-center/fsa-customer-service-center/service-centers-for-students/federal-student-aid-information-center-fsaic.

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 the 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 at financialaid@ccis.edu.

Student Affairs

Student Affairs Mission Statement

Student Affairs provides quality, student-focused programs and services that encourage the development of an inclusive, involved and educated community.

Main Campus Day Student Affairs

Athletics

Columbia College sponsors 20 intercollegiate sports: volleyball, softball, men's and women's cross-country, men's and women's indoor and outdoor track and field, men's and women's golf, men's and women's soccer, baseball, eSports, men's lacrosse, women's bowling, cheer & dance and men's and women's basketball.

The College is a member of the American Midwest Conference and an associate members of the Heart of America Athletic Conference and the National Association of Intercollegiate Athletics (NAIA).

Opportunities to participate are available to day campus students who meet the eligibility requirements as established by the NAIA, AMC, HAAC, and Columbia College.

The College also has an active intramural program that attracts spirited participation in activities such as flag football, volleyball, basketball and softball. In addition, the College sponsors various classes in physical recreation that vary with student interest and have included weight training and outdoor recreation.

Bookstore

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of books, art supplies, study materials, college memorabilia, personal grooming products and snacks.

Dining Services

Dulany Dining Hall
Dulany is an all you can eat dining facility open 7:00am-9:00pm Monday through Friday, 10:00am-2pm and 5:00pm-7:00pm on the weekend. Students may purchase a meal plan or purchase individual meals. All students living on campus are required to purchase a meal plan.

The Cougar Cafe
The Cougar Cafe, located in the Student Commons. The menu consists of a variety of grab-and-go items, and Starbucks Coffee. The Cougar Cafe is open 7:30am-8:00pm Monday through Thursday, 7:30am-4:00pm Friday, and closed on the weekend.

Grossnickle Career Services

Making the successful transition from college to the workplace can be challenging and Grossnickle Career Services Center is here to provide support. Career Services works with students and alumni in all areas of career development through in-person or virtual meetings, online resources and communications in areas such as:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person. Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

Housing Requirement

Columbia College 2025-26 Housing Requirements

Full-time Students

- All full-time students at the traditional campus with fewer than 60 semester hours completed must live on campus.

Non-Traditional/Part-Time/Graduate Students

- Non-traditional Day students, part-time Day students and Graduate Students are not required to live on campus, but may submit a request to live on-campus to the Director of Residential Life. Housing for Non-Traditional, Graduate and Part-time students is dependent upon availability.

Exemptions to the Campus Housing Requirements

Full-time students at the traditional campus are exempt from the housing requirement if they meet one of the following exemptions:

- Students who are married and/or living with a legal dependent. A certificate of marriage or legal document showing dependence (i.e. tax return) must be submitted

in order for the exception to be granted. Columbia College does not offer married/family housing.

- Students who are living at home with parent(s) or legal guardian(s) within a 25-mile radius of the main campus in Columbia, Missouri, where such address has been established as the sole, legal, and permanent residence of the parent(s) or legal guardian(s). Students listed as living at home with parents/legal guardians and later found living in off-campus housing not with parents/legal guardians will be assigned a room and meal plan on campus and charged accordingly.
- Students age 22 or older by September 1 for fall housing contracts or January 1 for new spring housing contracts.
- Military veterans and active duty service members as defined by federal guidelines.

The Housing Contract is for the duration of the academic year for which the student is registered.

Students seeking exemption from the college's residency requirement who do not meet an exemption listed here must complete and submit an appeal to the Director for Residential Life. The appeals process is available on our website at www.ccis.edu/student-life/residential-life/housing-requirements.

Immunization Policy

Pursuant to best practices established by the American College Health Association (*ACHA*) and the Centers for Disease Control and Prevention (*CDC*), the following are the minimum requirements for newly admitted, readmitted or non-degree seeking students attending the College's Day Campus.

1. Measles, Mumps, and Rubella (*MMR*) Immunization Requirement. All students attending the Day Campus in Columbia, Missouri must comply with the measles, mumps, and rubella (*MMR*) immunization policy, which requires two (2) vaccinations (*this requirement is waived if student was born before December 31, 1956*). Compliance requires that each student provide proof of immunization for measles, mumps, and rubella (*MMR*).

- Examples of acceptable medical documents include (1) copies of personal immunization records, (2) copies of physician office of Health Department immunization records, (3) copies of high school or previous college immunization records, or (4) copies of medical records from a personal health provider or hospital.
- If immunization documentation cannot be found, the student needs to either (1) repeat the immunization, or (2) provide documentation of blood titer results showing immunity to measles, mumps, and rubella (*MMR*).

2. Tuberculosis Screening. All students attending the Day Campus in Columbia, Missouri must complete a tuberculosis screening questionnaire. The College's Student Health

Services will analyze completed questionnaires and determine if additional testing is needed based on risk (*as defined by current CDC recommendations*).

Students living in Columbia College residential halls must also provide proof of receipt of the meningococcal meningitis vaccination or sign a waiver indicating they choose not to be immunized against meningococcal meningitis.

It is also recommended that students be immunized against other vaccine-preventable diseases such as, (1) tetanus, (2) diphtheria, (3) polio, (4) chicken pox, (5) hepatitis A, (6) hepatitis B, and (7) influenza.

Day Campus students who do not comply with the immunization requirements by failing to submit all required forms and documentation of immunizations will not be able to register or enroll for classes in subsequent semesters beyond their initial semester of enrollment.

If personal or religious beliefs or specific medical conditions preclude immunization, students must complete the appropriate statement of exemption. In the event of an outbreak (*as defined by state public health authorities*) and in the interest of well-being, exempted students may be asked to leave campus until the outbreak is over.

Questions regarding this policy may be directed to Columbia College Immunization Requirements.

International Student Services

International Student Services supports the international student population at Columbia College through a philosophy of empowerment. Services are designed to provide students with information and assistance necessary to achieve academic goals and become an active and integral part of the campus community. The staff advises students, faculty, staff and the administration on current issues in international education, immigration regulations and internal policies affecting students.

Mail Services

Every full-time Day student living in a residence hall is assigned a campus mailbox. Mailboxes are located in the Dorsey Connector between Dorsey Hall and Atkins-Holman Student Commons. Students are assigned the same mailbox throughout their enrollment at Columbia College. There is no fee for the mailbox and students living off campus may also request a mailbox by bringing their Columbia College student ID to Mail Services and completing a mailbox request form. Students are responsible for all mail, publications, and notices placed in their box, including official correspondence from the College.

Students can drop off out-bound mail and ship packages, purchase postage and shipping materials at the College's mail center located at Robnett-Spence Hall (508 N. 8th Street) in Columbia. Primary operating hours for picking up packages are between 11:00 a.m. - 3:00 p.m. with additional customer support available by email, phone or appointment between 9:00 a.m. - 4:30 p.m., Monday through Friday.

Official Columbia College Address:

1001 Rogers Street

Columbia, MO 65216

Mail Services Contact Information:

E-mail: mpservices@ccis.edu

Phone: (573) 875-7431

Parking Permits

All Columbia College students and employees must obtain a parking permit for any vehicle parked on the main campus during the hours of 8:00 AM - 5:00 PM, Monday through Friday. Parking Permits must be displayed during those times. Parking permits may be ordered online at www.ccis.edu/parkingpermits. Your parking permit can be picked up at Student Affairs, AHSC room 215. Call (573) 875-7400 for more information. You can also visit https://myportal.ccis.edu/pages/parking-policy-and-procedures for more detailed information.

Residence Halls

Residence halls range from modern and modular to charming and traditional. All halls contain lounges, recreation or social rooms, kitchenettes and laundry rooms. Rooms are furnished with beds, dressers, desks and chairs. For the most up-to-date information about living on campus, visit the Residential Life website.

Hughes Hall

Hughes Hall houses 64 women in 32 double rooms. It is traditional in architecture with hardwood floors and a spacious parlor. The air-conditioned double-room suites are connected by full baths shared by four residents. Additionally, Hughes Haven is in the lower-level of Hughes Hall. Rooms are apartment style with a shared kitchen.

New Hall

New Hall, a coeducational hall, utilizes the first floor as home to our Robert W. Plaster School of Business. Floors two through four house 150 students in double-room suites connected by a bathroom. This is also the only residence hall that features an elevator. The building is air-conditioned and features large social lounges on each residential floor.

Banks Hall

Bank Hall, a coeducational hall, houses 110 students utilizing double rooms. The building is air-conditioned and has several student lounges.

Cougar Village

Cougar Village is a fourteen-apartment complex housing 46 students. Among its features are full kitchens and layouts featuring three or four bedrooms. All apartments are fully furnished. To live in Cougar Village, students must be at least sophomores, have lived in our residence halls for at least a semester, and be in excellent standing with Residential Life. Selection occurs in the spring for the following year.

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. 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.

Student Organizations

Columbia College is proud to offer the opportunity to get involved in over 30 Registered Student Organizations (including Academic Honor Societies). For a comprehensive list of descriptions and regular updates, please click here.

Honor Societies

Alpha Chi

Missouri Epsilon chapter of the national honor society for four-year colleges and universities. It selects its members from junior and senior students of good character who rank in the top 10 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. All CC students are available to participate.

Alpha Kappa Delta

Alpha Kappa Delta, an international sociology honor society, is for sociology majors and minors who maintain at least a 3.0 cumulative GPA.

Alpha Lambda Delta

Alpha Lambda Delta is a national scholastic society that recognizes superior academic achievements of first-year freshmen. Members rank in the top 20 percent of their class during their first term and have at least a 3.5 GPA.

Alpha Phi Sigma

Alpha Phi Sigma recognizes high-performing students studying criminal justice and forensic science. Members rank in the top 35 percent of their class. They must maintain a 3.2 GPA in criminal justice courses and a 3.0 cumulative GPA.

Honor Student Association

HSA provides an affinity group for students in the Columbia College Honors Program. Members participate in social, academic and service opportunities.

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.

Kappa Mu Epsilon

Kappa Mu Epsilon is a national honor society in mathematics. Membership is open to students who rank in the top 35 percent of their class. Eligibility requires a "B" or better in at least three courses in mathematics, including one semester of calculus.

Lambda Pi Eta

Lambda Pi Eta is a national honor society for students in speech communication. Membership requires completion of at least 60 credit hours and a minimum GPA of 3.0. This includes completion of 12 hours in communication studies with at least a 3.25 GPA.

Phi Alpha Theta

Phi Alpha Theta is a professional society that promotes the study of history. The society encourages research, good teaching, publication and the exchange of learning among historians. Members must have at least a 3.1 GPA in 12 or more hours of history and a minimum overall GPA of 3.0.

Pi Sigma Alpha

Pi Sigma Alpha is a national honor society that recognizes students excelling in the field of political science. Membership requires completion of at least 10 semester hours of political science courses with a minimum GPA of 3.0. Members must also rank in the upper third of their class.

Psi Chi

Psi Chi encourages excellence in scholarship in psychology. Membership is open to students majoring or minoring in psychology who have completed at least nine credit hours of psychology courses. Members must also have a cumulative GPA of at least 3.0.

SALUTE Veterans Honor Society

SALUTE Veterans Honor Society recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services, or provide proof of current duty station. Members must also have completed 12 semester hours or its equivalent of one semester, have sophomore standing, and have a minimum 3.0 grade point average.

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.

Sigma Tau Delta

Sigma Tau Delta is an international English honor society for students majoring or minoring in English. Members must have a B or higher average in English courses and rank in the top 35 percent of their class. Membership also requires completion of at least three semesters of college work. Students not majoring or minoring in English but who meet other requirements may join as associate members.

Sigma Zeta

Sigma Zeta is a national honor society primarily for science students. Membership is open to students who have earned at least 15 hours of science and mathematics credit with at least a 3.0 GPA.

Tau Upsilon Alpha

Tau Upsilon Alpha is a national honor society for students studying human services. The organization honors academic excellence, promotes service to humanity and fosters lifelong learning and development. Membership requires at least a 3.25 GPA and completion of at least 12 hours of human services courses at Columbia College. Members must also be in the top 35 percent of their class and have at least 52 total semester hours.

Upsilon Pi Epsilon

Upsilon Pi Epsilon is a national honor society in computer and information sciences. Membership requires completion of at least 64 credit hours including CCIS 350 or equivalent. Members must also have a GPA of at least 3.5 in computer science or computer information systems. They also must rank in the top third of all students in their major.

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 on N. 8th St. across from Banks Hall. The Testing Center conducts a variety of tests such as exams for students with approved ADA accommodations, online proctored exams, CLEP, DSST, ePraxis, and several other standardized exams. The Testing Center can be contacted at (573) 875-7485, or by e-mail at testingservices@ccis.edu.

TRIO Student Support Services

The Student Support Services (TRIO SSS) program is a federally funded, U.S. Department of Education TRIO program designed to increase retention and graduation of students who are either low-income, first generation, and/or have a documented disability. TRIO SSS provides financial, personal, career, and academic guidance, peer and professional tutoring, mentoring, and by serving as a referral agent for many departments on campus. Activities are varied from month-to-month and include educational workshops, cultural excursions, and social events. SSS also offers opportunities to develop leadership skills and to participate in community service. In addition to these services, SSS offers a computer lab, study room, textbook and equipment checkout (including laptops) and a student lounge.

Wellness, Health & Counseling Services

The Wellness Center 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 academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress, 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.

Main Campus Evening Student Affairs

Bookstore Information

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

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:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person.

Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

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Alpha Sigma Lambda

Alpha Sigma Lambda (ASL) is an adult honor society for degree seeking students who attend classes through our online program or one of our nationwide locations. ASL provides a means of recognition for the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. The criteria for membership is completion of at least 24 hours of coursework with Columbia College, be in the top 20 percent of students in their class, and have a minimum 3.20 GPA. The student must also be degree seeking with Columbia College. Columbia College offers two chapters, Nu Lambda chapter for students who attend or receive service solely through our online program, and Omega Zeta chapter for students who attend a nationwide location. Available to all Columbia College Global students.

SALUTE Veterans Honor Society

SALUTE Veterans Honor Society recognizes the academic success of student veterans at Columbia College. Collegiate members shall be students enrolled in an undergraduate program at the time of initiation, have been honorably discharged from the armed services, or provide proof of current duty station. Members must also have completed 12 semester hours or its equivalent of one semester, have sophomore standing, and have a minimum 3.0 grade point average. Available to all student veterans.

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Columbia College Global Student Affairs

Grossnickle Career Services Center

Making the successful transition from college to the workplace can be challenging and the 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:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person.

Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

To learn more about the Career Services Center or any of our services, check out our website at https://www.ccis.edu/student-life/support-services/career-services/.

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 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 are provided in an eText format through the learning management system while others courses will have physical textbooks. 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 textbooks are available, students are responsible to pick them up from the Bookstore. These books work under a rental model and are required to be returned at the end of the course. If the books are not returned, the student will be charged for them on their student account.

II. Columbia College Global Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through Columbia College Global. All students are opted in upon admission to the College. Most textbooks for Columbia College Global courses are digital textbooks that students have access to through the learning managment system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start date. In the event a digital textbook is not available, a printed copy of the textbook will be provided to the student 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 or the course is cancelled.

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

III. Opting Out

Students may elect to opt out of the textbook program. Students will communicate this intent to their academic advisor. 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 Columbia College Global). 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 reenroll in the program will have the opportunity to opt in at the beginning of each academic year by contacting the Center for Advising, Retention, and Student Success.

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Sigma Beta Delta

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Members must also have at least a 3.5 GPA and 30 credit hours at Columbia College. All Columbia College students are eligible to participate.

Student Conduct

Student Conduct General Principles

- **Purpose:** Columbia College has adopted a Student Code of Conduct to protect the rights of students, faculty, staff and the college. This code ensures that the Columbia College learning community is characterized by mutual respect, civility and good citizenship.
- **Inherent Authority:** Columbia College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- **Interpretation:** Having voluntarily enrolled in Columbia College, students are presumed to be knowledgeable of and remain in compliance of all rules and regulations of the Student Code of Conduct, both on-campus and off-campus. The Code of Conduct is not a criminal code; it should be read broadly and is not designed to define misconduct in exhaustive terms.
- **Proceedings:** Disciplinary proceedings conducted in relation to the Code of Conduct shall be informal, fair, and expeditious. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending. Conduct-related offenses will be handled by the Division of Student Affairs.
- **Jurisdiction:** Students may be disciplined for conduct which constitutes a hazard to the health, safety, or well-being of members of the college community or which is deemed detrimental to the interests of the college. These sanctions apply whether or not such conduct occurs on campus, off campus, at college-sponsored or non-college-sponsored events.

Student Code of Conduct

For the most up-to-date Student Code of Conduct, please refer to the Columbia College policies website.

Columbia College students, as members of the academic community and College community, are expected to accept and adhere to the high standards of personal conduct set forth herein. 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, including the College's student conduct procedures.
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.

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 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

For the most up-to-date details on the Conduct Process, refer to the Columbia College Policies website.

The student disciplinary process for instances of conduct that violate this policy are typically as follows:

- A complaint is filed or report of wrongdoing is received and forwarded to the Student Conduct Officer.
- An accused student ("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 has 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 dishonesty. 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.
- **Unauthorized** utilization of academic content produced with the aid of generative artificial intelligence (AI) platforms is considered a form of academic misconduct, as it involves seeking external assistance without adherence to academic guidelines.

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 member is responsible for handling instances of actual and potential academic misconduct consistent with the following:

The faculty member who, upon investigation, suspects a student of academic misconduct will, if possible, confer with the student suspected and allow for their input.

1. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be considered resolved and no further action will be taken.
2. If the faculty member determines the conduct at issue was unintentional, the violation will be explained and an alternative penalty may be imposed at the discretion of the investigating faculty member. The Academic Dean for the student's school and the Office of Student Conduct will be notified in writing of the incident and the outcome.
3. If the student admits responsibility for academic misconduct, or if the student is otherwise found responsible for the academic misconduct, the investigating faculty member may impose a penalty stated in the syllabus for that course, including but not limited to an "F" on the assignment at issue, in addition to other penalties not listed in the syllabus that reflect the seriousness of the offense. The student will be notified in writing the results of the faculty member's decision. The Academic Dean for the student's school and the Office of Student Conduct will be notified in writing of the incident and any action taken.
4. The faculty member and/or Academic Dean and the Office of Student Conduct can elect to pursue behavioral misconduct consequences for the academic misconduct by referring the matter to the Office of Student Conduct for adjudication.

General guidelines for student appeals

A student wishing to challenge or appeal the allegation/finding of academic misconduct should consult the Department Chair.

If the student is not satisfied with the faculty member's decision they may appeal the decision. The student must initiate the appeal process by filing an appeal request with the Academic Dean for the student's school within three (3) business days of receiving the faculty member's written decision. The written request will be forwarded to the Academic Dean and the Dean for Student Affairs.

The Academic Dean and the Dean for Student Affairs will review the appeal request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the faculty member's decision.

If a decision is made to reconsider the faculty member's initial determination, the Academic Dean for the student's school or designee will adjudicate the matter and all parties will have the opportunity to submit information they would like considered. The Academic Dean for the student's school or designee will review all information provided by the parties and shall reach a determination. Each party will be notified in writing of the Dean's decision. At all times the College reserves the right to impose discipline, including up to dismissal from school, based on the nature and circumstances of each confirmed violation. Decisions made by the Dean are final.

It is important to note that there are cases where the allegations and potential consequences are so serious and complex that the matter will be submitted, at the outset, to the Office of Student Conduct for investigation, and informal disposition. Decisions regarding case jurisdiction ultimately rest with Academic Affairs and the Dean for Student Affairs.

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, or has been indicted or otherwise formally charged with or convicted of a crime. 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 (SOCAT), may become involved to assist with determining an appropriate course of action pending final resolution.

- **Withholding Degree** - the College may withhold awarding a degree otherwise earned until the completion of the process set forth in this policy, including the completion of all sanctions imposed.
- **Revocation of Admission** - admission to the College may be revoked for fraud, misrepresentation, or other violation of standards or policies, or for other serious violations committed by an individual prior to admission.
- **Revocation of Degree** - Degree(s) awarded from the college may be revoked for fraud, misrepresentation, or other violation of standards of conduct for students in obtaining the degree, or for other serious violations committed by a student prior to graduation. The process to revoke a degree is separate from the conduct process. The Office of Student Conduct, the Office of Internal Review, a Dean, or a designee of the aforementioned personnel can make the recommendation for a revocation of degree to the Provost. If the recommendation to revoke a student's degree is the result of a conduct investigation, the student will be notified of the recommendation at the conclusion of the conduct process. If the student has graduated, with no current involvement with the college, the student will be notified of the recommendation of revocation by mail to the last known address on file.

  The student will be contacted by the Office of the Provost and given the opportunity to be heard on the matter. If the student chooses not to respond within 30 business days, a decision will be made without the benefit of the input of the student.

  The Provost will contact the student in writing with the outcome. If the student is not satisfied with the outcome that is made, the student has 30 days to appeal upon notification. If a student chooses to appeal, they must submit a formal appeal in

writing to the Office of the President. The President's decision is final and cannot be appealed.

If a decision to revoke a degree is finalized, the Registrar will be notified of the decision. The Registrar will then send letters to venues that received the original transcripts to show that a degree has been revoked.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

This policy does not apply to complaints that are covered by other applicable College policies, Specifically,

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual 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 they 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 exhausting 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. The website is https://ppse.az.gov/.

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: https://www.ccis.edu/policies/student-behavioral-misconduct.

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 Conviction 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 dealine 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 Senior Council member, and obtain approval prior to acceptance. Examples of inappropriate gifts would be offering a free airline ticket to a secretary because they use 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

Activity Calendar

To view the most current activity calendar and to add events to the calendar, go to MyPortal Events.

Alumni Association

The Columbia College Alumni Association (CCAA), founded in 1963, offers benefits, programs and activities to more than 91,000 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.

CougarMail

CougarMail, powered by Google, is your official Columbia College email account. Each student receives free cloud storage with Google Drive and has access to other Google Apps for Education features, such as GoogleSites and GoogleCalendar. CougarMail is the official means of communication for the college and students are responsible for information sent to this account. It is expected that students will check CougarMail regularly. Students can access CougarMail by logging into myPortal or at the Gmail login page.

MyPortal

MyPortal allows students access to CougarMail (the official means of communication for the college) and to their Columbia College records. 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 MyPortal. Once students have completed an enrollment process online, an e-mail confirmation of their activity is sent, which should be reviewed carefully for accuracy.

Education Abroad

Education Abroad offers a variety of opportunities for students to earn credit while experiencing the world up close, building cultural awareness, and enhancing language skills. Opportunities include semester exchanges as well as summer programs.

Students participating in an exchange program at one of our international partner universities must enroll in the ABRD 144 course. Students pay tuition to Columbia College and retain institutional scholarships up to the cost of tuition. Room and board fees are paid

to the host institution. Students are responsible for travel costs and incidental expenses related to their international experience.

Students enrolled at an exchange partner institution can choose to receive a pass/fail letter grade instead of a standard letter grade at time of registration. These students can enroll in multiple non-major specific courses as pass/fail per session or semester while still being eligible for the Dean's List. Major courses must be taken for a standard letter grade. For more pass/fail information, please visit Grading and Academic Standing.

Any student participating in an education abroad program must submit an Education Abroad Application as found here. To help defray costs to study abroad, students may apply for financial aid through the Columbia College Center for Advising, Retention, and Student Success. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance education abroad. Students may also apply for the Columbia College Education Abroad Scholarship. For more information, go here.

Center for Advising, Retention, and Student Success

The Center for Advising, Retention, and Student Success (CARSS) supports students through a dedicated team of Student Success Coaches and Columbia College Global (CCG) Academic Advisors who are committed to guiding them through their educational journey. CCG Advisors and Coaches empower students to reach their academic, personal, and professional goals through coaching, advising, advocating, and equipping students with the confidence to succeed. Whether students need assistance in degree planning, study skill development, navigating financial aid or billing, transitioning to Columbia College or managing the registration process, coaches and advisors are committed to providing personalized support to help students succeed in accomplishing their goals.

CCG Academic Advisors provide tailored support in numerous ways including:

- Degree Planning
    - Understanding degree and program requirements
    - Exploring graduation pathways
    - Selecting courses and planning registration
    - Supporting registration
    - Understanding course rotation
- Academic, Personal, and Career Mapping
    - Identifying educational goals
    - Mapping long-term academic plans
    - Navigating obstacles to success
    - Collaborating on degree and career goal planning

Student Success Coaches support students across many areas such as:

- Financial Awareness
    - Applying for and maintaining financial aid
    - Enrolling in a payment plan
    - Budgeting for school and personal expenses
    - Billing information
    - Understanding military-affiliated and partnership benefits
- Student Success Planning
    - Setting and completing goals
    - Identifying and overcoming barriers to success
    - Mastering effective study skills
    - Coping with academic stress
    - Utilizing available resources

Students can contact the Center for Advising, Retention, and Student Success during open hours via phone, email, or by visiting us in our office at the main campus in Columbia, Missouri. Students are also encouraged to schedule a phone, virtual, or in-person (depending on the location) one-on-one meeting with their CCG Academic Advisor and Student Success Coach. Learn more about these resources and contact the Center for Advising, Retention, and Student Success today.

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:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person.

Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

Student Accessibilty Resources

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

After admission to the college, students 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. 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 Services and Solution Center

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

Internet Access, Microsoft Office and Anti-Virus Software

Internet access is available to students for use as a resource in the student computer lab and lab classrooms, and Stafford Library. 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 MyPortal.

Technology Usage Policy

Columbia College Ethics Code for Computer Users

Computer facilities operated by Columbia College are available for the use of students, faculty and staff. Students, faculty and staff are encouraged to use these facilities for research and instruction. In order to make it possible for everyone to have access to computing resources on campus, it is necessary to establish fair-use guidelines. Use of Columbia College computer facilities is a privilege and all users are expected to adhere to the following ethical guidelines when using Columbia College computing resources.

General Principles

1. Respect for intellectual labor and creativity is vital to academic discourse and enterprise. This principle applies to works of all authors and publishers in all media. It encompasses respect for the right to acknowledgment, right to privacy, and right to determine the form, manner and terms of publication and distribution.
2. Because electronic information is so volatile and easily reproduced, respect for the work and personal expression of others is especially critical in computer environments. Violations of author integrity, including plagiarism, invasion of privacy, unauthorized access, and trade secrets and copyright violations, may be grounds for sanctions against members of the academic community. [1]

[1] *Columbia College endorses this statement and intellectual rights developed by EDUCOM, a non-profit consortium of colleges and universities committed to the use and management of information technology in higher education.*

Ethical and Responsible use of Computers

1. The College provides computing equipment and facilities to students, staff and faculty for purposes of work (business), instruction and research. It is a violation of College policy to use College computers for commercial purposes.
2. When working in College computing labs users will be aware of and follow rules posted for fair use.
3. Use of College computing resources for academic objectives takes precedence over use of those facilities for personal reasons.
4. Computer communications systems and networks promote the free exchange of ideas and information, thus enhancing teaching and research, as well as enabling employees to work more efficiently and productively. Computer users must not use electronic communications systems of any kind to send material that is obscene, illegal, discriminatory, or intended to defame or harass others, or to interfere with their work on the computer.

5. Students, faculty and staff who use the computers have the right to security of their computer programs and data. Computer users must not access files or information that belong to other users or to the operating system, without permission. Employees, students and anyone associated with Columbia College should note that electronic communication (media) and services provided by Columbia College are the property of same and their purpose is to facilitate business, teaching and research.
6. United States copyright and patent laws protect the interests of authors, inventors and software developers and their products. Software license agreements serve to increase compliance with copyright and patent laws and to help insure publishers, authors and developers of a return on their investments. It is against federal law and College policy to violate the copyrights or patents of computer software. It is against College policy and may be a violation of state or federal law to violate software license agreements. Students, faculty or staff may not use programs obtained from commercial sources or other computer installations unless written authority has been obtained or the programs are within the public domain.
7. Security systems exist to ensure that only authorized users have access to computer resources. All passwords are confidential and should not be given out for others to use. The College prohibits the use of another person's password or identity to access confidential information and files. Computer users must not attempt to modify system facilities or attempt to crash the system, nor should they attempt to subvert the restrictions associated with their computer accounts, the networks of which the College is a member, or microcomputer software protections.
8. Abusers of computing privileges will be subject to disciplinary action. Violators will be subject to Columbia College's disciplinary procedures as detailed in the catalog, up to and including termination or expulsion. The computer systems administrator reserves the right to examine user computer files and messages to resolve complaints and/or grievances to ensure reliable system operation.
9. Abuse of the networks, or of computers at other campuses connected to the networks, or of personnel who assist in the labs, will be treated as abuse of computing privileges at Columbia College.
10. Computer users shall cooperate in any investigation of violation of responsible use.
11. Damage to or destruction of any Columbia College computer or computer equipment will subject the offender to disciplinary action up to and including termination or expulsion and financial repayment to the College.

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.
- Reporting nonfunctional computing equipment to lab assistants or technical services repair staff, or Residential Life staff for residence hall equipment.

The following are examples of unethical or irresponsible uses of computing resources:

- Using computer facilities for work done on behalf of a commercial firm.
- Sending or showing electronic files, such as mail messages or images, containing material offensive to others who may see the file.
- Copying a file from another computer user's account without permission.
- Copying copyrighted computer software for use on another computer.
- Unplugging or reconfiguring computer equipment to make it unusable or difficult to use.
- Installing software on College computers without permission of Technology Services.
- Downloading materials from the internet and submitting them for credit as one's own work.
- Downloading or displaying obscene images or messages.

Acceptable Use Policy

The computer resources at Columbia College support the academic and administrative activities of the College. Use of resources for academic and administrative objectives takes precedence over personal reasons. Use of any Columbia College (CC) computing resource is considered a privilege, and all users are expected to adhere to the following acceptable use policy (AUP). This policy applies to any person or organization utilizing CC computing resources.

All users of College computing resources must adhere to the following:

- Ensure the security and confidentiality of all College data and information.
- College technology resources shall not be used for commercial purposes unless authorized by the college.
- It is prohibited to use college computing system/network resources to store, access or send material that is obscene, illegal, discriminating, or intended to defame or harass others, or to interfere with their work on the computer. "Computing

system/network resources" include but are not limited to all computers, networks, voice, video, email and other applications.

- It is prohibited to share CC login credentials with others. All users are responsible for activities carried out with the use of these credentials.
- Comply with all College policies.
- Comply with all federal, state, and other applicable laws including copyright regulations.
- Intentional unauthorized use is prohibited, including any modification or disruption to computing resources and systems.

Use of any Columbia College computing resource constitutes full acceptance of the terms and conditions of College policies, including the Investigation and/or Monitoring of Employee Electronic Communications or Files policy. Violations of the terms and conditions of this policy could result in revocation of system privileges and may result in further disciplinary actions up to and including immediate student dismissal and employee termination from the College. Columbia College reserves the right to change this policy without notice.

Student Email

Use of Email for Official Correspondence with Students

1. **College use of email**
   Email is a mechanism for official communication within Columbia College. The College has the right to expect that such communications will be received and read in a timely fashion. Official email communications are intended to meet only the academic and administrative needs of the campus community.
2. **Assignment of student email**
   Official college email accounts are available for all enrolled students. The addresses are all of the form [Name]@cougars.ccis.edu. These accounts must be activated before the College can correspond with its students using the official email system. Official email addresses will be maintained in the Colleague Student Information System and will be considered directory information unless students request otherwise.
3. **Redirecting of email**
   If students wish to have email redirected from their official@cougars.ccis.edu address to another email address (e.g. @gmail.com, @hotmail.com, etc.), they may do so, but at their own risk. The College will not be responsible for the handling of email by outside vendors or by departmental servers. Having email redirected does not absolve a student from the responsibilities associated with official communications sent to their *@cougars.ccis.edu* account.

4. **Expectations about student use of email**
   Students are expected to check their email on a frequent and consistent basis in order to stay current with College-related communications. Students have the responsibility to recognize that certain communications may be time-critical. "I didn't check my email", error in forwarding mail, or email returned to the College with "Mailbox Full" or "User Unknown" are not acceptable reasons for missing official College communications via email.
5. **Authentication for confidential information**
   It is a violation of Columbia College policies, including the Student Code of Conduct, for any user of official email addresses to impersonate a College office, faculty/staff member, or student, or to use the College email to violate the Student Code of Conduct.
6. **Privacy**
   Users should exercise extreme caution in using email to communicate confidential or sensitive matters, and should not assume that email is private and confidential. It is especially important that users are careful to send messages only to the intended recipient(s). Particular care should be taken when using the "reply" command during email correspondence.
7. **Educational uses of email**
   Faculty will determine how electronic forms of communication (e.g., email) will be used in their classes and will specify their requirements in the course syllabus. This "Official Student Email Policy" will ensure that all students will be able to comply with email based course requirements specified by faculty. Faculty can therefore make the assumption that students' official *@cougars.ccis.edu* accounts are being accessed and faculty can use email for classes accordingly.
8. **E-mail account activation**
   When students receive an email account they will sign an acceptance form which will include the College's Code of Conduct. Returning students will not have to reactivate their account as long as they have not missed three consecutive terms. Upon graduation, a student may elect to have his/her email account moved to the Alumni email account, or deactivated.
9. **Deactivation of account**
   Non-attendance for three consecutive terms will constitute reason for revoking the account and the deletion of data pertaining to it. Hardship cases will be handled by Columbia College Global on a case-by-case basis.

Social Media

The prevalence of social media on the Columbia College campus can both benefit and inhibit the development of a civil and respectful community of scholars. College staff and

faculty may choose to have profiles on various social media mediums. If in the course of normal use of the social media sites a member of the Columbia College community finds information that the College deems concerning, the student may be contacted to meet with the campus director, student conduct officer, or a designee to discuss the scope and nature of the information located online.

Main Campus Day Resources

Academic Achievement Center

The Academic Achievement Center comprises the Ether L. Bruce Math Center, the Elizabeth Toomey Seabrook '42 Writing Center, and additional tutoring services for a variety of subject areas. It is located in Williams Hall, with the Writing Center in Room 102 and Math Center in Room 103. Tutoring is available on a drop-in basis or by appointment, in person or virtually, for all students from all locations currently enrolled in tutor-supported courses at Columbia College.

More information specific to the Ether L. Bruce Math Center and Elizabeth Toomey Seabrook '42 Writing Center may be found under their own headings on this page.

Professional and peer tutors are also available to enhance student learning experiences in various academic disciplines in addition to math and writing, such as accounting, biology, chemistry, computer science, and physics. Tutors for these subject areas are available on a drop-in basis, either in person in Williams 101 or 104 or virtually, at a variety of times each week to help students with the following tasks:

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

To view the current tutoring schedule, click here.

For more information about the Academic Achievement Center, call (573) 875-7616 or email writingcenter@ccis.edu.

Bookstore and Textbooks

The Campus bookstore, located on the main floor of the Student Commons, carries a wide range of books, art supplies, study materials, college memorabilia, personal grooming products, and snacks. Visit the Bookstore Website or call (573) 875-7341.

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. 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 the learning management system while other courses will have physical books. The eTexts are available a week before the start of classes or within 48 hours of registering on or after this date. Once the physical books are available, students will be notified via CougarMail to pick them up from the bookstore. Phyiscal books work under a rental model and are required to be returned at the end of the course. If the books are not returned the student will be charged for them on their student account.

II. Columbia College Global Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses offered through Columbia College Global. All students are opted in upon admission to the College. Most textbooks for Columbia College Global courses are digital textbooks that students have access to through the learning management system no later than a week before the start of classes or within 24 hours of registration being finalized for the course. In the event an eText 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 Columbia College Global courses will receive their physical material from two different bookstores based on the location of their course.

III. Opting Out

Students may elect to opt out of the textbook program. Students will communicate this intent to their academic advisor. 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 Columbia College Global). 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 reenroll in the program will have the opportunity to opt in at the beginning of each academic year by contacting the Center for Advising, Retention, and Student Success.

Campus Activities Board (CAB)

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

Campus Safety

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

Center for Advising, Retention, and Student Success

The Center for Advising, Retention, and Student Success (CARSS) supports students through a dedicated team of Student Success Coaches and Columbia College Global (CCG) Academic Advisors who are committed to guiding them through their educational journey. Coaches empower students to reach their academic, personal, and professional goals through coaching, advising, advocating, and equipping students with the confidence to succeed. Whether students need assistance in study skill development, navigating financial aid or billing, transitioning to Columbia College or managing the registration

process, coaches are committed to providing personalized support to help students succeed in accomplishing their goals.

Student Success Coaches support students across many areas such as:

- Financial Awareness
    - Applying for and maintaining financial aid
    - Enrolling in a payment plan
    - Budgeting for school and personal expenses
    - Billing information
    - Understanding military-affiliated and partnership benefits
- Student Success Planning
    - Setting and completing goals
    - Identifying and overcoming barriers to success
    - Mastering effective study skills
    - Coping with academic stress
    - Utilizing available resources

Students can contact the Center for Advising, Retention, and Student Success during open hours via phone, email, or by visiting us in our office at the main campus in Columbia, Missouri. Students are also encouraged to schedule a phone, virtual, or in-person (depending on the location) one-on-one meeting with their CCG Academic Advisor and Student Success Coach. Learn more about these resources and contact the Center for Advising, Retention, and Student Success today.

Center for Student Leadership

The Center for Student Leadership is a student-centered department dedicated to leadership and involvement opportunities that enhance personal, interpersonal, and organizational development. The Center for Student Leadership also oversees all registered student organizations. To get involved on campus or to see a list of student organizations visit www.ccis.edu/student-life/student-organizations-societies/organizations or call (573) 875-7403 for more information.

Computer Classrooms

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Students are able to complete assignments outside of class using the computer resources in the student computer lab. An addition instructional lab is available in Federal Hall.

Copy Machines

Copy machines are available for student use in the library.

Dining Services

Dulany Dining Hall
Dulany is an all you can eat dining facility open 7:00am-9:00pm Monday through Friday, 10:00am-2pm and 5:00pm-7:00pm on the weekend. Students may purchase a meal plan or purchase individual meals. All students living on campus are required to purchase a meal plan.

The Cougar Cafe
The Cougar Cafe, located in the Student Commons. The menu consists of a variety of grab-and-go items, and Starbucks Coffee. The Cougar Cafe is open 7:30am-8:00pm Monday through Thursday, 7:30am-4:00pm Friday, and closed on the weekend.

Grossnickle Career Services Center

Making the successful transition from college to the workplace can be challenging and the 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:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person.

Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

To learn more about the Career Services Center, check out our website at https://www.ccis.edu/student-life/support-services/career-services/.

ID Cards

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

International Student Services

International Student Services supports the international student population at Columbia College through a philosophy of empowerment. Services are designed to provide students with information and assistance necessary to achieve academic goals and become an active and integral part of the campus community. The staff advises students, faculty, staff and the administration on current issues in international education, immigration regulations and internal policies affecting students.

Library

The J.W. and Lois Stafford Library provides a place for students to connect with information. Librarians are available by phone, e-mail, chat, or text message. Library instruction is provided to individuals and to classes. Virtual instruction is available to those who reside off-campus. The library classroom can be used for group study and library instruction. There are four other study rooms in the library. Computers, printers, scanners and copy machines are available for student use. The library also has laptops available for check-out.

The library's collection supports the curriculum of Columbia College with more than 45,000 physical items (books, videos, journals, newspapers, etc.), as well as more than 300,000 electronic books and over 45 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 who reside in Missouri access to more than 29 million items in more than 80 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: (800) 231-2391 x7381, library@ccis.edu

Lost and Found

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

Mail Services

Students can drop off out-bound mail and ship packages, purchase postage and shipping materials at the College's mail center located at Robnett-Spence Hall (508 N. 8th Street) in Columbia. Primary operating hours for picking up packages are between 11:00 a.m. - 3:00 p.m. with additional customer support available by email, phone or appointment between 9:00 a.m. - 4:30 p.m., Monday through Friday. Mail received for students will be delivered to their assigned mailbox located in the Dorsey Connector between Dorsey Hall and Atkins-Holman Student Commons.

Official Columbia College Address:

1001 Rogers Street

Columbia, MO 65216

Mail Services Contact Information: mpservices@ccis.edu, (573) 875-7431

Parking Permits

All Columbia College students and employees must obtain a parking permit for any vehicle parked on the main campus during the hours of 8:00 AM - 5:00 PM, Monday through Friday. Parking Permits must be displayed during those times. Parking permits may be ordered online at www.ccis.edu/parkingpermits. Your parking permit can be picked up at Student Affairs, AHSC room 215. Call (573) 875-7400 for more information. You can also visit https://myportal.ccis.edu/pages/parking-policy-and-procedures for more detailed information.

Recreation

The Student Commons, Southwell Complex and common areas are available for a variety of recreational activities. The Fitness Center is located in the Southy Building. Other college facilities, such as Launer Auditorium, the Jane Froman Dance Studio, classrooms, Dulany Hall, New Hall Event Center, and space in the Student Commons are available upon approval to any officially recognized student organization for meetings and programs.

Reservations are made on a first come, first-served basis. More information is available by contacting the Plant and Facilities Office at 573-875-7300.

Sports Ticketing Information

Columbia College Athletics uses HomeTown Ticketing app for all athletic events. Schedules and tickets can be found on the Athletics website. There is no admission charge for current students however tickets must be acquired through HomeTown Ticketing in advance. Ticket prices are subject to change without notice. Contact the Athletics Department at (573) 875-7419 or ajgrzella@ccis.edu for ticket information.

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. 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.

Student Computer Lab

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

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

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 at 709 N. 8th St. across from Banks Hall .

The Testing Center conducts a variety of tests such as exams for students with approved ADA accommodations, online proctored exams, CLEP, DSST, ePraxis, and several other standardized exams. The Testing Center can be contacted at (573) 875-7485, or by e-mail at testingservices@ccis.edu.

The Ether L. Bruce Math Center

The Ether L. Bruce Math Center, located in Williams 103, provides educational support to students from all locations who are enrolled for credit in mathematics courses offered through Columbia College. The center is staffed by experienced professionals committed to helping students broaden their educational opportunities and achieve excellence in their academic careers at Columbia College. All services are offered on a drop-in basis or by appointment, either in person in Williams 103 or virtually, in a one-to-one or small group format and include:

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

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

The Elizabeth Toomey Seabrook '42 Writing Center & Tutoring Services

The Elizabeth Toomey Seabrook '42 Writing Center, located in Williams 102, provides services to help students from all locations who are enrolled at Columbia College develop and maintain writing skills needed for academic success. Writing consultants are available by appointment either in person in Williams 102 or virtually and 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

Click here for Writing Center hours and essay writing assistance.

For more information about the Seabrook Writing Center, call (573) 875-7616 or email writingcenter@ccis.edu.

TRIO - Student Support Services Program

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

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

Student Support Services is located in Columbia House, 311 North Tenth Street. Applications to determine eligibility are available to all interested students. For more information, please call (573) 875-7615, email triosss@ccis.edu.

Vending Machines

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

Wellness Center

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

Columbia College Global Resources

Grossnickle Career Services Center

Making the successful transition from college to the workplace can be challenging and the 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:

- Understanding the relationship between choice of major and career path
- Mastering job and internship search techniques
- Resume and cover letter development
- Developing interview skills
- Internships for credit
- Learning about graduate school options and the admissions process

To set up a career counseling appointment contact us directly by phone at 573-875-7425 or email at careerservices@ccis.edu. We meet with students over the phone, virtually, by email or in person.

Additionally, Columbia College students have access to a powerful, innovative career management system. This system 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 career development resources. The system is free and easily accessible on all devices.

To learn more about the Career Services Center or any of our services, check out our website at https://www.ccis.edu/student-life/support-services/career-services/.

Textbook Policy

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 Global Textbook Program

As part of the cost of tuition, the College provides textbooks for undergraduate and graduate courses. All students are opted in upon admission to the College. Most textbooks are digital textbooks that students have access to through the learning management system no later than the Friday before the course begins, or within 24 hours of registration being finalized for the course if the student registers after the Friday before the course start

date. In the event a digital textbook is not available, a printed copy of the textbook will be provided. For Columbia College Global students, the printed textbook will be shipped 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. For Columbia College Global students, the shipped books will not be charged to the students account, unless they drop the course or the course is cancelled.

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

II. Opting Out

Students may elect to opt out of the textbook program. Students will communicate this intent to their academic advisor. 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 Columbia College Global). 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, 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 Center for Advising, Retention, and Student Success.

Main Campus Resources

Columbia College Global students can access many of the resources at the main campus.

Academic Achievement Center

The Academic Achievement Center comprises the Ether L. Bruce Math Center, the Elizabeth Toomey Seabrook '42 Writing Center, and additional tutoring services for a variety of subject areas. It is located in Williams Hall, with the Writing Center in Room 102 and Math Center in Room 103. Tutoring is available on a drop-in basis or by appointment, in person or virtually, for all students from all locations currently enrolled in tutor-supported courses at Columbia College.

Professional and peer tutors are also available to enhance student learning experiences in various academic disciplines in addition to math and writing, such as accounting, biology, chemistry, computer science, and physics. Tutors for these subject areas are available on a drop-in basis, either in person in Williams 101 or 104 or virtually, at a variety of times each week to help students with the following tasks:

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

To view the current tutoring schedule, click here.

For more information about the Academic Achievement Center, call (573) 875-7616 or email writingcenter@ccis.edu.

Bookstore

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

Campus Safety

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

Center for Advising, Retention, and Student Success

The Center for Advising, Retention, and Student Success supports students through a dedicated team of Student Success Coaches and Columbia College Global (CCG) Academic Advisors who are committed to guiding them through their educational journey. CCG Advisors and Coaches empower students to reach their academic, personal, and professional goals through coaching, advising, advocating, and equipping students with the confidence to succeed. Whether students need assistance in degree planning, study skill development, navigating financial aid or billing, transitioning to Columbia College or managing the registration process, coaches and advisors are committed to providing personalized support to help students succeed in accomplishing their goals.

CCG Academic Advisors provide tailored support in numerous ways including:

- Degree Planning
    - Understanding degree and program requirements
    - Exploring graduation pathways
    - Selecting courses and planning registration
    - Supporting registration
    - Understanding course rotation
- Academic, Personal, and Career Mapping
    - Identifying educational goals
    - Mapping long-term academic plans
    - Navigating obstacles to success
    - Collaborating on degree and career goal planning

Student Success Coaches support students across many areas such as:

- Financial Awareness
    - Applying for and maintaining financial aid
    - Enrolling in a payment plan
    - Budgeting for school and personal expenses
    - Billing information
    - Understanding military-affiliated and partnership benefits
- Student Success Planning
    - Setting and completing goals
    - Identifying and overcoming barriers to success
    - Mastering effective study skills
    - Coping with academic stress
    - Utilizing available resources

Students can contact the Center for Advising, Retention, and Student Success during open hours via phone, email, or by visiting us in our office at the main campus in Columbia, Missouri. Students are also encouraged to schedule a phone, virtual, or in-person (depending on the location) one-on-one meeting with their CCG Academic Advisor and Student Success Coach. Learn more about these resources and contact the Center for Advising, Retention, and Student Success today.

Computer Classrooms

Two classrooms for instructional use are maintained by Technology Services in Buchanan Hall. Students are able to complete assignments outside of class using the computer resources in the student computer lab. In addition, an instructional lab is available in Federal Hall.

Copy Machines

Copy machines are available for student use in the library.

ID Cards

All Columbia College students are encouraged to have a student ID card. Main Campus Day and Main Campus Evening students need ID cards to check out library materials, pick up loan checks, attend college-sponsored events, enter residence halls, and eat in the campus dining locations. There is no charge for the first ID. A $20 fee will be charged to the student's account for the replacement of any lost or stolen card. Contact Student Affairs at (573) 875-7400 or studentaffairs@ccis.edu for more information. Columbia College Global students should contact their academic advisor to order an ID card.

International Student Services

International Student Services supports the international student population at Columbia College through a philosophy of empowerment. Services are designed to provide students with information and assistance necessary to achieve academic goals and become an active and integral part of the campus community. The staff advises students, faculty, staff, and the administration on current issues in international education, immigration regulations, and internal policies affecting students.

Library

The J.W. and Lois Stafford Library provides a place for students to connect with information. The library is open more than 70 hours a week and librarians are available 45 hours a week to provide assistance and answer questions for students, faculty, and staff.

The librarians are also available by phone, e-mail, chat, or text message. Library instruction is provided to individuals and to classes. Virtual instruction is available to those who reside off-campus. The library classroom can be used for group study and library instruction. There are four other study rooms in the library. Computers, printers, scanners and copy machines are available for student use. The library also has laptops available for check-out.

The library's collection supports the curriculum of Columbia College with more than 45,000 physical items (books, videos, journals, newspapers, etc.), as well as more than 300,000 electronic books and over 45 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 interlibrary loan articles is also available.

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

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

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

Lost and Found

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

Mail Services

Students can drop off mail and ship packages, purchase postage and shipping materials at the College's mail center located at Robnett-Spence Hall (508 N. 8th Street) at the Columbia location. Primary weekday pick-up and drop-off hours for mail and packages are between 11:00 a.m. - 3:00 p.m. with additional customer support available by email, phone or appointment between 9:00 a.m. - 4:30 p.m., Monday through Friday.

Official Columbia College Address:

1001 Rogers Street

Columbia, MO 65216

Mail Services Contact Information:

E-mail: mpservices@ccis.edu

Phone: (573) 875-7431

Parking Permits

All Columbia College students and employees must obtain a parking permit for any vehicle parked on the main campus during the hours of 8:00 AM - 5:00 PM, Monday through Friday. Parking Permits must be displayed during those times. Parking permits may be ordered online at www.ccis.edu/parkingpermits. Your parking permit can be picked up at Student Affairs, AHSC room 215. Call (573) 875-7400 for more information. You can also visit https://myportal.ccis.edu/pages/parking-policy-and-procedures for more detailed information.

Recreation

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

Sports Ticketing Information

Columbia College Athletics uses HomeTown Ticketing app for all athletic events. Schedules and tickets can be found on the Athletics website. There is no admission charge for current students; however, tickets must be acquired through HomeTown Ticketing in advance. Ticket prices are subject to change without notice. Contact the Athletics Department at (573) 875-7419 or ajgrzella@ccis.edu for ticket information.

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. 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.

Student Computer Lab

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

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

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 at 709 N. 8th St. across from Banks Hall.

The Testing Center conducts a variety of tests such as exams for students with approved ADA accommodations, online proctored exams, CLEP, DSST, ePraxis, and several other standardized exams. The Testing Center can be contacted at (573) 875-7485, or by e-mail at testingservices@ccis.edu.

Testing is also available at many of the Columbia College Global locations. Students should contact their location to inquire about testing services offered.

The Ether L. Bruce Math Center

The Ether L. Bruce Math Center, located in Williams 103, provides free educational support to students from all locations who are enrolled for credit in mathematics courses offered through Columbia College.

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

All services are offered on a drop-in basis or by appointment, either in person in Williams 103 or virtually, in a one-to-one or small group format and include:

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

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

The Elizabeth Toomey Seabrook '42 Writing Center

The Elizabeth Toomey Seabrook '42 Writing Center, located in Williams 102, provides free services to help all students from all locations who are enrolled at Columbia College develop and maintain writing skills needed for academic success. Writing consultants are available by appointment either in person in Williams 102 or virtually and 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

Click here for Writing Center hours and essay writing assistance.

For more information about the Seabrook Writing Center, call (573) 875-7616 or email writingcenter@ccis.edu.

Vending Machines

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

Wellness Center

The Wellness Center 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 academic progress. Students use our services to seek assistance with matters such as anxiety/panic, test anxiety, depression, stress, 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.

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 they want to proceed based on the information presented by the SAR staff and personal preferences. All information is confidential and will be used only to coordinate accommodations with appropriate college personnel. The SAR student file shall be maintained separately from other student records maintained by the college.

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

Application Process

The application is available online to all students who have been admitted to Columbia College. Once logged into MyPortal, access the drop-down menu on the heading labeled "Learning". In the drop-down menu select "ADA accommodation application". Students are also prompted to upload supporting documentation verifying the disability/condition in which they are seeking accommodations. Documentation can also be provided by mail, fax or delivery, however, note the application can't be submitted without documentation attached. If you provide documentation directly to SAR, staff will attach the documents to your application on your behalf. It is recommended that students apply 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 accommodations 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 the documentation of the disability/condition as requested by the SAR staff to receive accommodations.
- **Accommodations**
    - To utilize accommodations students need to submit online requests in a timely manner, preferably prior to the beginning of the session.
    - To follow procedures with instructors and Student Accessibility Resources in order to get the appropriate accommodations.
    - To inform Student Accessibility Resources of the materials you need in alternate format in a timely manner, preferably two weeks prior to the beginning of the session.
    - To notify instructors immediately when an accommodation is not being provided completely or correctly. If a resolution is not established contact Student Accessibility Resources in a timely manner.
    - To notify instructors immediately when a decision has been made to *not* use an accommodation, or contact Student Accessibility Resources if the accommodation is no longer needed.

- To provide for your own personal living needs or other personal disability-related needs. For example, coordinating services of personal care attendants or requiring homework assistance are a student's responsibilities and not the responsibilities of Student Accessibility Resources.

- **Accountability**
  - Students must complete all course and testing requirements as stipulated by the College.
  - Students must abide by Columbia College standards and guidelines for behavior and academic integrity.
  - Students are expected to treat all college staff and faculty with respect and courtesy.
  - If you have academic problems or other concerns, contact Student Accessibility Resources as soon as possible.

Math Disability Policy

Students with a specific learning disability in math are allowed to complete a modified set of general education requirements and should be careful to select a course of study that does not require coursework with a significant math component. Contact Student Accessibility Resources for more information.

Grievance Information

The College is committed to nondiscrimination, equal opportunity and equal access. Any College student who believes he or she has been subject to discrimination and/or harassment on the basis of disability, has been retaliated against, believes he or she has been wrongfully denied reasonable accommodation(s) by the College, believes the College failed to provide approved reasonable accommodation(s), or has other disability or accommodation related concerns should follow the steps set forth in this policy: Columbia College ADA and Section 504 Grievance Policy for Students.

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 College Financing Plan, 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 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 and resolve the complaint 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.

Readmission Policies

Students who wish to return to Columbia College after interrupting attendance for one semester (Main Campus) or six consecutive sessions or longer (Columbia College Global), 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), Community College of the Air Force (CCAF) transcript, or a US Navy Community College (USNCC) 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. 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, USNCC, and JST (formerly AARTS, SMARTS, 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)
- 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 email 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 they are in arrears for payment of their personal share of fees for courses taken during the previous session. Military students must contact the appropriate educational services officer for guidance and assistance in completing MTA paperwork.

Brigadier General Charles McGee Scholarship Fund

This scholarship is awarded annually to Veterans and/or their dependents who wish to attend Columbia College. It is competitive and will be available to the general population only if no veterans and/or dependents qualify.

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.

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 college. The Colonel Mike Randerson Scholarship recognizes the efforts of outstanding military students who exemplify Randerson's dedication to service and education.

Military Spouse Career Advancement Account Program (MyCAA)

Columbia College is proud to be a participant in the MyCAA program. For specific details on the MyCAA program, refer to the official MyCAA website.

Veteran's Grant

Former U.S. military personnel enrolled full-time are eligible for this grant. The tuition-only grant is worth $1,500 annually and renewable with continued full-time enrollment for up to an additional six semesters. Students must apply for the grant through the Application for Institutional Aid available on MyPortal. This is only available to Main Campus Day students.

ROTC Award

ROTC scholarship recipients are eligible for 100% of basic, double occupancy room charges. **Up to** ten awards are available each year. Students can request the award by completing the Application for Institutional Aid or returning their ROTC scholarship award letter to the Center for Academic Retention and Student Success Office. Eligibility for this award is applied upon receipt and confirmation of the student's ROTC scholarship status.

VA Educational Benefits

Columbia College is approved for enrollment certification of eligible students for 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 goals, and the school will report to the VA any changes in enrollment status or lack of academic progress. For additional information and application materials, contact your Veterans Certifying Official at (573) 875-7504 or vacert@ccis.edu. GI Bill® is a registered trademark of the U.S. Department of Veterans Affairs (VA). More information

about education benefits offered by the VA is available at the official U.S. government website 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 must submit a Veteran's Request for Certification, available on MyPortal, 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 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 they enrolled and wishes to be certified. The student must also notify the Certifying Official of any change in enrollment, including adding, dropping, withdrawing, or if they 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 goals, and the school will report to the VA within 30 days any changes in enrollment status or lack of academic progress. For further information, call (573) 875-7504 or (800) 231-2391 ext. 7504. E-mail inquiries should be sent to vacert@ccis.edu.

GI Bill® Chapters

Chapter 30 Montgomery GI Bill®-Active Duty (MGIB)

Persons who entered active duty after July 1, 1985, and had their military pay reduced by $100 per month for 12 months qualify for this program. This is a non-refundable

contribution. These persons also must have served a minimum of two years, earned a high school diploma or its equivalent either prior to or during the qualifying enlistment, and must have an honorable discharge.

Chapter 31 Veteran Readiness & Employment (VR&E) Program

The Department of Veterans Affairs determines eligibility for this program. This program provides payment of required fees and a monthly allotment.

Chapter 33 Post 9/11 GI Bill® (Post 9/11 Veterans Educational Assistance Act of 2008)

This program provides benefits for individuals who have at least 90 days of aggregate service on or after September 11, 2001, or individuals discharged with a service-connected disability after 30 days. For detailed information on the Post-9/11 GI Bill®, please go to www.gibill.va.gov.

Marine Gunnery Sergeant John David Fry Scholarship

Spouses and children of an active duty member of the Armed Forces who has died in the line of duty on or after September 11, 2001, may be eligible for up to 36 months of Post 9/11 GI Bill® benefits.

Chapter 35 Survivors' and Dependents' Educational Assistance Program (DEA)

This program provides benefits for dependents and spouses of veterans who died or are 100 percent permanently disabled due to service-connected causes.

Chapter 1606 Montgomery GI Bill® - Selected Reserve (MGIB-SR)

This program provides benefits for members of the Reserve/National Guard who enlisted, re-enlisted, or extended their enlistment for a period of six years after July 1, 1985.

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.

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 (TOE)

Service members enrolled in the Post-9/11 GI Bill® program may be eligible to transfer educational benefits to their spouses or children. An eligible Service member may transfer up to the total months of unused Post-9/11 GI Bill® benefits. For more information on this program, visit http://www.benefits.va.gov/gibill/post911_transfer.asp.

Reserve Officer Training Corps (ROTC): Military Science, Naval Science, and Aerospace Studies

Students attending Columbia College in Columbia, Missouri, participate in ROTC through a cooperative program with the University of Missouri (MU) by attending regular classes on the Columbia College campus while completing ROTC coursework at the MU campus, just ten 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 students 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 in the branch of military service that provided the scholarship after graduation. Freshmen and non-scholarship sophomores may participate in ROTC without obligation.

Columbia College students may enroll in these courses, which are all offered on the University of Missouri - Columbia campus. 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 located in this catalog in the listing of course descriptions under Military Science (MSCI), the U.S. Air Force courses are located 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, 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): 573-882-4375
- 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 positively impact their fellow members, the college, and the community. Visit the website for more information.

SALUTE Veterans Honor Society (Service-Academics-Leadership-Unity-Tribute-Excellence)

SALUTE is the first honor society established for student veterans and military in two-year and four-year institutions of higher education. Membership criteria at Columbia College include: 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 sophomore, junior or senior level in academic standing. For 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 of military, veteran, and dependent students. Its mission 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.

Students planning to use VA Educational Benefits may utilize the center to assist in completing their application and other required Columbia College documents. For additional information, contact the Columbia College Veterans Certifying Officials at (573) 875-7504, vacert@ccis.edu, or visit www.ccis.edu/student-life/veterans.

Veterans Certifying Official

Students should contact a Veterans Certifying Official at the Ousley Family Veterans Service Center at (573) 875-7504 or vacert@ccis.edu.

For additional information, visit www.ccis.edu/student-life/veterans.

Academic and Administrative Policies, Regulations and Procedures

Student Academic Record

It is imperative for daily operations the College maintain accurate contact information on all students. It is the responsibility of the student to notify a college official by submission of the Columbia College Change of Address Form regarding any discrepancies or changes to contact information. This includes preferred mailing address and any and all telephone numbers. Students may also update contact information in MyPortal.

The College maintains permanent records showing the progress of each student. Student records indicate the rates at which the student is progressing, final grades in each subject for each semester or session, withdrawals from courses, and re-enrollments in subjects from which the student had previously withdrawn.

The College maintains records through the last date of attendance or the effective date of their unofficial withdrawal.

Columbia College student records are confidential and cannot be released to anyone, except Columbia College officials, without written permission from the student. Columbia College accepts transcript requests through the online order form. Payments are made by credit card. The transcript fee is $10 per transcript (fee subject to change without notice).

Admissions Policies Pertaining to Special Programs

Policies Pertaining to Special Programs:

- Teacher Certification Programs
- Associate of Science in Nursing Program
- RN-to-BSN Online Program
- Bachelor of Science in Nursing Program
- Certificate Programs

Special programs at Columbia College may require additional admission steps and requirements. All applicants must complete the Admissions Procedures outlined below, as well as the additional requirements to apply directly to the special program. Contact the Recruiting & Admissions Department for further information at 573-875-7515 or 877-999-9876 or Admissions@ccis.edu.

Admissions Procedures

To be considered for admission to the Columbia College, an applicant's file must include the materials outlined below. All unofficial documents should be submitted electronically to Admissions@ccis.edu, faxed to 573-875-7506, or mailed to the Recruiting & Admissions Department, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Documents supporting college readiness must be provided to the Recruiting & Admissions Department before admission review.

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.

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.

Note: 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 the Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.

The moderately selective requirements for admission to the Main Campus Day Program are not applicable to the Columbia College Global (CCG) Locations. See our website for a full list of all Columbia College Locations.

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

1. Submit a completed application at www.ccis.edu/apply
2. Provide proof of college readiness (Note: Admissions requirements may vary by Location. See policies below.)

** Applicants to the Main Campus Day Program and to CCG locations will authenticate their identity after admission. This must be completed before registration.*

Columbia College welcomes home-schooled applicants at all locations. Home School applicants must complete all Admissions Procedures. Transcripts may be accepted from recognized home school programs. For applicants who attended an unaccredited institution, supporting documentation demonstrating college readiness may be considered during the admission review. Contact the Recruiting & Admissions Department for more information.

Teacher Certification Programs

Columbia College offers a variety of teacher certification programs. All candidates for the teacher certification programs are expected to meet general admission requirements to Columbia College. (See Admissions Requirements for more details.) Not all programs for teacher certification are available at all Columbia College Locations. See specific program details in the catalog and on our website at 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.

Teacher Certification Program

The Teacher Certification Program is a certification program designed so that students can graduate with a bachelor's degree in their desired content area and certification in their desired grade level. Students complete all degree and certification requirements at the undergraduate level.

When completing the online application, students who wish to pursue Elementary Education Certification have two degree options:

1. Choose the 'Bachelor of General Studies for Elementary Education Certification' that includes the Elementary Education Certification Minor and Elementary

Education Content Area Minors in Language Arts, Mathematics/Science, and Social Studies. Students must complete all minors to earn this degree.

2. Choose a degree in a content area (i.e., human services, psychology, art, etc.) and add the Elementary Education Certification Minor.

Students who choose to pursue Middle School or Secondary Education Certification will select the content area/major (i.e., math, English, science, etc.) on the online application. Students will then select a minor in a certification area of middle school, secondary, art k-12, or music k-12.

Note: Acceptance to Columbia College does not guarantee acceptance to the teacher certification course sequence.

Admission to the teacher certification program is on a moderately selective basis. Certification students must apply and be accepted into the Teacher Certification Program before enrolling in most education courses above EDUC 300.

Post-Baccalaureate Programs

Undergraduate Post-Bacc

The Columbia College Undergraduate Post-Baccalaureate Certification Program (UPB.CERT) is designed for students who already hold a bachelor's degree and wish to pursue teacher certification with the state of Missouri 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.*

To be reviewed for admission to this certification program, students must complete the Admissions Procedures above and provide proof of a completed bachelor's degree.

> *All official college transcripts should be submitted electronically to* EvalTrans@ccis.edu *or mailed to the Office of the Registrar, Columbia College, 1001 Rogers Street, Columbia, MO 65216.*

Recent graduates from Columbia College with a bachelor's degree are eligible to apply for the undergraduate post-baccalaureate program. Students must reapply to the UPB.CERT program and must complete the Admissions Procedures and meet the Readmission criteria for admission review.

Master's Post Bacc

The Columbia College Master's Post Baccalaureate program (MAT.PB) 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 with the state of Missouri and have the ability to take some courses at the graduate level. (These programs are offered at

a select number of Locations in the state of Missouri. Contact the Recruiting & Admissions Department for more information.)

Students interested in applying to the Master's program must follow the graduate admissions procedures as outlined in the graduate catalog.

Associate of Science in Nursing

Columbia College offers an Associate of Science in Nursing (ASN) program at two Locations - in Columbia, Missouri and the Lake of the Ozarks, Missouri. The program is open to individuals who have no prior nursing education and to those who hold a Licensed Practical Nursing license.

All candidates for the nursing program are expected to meet general admission requirements to Columbia College. (See Admissions Requirements for more details.)

Note: Acceptance to Columbia College does not guarantee acceptance to the ASN course sequence.

Admission to the ASN program is on a selective basis. Cohort sizes and selection deadlines vary by Location. Additional details regarding selection criteria for the ASN course sequence is available online at www.ccis.edu/nursing.

RN-to-BSN Online Program

Columbia College offers a fully online RN-to-BSN program to help working registered nurses obtain a bachelor's degree. The RN-to-BSN degree program may not be available in specific states.

To be reviewed for admission to this degree program, students must complete the Admissions Procedures above AND

- Provide proof of program readiness by presenting the following:
    - Completed associate degree in Nursing
    - Successful completion of the National Counselor Licensure Examination for Registered Nurses

Recent graduates from Columbia College with an Associate of Science in Nursing degree are eligible to apply for the RN-to-BSN online program. Students must reapply to the RN-to-BSN program, complete the Admissions Procedures, and meet the Readmission criteria for admission review. Additional documents may be required after admission, which will be collected by the Nursing Department.

Bachelor of Science in Nursing (Main Campus Day Program)

Columbia College offers a Bachelor of Science in Nursing (BSN) degree at the Main Campus Day Program in Columbia, MO. Students are admitted to Columbia College first and then must meet additional selection criteria to be considered for the BSN program.

All candidates for the BSN program are expected to meet general admission requirements to the Main Campus Day Program. (See Admissions Requirements for more details.)

Note: Acceptance to Columbia College does not guarantee acceptance to the BSN course sequence.

Admission to the program is on a selective basis. Cohort sizes and selection deadlines vary. Additional details regarding the selection criteria for the BSN course sequence are available online at www.ccis.edu/nursing.

Certificate Programs

Columbia College offers a variety of certificate programs, and eligibility to enroll varies by program. Please see specific certificate sections for admission and enrollment criteria.

Enrollment as a certificate-seeking student neither guarantees automatic admission to degree-seeking status nor does it necessarily impact an admission decision. *Students enrolling at Columbia College under this certificate status may be considered for degree-seeking status in a subsequent semester by completing the full degree-seeking application process. Certificate-seeking students cannot change/update to degree-seeking in the middle of an academic semester.*

Certificate-seeking certificate students may not be eligible for federal financial aid.

Advising and Registration

Academic Advising Philosophy

Academic advising at Columbia College is based on the belief that advising is a developmental process, recognizing such logical and sequential steps as exploration of life goals, exploration of career goals, selection of a major program of study, selection and scheduling of courses. The decision-making process of exploring, integrating, and synthesizing should be an ongoing and multifaceted responsibility of both the student and the advisor, the ultimate goal of which is student growth. Through such a person-centered approach, academic advising assists students in creating a personally relevant plan for educational, career, and life fulfillment.

Academic Advisor

While the College provides academic advising, the responsibility of meeting all degree requirements rests with the student.

Main Campus Day

Individual relationships are maintained between students and instructors in the classroom and through informal conferences. Day Campus students are assigned a staff advisor during their first year at Columbia College. At the end of their first year, Day Campus students are assigned a faculty advisor in their major. Students are strongly encouraged to officially declare their majors during the semester or session in which 48-60 semester hours are scheduled for completion. Students complete a Change of Degree Program Form via myPortal.

Columbia College Global (CCG)

Columbia College Global (CCG) includes Main Campus Evening, online, and nationwide locations. Students are assigned an academic advisor based on their degree plan/academic school choice. New students are required to meet with an academic advisor prior to enrolling in courses for the first time. Students are encouraged to meet with their academic advisor prior to enrolling in subsequent courses.

Curriculum Requirements

Students are required to abide by the curriculum requirements, including course prerequisites, semester hour(s), upper-level/lower-level status, content, etc., based on the current academic year's catalog.

Directed Study

Directed study is available in most academic disciplines but only for Main Campus Day and Main Campus Evening students. Its purpose is to allow students to undertake additional, in-depth study of a topic that transcends the existing coursework described in the academic catalog. Directed study is not available for audit (see Course Audit).

Students enrolling in these courses work closely with a selected faculty member, meeting on a regular basis and working toward a mutually agreed-upon goal. Students approach a faculty member with a written proposal. If the proposal is approved, the faculty member and the student then complete the application form. The proposal and form require approval by the supervising faculty member, the department chair, and the Dean for the student's School.

This contract defines the title of the study, the learning objectives, resources to be used, evaluation methods to be employed and other academic information. The proposal must be completed on the college form that is available in the Center for Student Success.

To be eligible for directed study, students must meet the following requirements: (1) completion of at least 45 semester hours of coursework, (2) prior completion of at least 6 semester hours in the discipline of the proposed study, and (3) a cumulative GPA of 3.0 or higher.

Internships

Internships are in-depth, practical learning experiences wherein students are placed in various agencies and/or organizations compatible with their academic majors and educational interests. Internships are supported by the College's academic mission and by the belief that theoretical knowledge is enhanced by and through the application of that knowledge.

As learning experiences, internships are coordinated by faculty working in conjunction with a designated supervisor in the agency or organization. A formal contract is developed in cooperation with the student, the faculty member, and the agency supervisor. This contract defines the nature and objectives of the learning experience and the responsibilities of each party involved. Specific requirements vary with the academic programs and agencies involved.

Internships are available in the junior or senior academic years.Two course numbers are assigned for internships: 399 and 499. **Students enroll for credit during the term in which they undertake the internship**. They may enroll for credit up to a maximum of 12 semester hours at

each level; however, some departments may limit internship hours (see course descriptions for information on hours limitation). Some programs require a cumulative grade point average (GPA) of 3.0 or higher for enrollment in internships.

Students are expected to work in an agency or organization for a minimum of 45 clock hours for every semester hour for which they enroll. In other words, if a student enrolls for an internship worth 9 semester hours, the student is expected to work 405 clock hours during the term in which enrollment takes place.

Evaluation of student performance is made by the faculty member and the agency supervisor. The successful completion of contracted papers, projects and tasks must occur before credit is given. If a student is dismissed from an internship position by the agency for legitimate reasons (a situation tantamount to being fired), the student fails the course. However, if a situation beyond the student's control results in that student's inability to complete the course, then the student must initiate action through the faculty member to find an alternative resolution.

Academic Load Policy

Definitions are based on a 16-week semester. A semester is defined as the sixteen-week term beginning in August, ending in December; the sixteen-week term beginning in January, ending in April or May; or the sixteen-week term beginning in May or June, ending in July or August. Full-time status is measured as enrollment in 12 hours or more per semester at Columbia College. Enrollment is determined after the add/drop period. Federal and state aid programs have varying requirements of eligibility in terms of required enrollment; please see individual aid types for more information.

Full-time	12 - 18 credit hours per semester
Part-time	
Three quarter	9 - 11.9 credit hours per semester
Half-time	6 - 8.9 credit hours per semester
Less than half-time	5.9 credit hours or less per semester

Main Campus Day

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. Semester enrollment status is calculated by adding all hours (Day and Columbia College Global) for which students

are properly registered. See Main Campus Day Overload Policy for information regarding enrolling in an overload of credits.

Students are charged an overload tuition rate calculated from their semester enrollment status for hours above the attempted eighteen-hour maximum. The Dean of the student's School must approve overloads, which may not exceed three semester hours per semester. Students requesting an overload must have a minimum cumulative GPA of 3.0. Exceptions to the overload tuition rate are overloads resulting from choir, honors program enrollment, resident-assistant class for one credit, ROTC, and college-sponsored activities. The overload tuition rate for three hours of overload credit is waived for students with a cumulative GPA of 3.75 or higher, only if such students have accumulated at least 30 semester hours from Columbia College.

Columbia College Global

Columbia College policy allows students enrolled in accelerated sessions to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. Semester enrollment status is calculated by adding all hours for which students are properly registered. See Columbia College Global Overload Policy for information regarding enrolling in an overload of credits.

Long experience in administering accelerated (8-week academic term) college programs has taught us that it is generally not in the student's best interest to enroll in more than 9 credit hours per session. Due to the fast pace of the course and the reduced time for reading, research, writing, and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Students are required to obtain permission to enroll in ten hours or more during an 8-week session or more than 18 hours in a 16-week semester. This includes courses taken at any Columbia College Global location. Only those students close to graduating from Columbia College, with a minimum 3.0 cumulative GPA, and a compelling reason to take a course overload may apply for it through to their advisor and Senior Director of Center for Advising, Retention, and Student Success. **Students must first visit with their advisor to discuss all available alternative options**. If an overload is approved, there will be no overload tuition rate charged.

An overload is approved on a semester basis, allowing students to enroll in either or both 8-week modules during that semester as an overload. However, the overload in the second module is contingent on outcomes (grades) in the first module (poor outcomes may result in a student's overload approval being revoked). Systematically,

this will require an overload be entered for both modules (it cannot be done on a semester basis).

Course Prerequisites

Course prerequisites are established to ensure that a student has adequate academic preparation to succeed in a particular course. Electronic prerequisite enforcement helps ensure that students meet prerequisite requirements. **However, it is the student's responsibility to closely examine the course descriptions to determine if prerequisites exist and enroll in courses in the proper sequence.** In some exceptional cases it may be apparent that the student possesses the required skills and knowledge to succeed in a particular course, even though the student has not taken the prerequisite course. Waiver of a course prerequisite does not remove the requirement to complete the course if it is a requirement for the student's degree program.

Columbia College Global students' prerequisite courses may be waived by the Center for Advising, Retention, and Student Success Leadership. Day Campus students may have their prerequisite courses waived by the course instructor or department chair.

Main Campus Day Registration Policies

A student who registers in a Day class has all other semester hours registered during that 16 week period classified as Day semester hours, regardless of the venue (Evening, Online, or CCG location) in which the semester hours are taken. All hours, regardless of course venue, are charged at the Day Campus rate for the total hours registered.

Students register for courses prior to the beginning of each semester. If they are unable to register during the regular period, they may register late. No registration is accepted after the first week of classes.

Columbia College policy allows day students to enroll for a full-time course load of up to 18 semester hours of credit in any one semester. A semester is defined as the sixteen-week term beginning in August, ending in December or the sixteen-week term beginning in January, ending in April or May. Semester hours are based on the number of hours per week students attend classes. A three semester hour course requires students to go to classes approximately three hours a week for the entire semester. Semester enrollment status is calculated by adding all hours for which students are properly registered.

Registration Processes

Day students must meet with their advisor to choose an appropriate schedule of classes prior to registration. Prerequisites and other eligibility criteria, as listed in the catalog, are

required. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they will be unable to register for the course. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared.

Students may register through myPortal or by visiting the Center for Student Success located in Missouri Hall. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Payment in full or the first deferred payment must be paid by August 1 (Fall semester) or January 1 (Spring semester). Failure to make this payment will result in the student's schedule and on-campus housing being cancelled.

Cancellation of Registration

Students may cancel registration any time through the close of official registration by submitting a drop/add form to the Center for Student Success or by dropping the course online through myPortal. Once classes have started, students wishing to discontinue enrollment must complete formal withdrawal procedures with the Dean for Student Affairs.

Main Campus Day Students Enrolling in Columbia College Global Classes

Day Students are eligible to enroll in Columbia College Global courses during the fall and spring semesters in order to maintain progress towards on-time degree completion when approved by their academic advisor. First year day students in their first semester need approval from their academic dean in order to enroll in Columbia College Global courses. Day students may enroll at any Columbia College location for summer semester courses without special permission.

Changes in Registration

Final dates for courses to be added or dropped are listed for each semester on the Academic Calendar.

Adding a Course

Day students may add courses through Wednesday of the first week of the semester. Students can add or drop classes via myPortal or obtain an add/drop form in the Center for Student Success. The forms must be returned to the Center for Student Success before the end of the add period to be registered for the courses. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are added to the students' schedules if class space is available.

Dropping a Course

Day students may drop courses through the first business day of the second week of the semester without financial liability and academic penalty (not applicable to total withdrawal). After the drop period, students are financially and academically liable for all courses. If a student withdraws from school (drops all classes) then the student may be eligible for pro-rated tuition credit depending on the completion date of the total withdrawal process (see Total Withdrawal, below). Students can drop classes via myPortal or obtain a drop form in the Center for Student Success. It is recommended that students obtain advisor approval prior to adding or dropping courses. At that time, courses are removed from the students' schedules.

Total Withdrawal from Columbia College

The Dean for Student Affairs establishes the official date of withdrawal for day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Student Affairs Office.

All withdrawals by Day students for extraordinary circumstances must be approved by Academic Affairs. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances with substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

A WE grade cannot be granted unless all courses in which the student is enrolled are dropped.

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule on the Main Campus Day Tuition and Fee Structure page. No credit will be given for nonrefundable deposits.

Cooperative Cross-Enrollment

Columbia College participates with the University of Missouri-Columbia (MU) and Stephens College in a cooperative cross-enrollment program. The intent of the program is to facilitate students' educational needs when a desired course or its equivalent is not available at the home institution during the semester of enrollment. Students must meet the course prerequisites prescribed and all coursework must be for academic credit.

Enrollment is on a space-available basis on the first day of classes during the Fall and Spring/Winter semesters on the Columbia, Missouri campuses of the respective

institutions. Each institution reserves the right to close courses in certain programs to cross enrollment and to prohibit its students from enrolling in courses in designated programs at the other institutions. Tuition will be paid at the student's home institution at the home institution rate. Each institution will waive the admission application fee.

To be eligible to enroll in the Cooperative Cross-Enrollment Program, Columbia College students must:

1. Be enrolled as full-time, degree-seeking undergraduate Day Program students (includes hours taken at both the home and host institution) during the semester of cross-enrollment.
2. Be in good academic standing. Students who are dismissed for low academic achievement from one Cooperative institution and subsequently accepted at another Cooperative institution may not cross-register at the institution of dismissal until they are eligible for readmission.
3. Receive the approval of the appropriate faculty advisor.
4. Receive the approval of the Registrar.

Students shall be subject to the rules, regulations, and standards of conduct of the institution offering the course during the time of actual attendance.

Students must be in good financial standing at the cooperating institution in order for a transcript showing course grades and credits earned to be sent to the parent institution.

No earlier than two weeks prior to classes starting:

- Columbia College students should send an email to studentrecords@ccis.edu with their name, ID number and the class(es) they wish to take at MU or Stephens.
- The Office of the Registrar will determine eligibility and return to the student the completed and signed Cooperative Cross Enrollment Form along with detailed instructions for registering at MU or Stephens.
- Eligible students will take the required forms to MU or Stephens and register for classes on **the host institution's** first day of classes (MU allows registration beginning the Friday before classes start. The earliest visiting students can register at Stephens is on the first day of class.)
- Once the student has registered at the host institution, they will return the signed Cooperative Cross Enrollment Form and verification of registration at the host institution, to Columbia College's Office of the Registrar via email at studentrecords@ccis.edu. Registrar's staff will then register the student in the placeholder course(s) at Columbia College.

Students may also request library privileges at Ellis Library on the University of Missouri-Columbia campus, participate in University of Missouri-Columbia study abroad programs and may use Education Career Services at University of Missouri-Columbia.

Columbia College Global Registration Policies

Columbia College Global includes Main Campus Evening, Online, and nationwide locations. Official registration is completed only after submission of a registration form. Students may register using myPortal or by visiting the Center for Student Success location in Missouri Hall. It is the student's responsibility to ensure that all prerequisites have been met prior to enrolling and if eligibility criteria have not been met, they may be unable to register for the course. **Registration constitutes an agreement that a student will be held academically and financially liable for the course**. Students without full financial aid are required to set up a payment plan or pay in full at the time of registration. Students who are behind in payment for the current or previous term will be blocked from registering until their account is cleared. Contact personnel at your Columbia College Global location for details and deadlines of registration.

Adding a Course

Columbia College Global students may add courses through Wednesday of the first week of the session. Students may add courses using forms available through myPortal, at your Columbia College Global location, or in the Center for Student Success. The forms must be submitted to your Columbia College Global location or returned to the Center for Student Success before close of business by the end of the add period for the course. At that time, courses are added to the student's schedule if space is available in the class.

Dropping a Course

A student may drop a course or courses during the first week of a session for any reason. No punitive grade or financial liability will be issued provided the student drops through myPortal OR an Add/Drop/Withdrawal form is received at the location prior to close-of-business on the first business day of the second week of the session.

If you drop or withdraw from all classes within an award period or term, your award(s) may be recalculated and we may be required to reduce or cancel your award(s).

If you have been awarded a loan for a specific award period or term and do not enroll for that term, subsequent loan disbursements for the remaining academic year may be delayed or canceled. If you have questions about the status of current or future loan disbursements contact the Center for Student Success.

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 drop from class does not constitute official drop. Requests to drop from a course will not be accepted by telephone. Students are required to personally complete, sign and date all drop information. Confirmation of receipt is the responsibility of the student. Should circumstances prevent a student from physically completing the drop form, the student should contact their advisor immediately.

Courses Available for Credit for Prior Learning

Courses for which CPL is available:

Art

- ARTS 120 - Drawing I 3 hours
- ARTS 216 - Graphic Design I 3 hours
- ARTS 250 - Creative Photography I 3 hours
- ARTS 262 - Printmaking I 3 hours
- ARTS 302 - Illustration 3 hours

Business Administration

- FINC 295 - Risk and Insurance 3 hours
- FINC 298 - Personal Financial Planning 3 hours
- FINC 354 - Investments 3 hours
- FINC 397 - Principles of Real Estate 3 hours
- MGMT 261 - Introduction to Human Resource Management 3 hours
- MGMT 365 - Compensation and Benefits 3 hours
- MGMT 385 - Business Project Management 3 hours

Computer and Mathematical Sciences

- CISS 234 - Visual Basic 3 hours
- CISS 238 - Java Programming 3 hours
- CISS 280 - Systems Analysis and Design I 3 hours
- CISS 320 - Systems Analysis and Design II 3 hours
- CISS 365 - Project Management 3 hours

Criminal Justice Administration and Human Services

- CJAD 201 - Criminal Investigation 3 hours
- CJAD 203 - Crime Scene Investigation 3 hours
- CJAD 205 - Crime Scene Photography 3 hours
- CJAD 351 - Community Based Corrections 3 hours
- MSCJ 561 - Crisis Intervention 3 hours

Education

Nursing

Physical and Biological Sciences

- BIOL 230 - Medical Terminology 3 hours

Degree Completion and Commencement

Catalog Changes and Time Limit for Completing Degree

There is no time limit for a student to complete a degree. However, a student has only eight years to complete their degree program under the requirements outlined in the catalog under which they began with Columbia College. After eight years they must move to the degree requirements of a newer catalog. Students have the option of changing to the degree program requirements of any newer catalog, regardless of the number of years they have attended Columbia College.

Students eligible for a Student Agreement, previously known as Service Member Opportunity Colleges (SOC), are exempt from the eight-year limitation.

The responsibility for understanding and meeting graduation requirements rests entirely with the student. Students must also understand that some departmental changes to specific requirements, prerequisites, etc. may affect their degree program.

Graduation Application

In order to graduate, a student must submit a Graduation Application, which can be found on MyPortal under "Student Forms." The Graduation Application must be submitted no later than one semester or session prior to anticipated completion, but the student is advised to submit the application a year before the student plans to graduate.

Submit the application by the early spring if you anticipate an October or December degree completion date; or by early fall if you anticipate a March, May or July degree completion date. Students may not apply for graduation earlier than one year prior to their anticipated degree completion term.

Submission of the Graduation Application indicates the request for approval to graduate; submission alone does not guarantee approval. The student's advisor will notify the student of the results of the request approximately four weeks from the day the student submits the Graduation Application.

Main Campus Commencement Ceremony Participation

In order to participate in a commencement ceremony, a student must be approved to graduate (see above), and submit a Commencement Ceremony Application prior to the application deadline for the chosen ceremony. The form is located on MyPortal. The Commencement Ceremony Application is also available after completing the Graduation

Application. There are no fees associated with Commencement Ceremony Application; however, graduates will be responsible for purchasing their cap and gown.

Students must be approved to graduate in order to participate in a commencement ceremony. Candidates may participate in commencement prior to their anticipated graduation dates if they are within one semester of degree completion. These candidates will not be eligible for the President's Award as it is based on a final cumulative GPA of 4.0, which cannot be determined prior to degree completion.

In order to participate in a commencement ceremony after its application deadline has passed or if eligibility requirements are not met, submit a letter of appeal to the Office of the Registrar. The appeal will be coordinated with the Provost and the Office of the Registrar will notify you of the results.

Columbia College Global Commencement Ceremonies

Columbia College may hold multiple commencement ceremonies annually throughout our nationwide locations. Graduating students may have the option of attending the commencement ceremony for their specific location or any of the other ceremonies held throughout the year. Click here to access commencement information for Columbia College Global locations.

In order to participate in a commencement ceremony, a student must be approved to graduate (see Graduation Application above), and submit a Commencement Ceremony Application prior to the application deadline for the chosen ceremony. The form is located on MyPortal. The Commencement Ceremony Application is also available after completing the Graduation Application. There are no fees associated with Commencement Ceremony Application; however, graduates will be responsible for purchasing their cap and gown.

Education Certification Pass/Fail Exceptions

No subject-matter content or education courses (i.e., courses on the certification checklist) are to be taken as pass/fail at Columbia College. However, the following exceptions apply:

- Transfer students who have taken education or content coursework at a previous institution (excluding stand-alone field courses) and received a grade of "passing" may use the course to meet certification requirements.
- Students who change from one content area to another and have previously taken a course in the *new* content area as pass/fail, and received a grade of "passing," may use the course to meet certification requirements.

If either exception applies to a student, any "passing" grade will be substituted with a grade of 'C' when calculating their education and content GPAs for DESE.

Evaluation of Credit and Testing

Transcripts/Credit Documents

Columbia College students who have attended other institutions prior to enrollment are considered transfer students. Generally, full credit is given for work completed with a C grade or higher received from a regionally accredited college or university, provided the courses are comparable to courses listed in the Columbia College catalog.

1. The applicant must inform the College of all institutions of higher learning attended and whether or not academic credit was earned at these institutions. Falsification of application information, including failure to identify all post-secondary institutions attended, may result in denial of admission or dismissal if discovered after enrollment.
2. An official transcript from each college and university attended must be sent to the Office of the Registrar before transfer credit can be awarded. An official transcript is marked as such and sent directly from the institution attended to the Office of the Registrar. Transcripts marked "unofficial" or "student copy" will not be considered official even if delivered in a sealed envelope from the institution. Faxed transcripts are not considered official.
3. The Admissions Office and advisors may review or advise applicants from unofficial transcripts/credit documents as they deem appropriate and necessary. However, any credit added to the student's official academic record will be upon receipt and evaluation of an official transcript received by the Office of the Registrar. Credit will not be evaluated for one institution from another institution's transcript.
4. JST, CGI, and CCAF transcripts will be evaluated for military experience as well as CLEP, Excelsior and DSST examinations.
5. Students who are unable to obtain transcripts because the previous institution has closed, had a fire or other records catastrophe may include a letter from the institution or the Department of Education for the state where the school is located, indicating that the transcript is not available. If the letter is provided along with the application and other transfer documents, then there will be no delay in the evaluation process. If a previous institution is not currently and has never been accredited by one of the accrediting bodies recognized by Columbia College, an appeal may be made directly to the Office of the Registrar via the Admissions Office or the Columbia College Global location. The Office of the Registrar will confirm accreditation status and approve or deny request to evaluate without the transcript.
6. Students are required to submit all military documentation and civilian training certificates for evaluation. Exceptions to this requirement may be made in cases of

rare extenuating circumstances, and at the written request of the student. By requesting an evaluation without these documents, student accept responsibility for any consequences incurred as a result.

7. Once a document has been submitted to Columbia College it becomes the property of the institution. Neither the original nor a copy will be given to the student.

Institutional Credit Requirement (Residency)

Institutional credit refers to credits earned through Columbia College. For Associate in Arts and Associate in Science degrees, 15 semester hours of coursework must be completed with Columbia College. For the baccalaureate degree, 30 semester hours of coursework must be completed with the college.

Award of Credit Restrictions

Transfer Credit Hours: A minimum of 30 semester hours in residency must be completed for a baccalaureate degree and a minimum of 15 semester hours in residency must be completed for an associate degree. No semester hours with grades below C will be accepted in transfer.

Non-Traditional Credit: All baccalaureate degrees awarded by Columbia College require a minimum of 60 semester hours of traditional credit (coursework taken with Columbia College and other approved, accredited institutions); remaining coursework may be earned from traditional or non-traditional (military experience, CLEP exams, etc.) sources.

Transfer Credit Limitations: The amount of transfer credit awarded is limitless providing the following requirements are fulfilled:

- Traditional transfer credits from colleges and universities must be accredited by one of the United States regional accrediting bodies: Accrediting Commission for Community and Junior Colleges (ACCJC) Western Association of Schools and Colleges; WASC Senior College and University Commission (WSCUC); Higher Learning Commission (HLC); Middle States Commission of Higher Education (MSCHE); New England Commission of Higher Education (NECHE); Northwest Commission of Higher Education (NWCUU); Southern Association of Colleges and Schools Commission on Colleges (SACSCOC); or by a nationally accredited institution with ACICS (Accrediting Council for Independent Colleges and Schools) accreditation, or on course-by-course from ABHES (Accrediting Bureau of Health Education Schools) and ACCSC (Accrediting Commission of Career Schools and College) accredited-schools.

- Non-traditional transfer credit must be evaluated and recommended by American Council on Education (ACE).
- Credit will not be granted for duplicate content. If two courses are deemed equivalent to one Columbia College course, credit will be granted for only one.
- Departmental elective credit may be granted more than one time only if the course content is not the same.
- The number of transfer credits which apply to a student's degree is determined by the degree selected at Columbia College.

Exams

ACT Residual

The ACT Residual is offered periodically throughout the year. Registration is required. Scores are not reported outside Columbia College. Costs may apply.

Advanced Placement

Columbia College offers equivalency credit in semester hours to Day Campus students for Advanced Placement tests (AP). A score of three or above is acceptable. AP credit in English meets the College's requirement for ENGL 133W .

CLEP

Columbia College offers equivalency credit in semester hours for College Level Examination Program (CLEP) tests. Credit for CLEP subject and general exams is awarded if the score is at or above the minimum score recommended by the American Council on Education (ACE). This score is set at the mean score achieved by students who earned a C in the respective course.

Official test score reports are submitted to the Office of the Registrar for validation of academic credit. If tests were completed more than 20 years prior to submission for evaluation, score reports will not be available. Students may contact their advisor for more information about submitting CLEP test results from other institutions for evaluation by Columbia College if the results from CLEP are not available.

Students may choose to re-take the tests after a six-month waiting period. Waiver of the waiting period cannot be submitted to the Test Administrator until 90 days have elapsed since the last exam completion.

Students who take the CLEP exam for College Composition will transfer in as three semester hours for ENGL 133W and three semester hours for ELEC 144. The College Composition Modular CLEP exam will transfer in as three semester hours for ENGL 107 .

All credit completed by examination and accepted in transfer is recorded in semester hours. Registration is available online for CLEP exams by visiting www.ccis.edu/testing and selecting the CLEP link.

DSST

Semester hour credit is awarded for passing DSST exam scores as recommended by the American Council on Education (ACE). Official Exam records must be sent to the Office of the Registrar for evaluation.

Excelsior Exams

Columbia College awards credit for Excelsior Exams (formerly ACT Pep/Regents Exams); official transcripts must be submitted for evaluation and credit is awarded if the score is at or above the minimum acceptable score. Additional information can be obtained on the Office of the Registrar website.

Correspondence Credit

Correspondence credit is accepted if recorded on an official transcript from another regionally accredited college or university.

General Education Waiver Policy

An approved Associate in Arts, Associate in Science, Bachelor of Arts or Bachelor of Science degree from an approved accrediting body completed prior to enrollment with Columbia College will be accepted in transfer as fulfilling the Columbia College bachelor's degree general education requirements. Columbia College associate degrees are not eligible for general education waivers.The approved accrediting bodies regarding all degrees listed above include, but are not limited to, the following: MSA, NCA-HLC, NEASC-CIHE, SACS-CC, WASC-JR and WASC-SR. BA and BS degrees granted by institutions accredited by ACICS are also acceptable for this policy.

The Office of the Registrar at Columbia College determines if the degree is "approved" and "transferable." Prior to an official evaluation, there is no guarantee of a general education waiver.

General Education Alternate Associate Transfer Policy

Any associate degree completed at an institution that holds accreditation approved by Columbia College follows the alternate associate transfer policy. The alternate policy acknowledges associate degrees from regionally accredited institutions that meet these criteria:

- The degree was completed prior to enrollment with Columbia College
- Take *ENGL 133W* with a grade of "C" or better
- Take an additional 30 semester hours with at least three hours from each of the following groups of course codes:
    - Group 1: ANTH, ECON, GEOG, POSC, PSYC, SOCI
    - Group 2: ARTS, COMM, ENGL, HIST, MUSI, PHIL, RELI
    - Group 3: ASTR, BIOL, CHEM, ENVS, GEOL, PHYS
    - Group 4: [MATH Equivalent to Beginning Algebra or higher]

If students have not earned an associate or bachelor's degree prior to enrollment with Columbia College, general education requirements must be completed even if the previous school's general education requirements were met. Requirements are evaluated on a course-by-course basis.

A three semester credit hour course consists of 40 contact hours of instruction (five hours per week for 8 weeks). Every credit hour earned consists of a reasonable period of time outside of instruction which the institution requires a student to devote to preparation for learning experiences, such as preparation for instruction, study of course material, or completion of educational projects.

To obtain credit, students submit official transcripts from each college or university attended. An official transcript is one sent directly from the institution attended to Columbia College, and which bears an official seal of the institution and signature of the Registrar. Students are required to identify all post-secondary institutions attended. Failure to do so may result in denial of enrollment.

Columbia College accepts credit transferred at the level granted by the transferring institution. Courses transferred from two-year institutions are not accepted for upper-level credit, even if a direct equivalency to an upper level course is made. Upper level coursework from a transferring institution does not lose its upper level value even if a direct equivalency is made to a Columbia College lower level course.

Graduate-level coursework may not be transferred to Columbia College for undergraduate credit. However, up to nine hours of graduate-level course work may be granted to

Columbia College graduate students. Please see the Graduate Catalog for more information.

Courses at other institutions that may be completed for undergraduate or graduate credit will be reviewed on an individual basis. If the student was an undergraduate at the time of completion, the course may be accepted in transfer as undergraduate credit. If the student completed a baccalaureate degree prior to the course, it will not be accepted as undergraduate credit, and the above stated process for graduate credit will apply. For additional information, see the Office of the Registrar website.

Military Credit

Military Service

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.

Credit for Prior Learning

Many students who participate in learning experiences outside the classroom wish to earn college credit for their work. Columbia College offers a number of ways students may earn such credit. CLEP tests and ACE credit are the preferred means because they require a theory-base for awarding credit and they have national norms/criteria or both. If neither of the above credit-awarding methods are an option, Columbia College awards credit for prior learning (CPL).

Before applying for CPL credits, students must have completed 12 hours of Columbia College credit. Students also must have completed ENGL 133W or its equivalent with a grade of C or better. These credits, if taken at Columbia College, may be included in the 12-hour requirement.

CPL credit that is equivalent to Columbia College coursework is generally applicable to degree requirements. A maximum of 15 semester hours of CPL credit can be awarded. CPL is not awarded where college credit in a similar course has been earned. CPL credit does not count toward Columbia College residency.

Click here for courses for which CPL is available.

CPL is evaluated using the following criteria:

- It has general applicability outside the specific situation in which it was acquired
- It articulates theories, principles and general techniques
- It has both a theoretical and practical understanding of the subject area
- It may be assessed by a faculty expert
- It is of college-level quality as determined by the faculty expert
- It meets specific course objectives or competencies and has a relationship to degree aspirations or educational goals
- The knowledge or skill represented as learning is current with that expected in the classroom/ employment situation
- The level of confidence equals or exceeds what would normally be considered a C level of performance in the classroom

Students seeking CPL must submit a portfolio of relevant information that describes the learning acquired in a specific course area. Portfolio contents are described below. Students must have adequate writing skills (ENGL 133W are prerequisites). An evaluation assessment fee of $75 per semester hour is required for each course submitted for review. This fee is payable upon submission of the portfolio.

No additional fees are assessed if credit is awarded. Each portfolio is assessed by a full-time faculty member in the corresponding subject. If the faculty member determines that the knowledge of the subject is college-level and equal to a grade of C or better, credit will be awarded. If the knowledge is judged to be insufficient, the faculty member will deny credit. If the faculty member decides more information is needed to make a recommendation, the student will be asked to submit additional evidence.

Send the portfolio to Academic Affairs, Columbia College, 1001 Rogers Street, Columbia, MO 65216. Attach to the portfolio a check or money order for the assessment fee. Anticipate 60 to 90 days for the evaluation process to be completed. Students will be notified of the evaluation outcome and credit, if awarded, will be posted to the transcript at no additional charge.

International Baccalaureate

Columbia College accepts credit from successfully completed International Baccalaureate (IB) coursework. Course equivalencies and transfer credit awards vary by subject and International Baccalaureate course level (standard/higher).

Students who have completed the International Baccalaureate diploma, completed higher-level (HL) courses with a score of four or better, and standard level (SL) courses with a score of five or better are eligible to receive a minimum of 10 hours of transfer credit.

Students who have not completed the International Baccalaureate diploma, but who have completed higher-level courses with a score of five or better, will be granted equivalency credit on a course-by-course basis. Specific course equivalencies are available on the Office of the Registrar website.

Professional Designations

The field of financial services which includes financial planning, investments, real estate, and insurance lends itself well to the recognition of credit for professional license. Students who have earned the following professional designations will be awarded credit as follows:

Professional Designation	Columbia College Equivalent
Certified Financial Planner (CFP)	FINC 298 & FINC 354
Chartered Financial Consultant (ChFC)	FINC 298 & FINC 354
Chartered Life Underwriter (CLU)	FINC 295
Chartered Property & Casualty Underwriter (CPCU)	FINC 295
Licensed Practical Nurse (LPN)	SOCI 111, ELEC 444, BIOL 444*
State Real Estate Salesperson's or Broker's License	FINC 397
NASD General Securities Representative (Series 7)	FINC 354

**Credit awarded for students not pursuing an AS in Nursing*

Individuals who currently hold a professional designation/license can receive credit for the above courses as indicated upon submission of a statement of designation/license renewal from the appropriate professional regulatory organization. Designations/licenses must be active at the time credit is sought.

LPNs must present a copy of their license in order to receive credit, pass the HESI Fundamentals of Nursing Proficiency Exam with a score of 75% or higher, and successfully complete a clinical skills assessment conducted by Nursing Department faculty.

FERPA

Student's Right to Privacy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. **The right to inspect and review their education record within 45 days of the day the College receives a request for access.** Students should submit to the Registrar or the Provost written requests that identify the record(s) they wish to inspect. The student will be notified of a time and place where the records may be inspected.
2. **The right to request the amendment of that part of a student's education record that the student believes is inaccurate or misleading.** The student should write to the Registrar, clearly identify the part of the record they want 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 their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent. Although not required, institutions may release information from a student's record without prior consent, under the allowable exceptions (outlined below).**
4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA.**

Disclosure of Education Records

Columbia College may disclose non-directory information from a student's education record only with the written consent of the student, or under one of the following exceptions allowed under FERPA:

- To school officials with legitimate educational interest (as defined by institutions within FERPA guidelines)

  A school official is defined as a person employed by the College in an administrative, supervisory, academic or support staff position (including law enforcement unit and health staff); a person or company with whom the college has contracted (such as an attorney, auditor or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing their 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
registrar@ccis.edu

Grading and Academic Standing

- Classification
- Assessment
- Final Examination Policy
- Grades and Notations
- Incomplete Coursework
- Course Audit
- Pass/Fail
- Repeating a Course
- Grade Point Average (GPA)
- Grading System
- Changes of Grade
- Grade Appeal
- Student Attendance Policy
- Withdrawal
- Probation, Suspension, Dismissal, and Readmission
- Good Academic Standing

Classification

Students are designated Freshmen, Sophomores, Juniors, and Seniors according to the following standard of completed credit hours:

0-29.9	Freshman
30-59.9	Sophomore
60-89.9	Junior
>90	Senior

Assessment

Columbia College assesses student learning outcomes at all key points of the undergraduate experience.

Entering student ACT Math subscores are used for math course placement and ACT English subscores are used for English Composition placement. A score of 21 or above on the ACT math subscore or equivalent SAT score is required to place into MATH 150 - College Algebra. Entering student ACT/SAT subscores are used to place into English Composition courses. An ACT score of 18 or above on the English subscore is required to place into ENGL 133W - First-Year Writing Seminar 3 hours.

A sample of students are surveyed during odd numbered years using the ACT Enrolled Student Survey. Alumni are surveyed regularly online.

Faculty and administrators use data from assessment to improve curricula and pedagogy and to improve the learning environment of the College.

Final Examination Policy (Main Campus Day Only)

Main Campus Day students are expected to complete all final exams according to the final exam schedule, but are not expected to take more than two exams in one day. Students who are scheduled for three or more exams in one day and who wish to change their schedule should coordinate their final examination schedule with their instructors.

Grades and Notations

A Excellent

B Superior

C Satisfactory

D Inferior

F Failing

I Incomplete: Unfinished work to be completed without further class attendance.

N Audit: Did not complete course.

S/U Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen

W Withdraw

WE Excused from the course for extraordinary circumstances.*

Y Audit: Completed course. No official credit recorded on transcript.

*** Extraordinary Circumstances**

Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, certain changes in the student's employment, and mental or physical illness befalling the student or an immediate family member). **All classes currently enrolled in must be included in the WE request.**

Incomplete Coursework

The grade of I (Incomplete) is reserved for "extraordinary circumstances" that prevent a student from completing the requirements of a course by the end of the term. Extraordinary circumstances are narrowly interpreted to mean unforeseen, unexpected circumstances beyond a student's control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, mental or physical illness befalling the student or an immediate family member). Only the instructor may grant an incomplete.

If a student receives an Incomplete, the student must complete all work by the **end of the following semester** unless the instructor requires a shorter completion date. Subsequent extensions must be approved by the Dean of the school in which the course is housed. 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 their status at the college should the student be unable to complete the remaining work.

When incomplete work in a course is completed, the instructor is responsible for processing the grade change form to the earned grade. The instructor who assigns the grade of I is responsible for grading any work that is completed in the agreed upon timeframe. However, should the instructor be physically unable to complete the work, the grade will be assigned by a qualified instructor who will be selected either by the department chair or the Dean of the school in which the course is housed. Within Columbia College Global, the Academic Operations team will ensure the responsible instructor is completing the work that is outstanding, or will find a qualified instructor to complete the grading.

Course Audit

Students may audit a regularly scheduled class for no grade and no credit. However, participation in the course is noted on their official record. Auditing provides students the opportunity to pursue an interest in a particular subject without being graded. Acceptable performance, attitude, and attendance, as defined by the instructor for the course, are expected. Audit enrollments do not fulfill requirements for coursework for degree completion, requirements for course load considerations by the Veterans Administration for educational benefits, or requirements for financial aid awards. If students enroll for an audit course, they are subject to regular enrollment procedures. All students enrolling under this policy are required to complete the Auditing: Information and Request Form, which is available in the Center for Academic Retention and Student Success.

Applicants requesting to only audit a course are subject to the standard admission requirements.

Some programs of the College (e.g. Piano, Voice, Nursing, and Online Education courses) are not available for audit.

Pass/Fail

Students may take one course per semester or session on a pass/fail basis. These may not be courses in the declared major or on the Education certification checklists. Certain courses, by program definition, are always taken on a satisfactory/unsatisfactory basis. Students may take one additional course per semester on a pass/fail basis if the course is only offered on a satisfactory/unsatisfactory basis. To receive a grade of S, work must equal the work of other students who earn a grade of A, B, or C.

Students should designate at the time of registration that they wish to take a course pass/fail. Each term, students enrolling in a course pass/fail may change from pass/fail to the standard grading system (A, B, C, D, or F) or from the standard grading system to pass/fail up to the end of the first quarter (4 weeks for a semester, 2 weeks for an eight-week session, one week for a four-week session) of that term.

Students who take courses that are only offered on a pass/fail basis are not precluded from Dean's List eligibility. However, students who elect to take a course pass/fail are not considered eligible for Dean's List.

There are special exceptions to this policy:

- Honors students are allowed to take up to two (2) Honors courses or sections pass/fail in completion of Honors Program requirements.
- Students who study abroad with one of our approved exchange partners. For more information, go to the International Student Services page.
- Certain Education certification situations. For more information, go to the Education Certification Exceptions page.

Repeating a Course

Most Columbia College courses may be repeated at Columbia College in an attempt to improve the grade. The grade earned for the second attempt is used to determine grade-point average, and the first grade is identified as R (Repeat) on the transcript. The first grade is not included in total hours attempted or the grade-point average. In all cases, the second grade is the one that is recorded. No duplicate credit is given.

Some designated courses may be taken multiple times for credit. Each enrollment adds hours and impacts the grade-point average. Students who use federal financial aid assistance must check with the Center for Academic Retention and Student Success to determine financial liability when repeating a course. A course repeated in transfer will not cause a grade change or a notation of R in a Columbia College course. In most cases, the transfer course will not be accepted as it will be considered a duplication of coursework. If both courses are needed on the record for a specifically approved reason the result will be an increase in overall hours needed for degree completion and in residency hours needed.

Once a baccalaureate degree has been awarded the degree GPA is frozen. Subsequent coursework and grades will not be calculated as part of the initial degree GPA. Coursework completed as part of the initial degree may be repeated but the subsequent grade will not replace the initial grade. Both courses and grades will be reflected on the record and both will be calculated into the overall Columbia College GPA. Coursework which repeats credit applied toward an initial degree does not count towards the required 30 additional hours in residence for a subsequent degree.

Grade Point Average (GPA)

Grade-point average is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows: A = 4, B = 3, C = 2, D = 1, F = 0.

For example, if a student completes the following 16 credit hours in a semester, the student's GPA would be calculated as follows:

Course	Credit hours	Grade	Total Quality Points
English Composition	3	B	9
Biology	5	C	10
American History	3	B	9
Introduction to Business	3	A	12
Art and Ideas	2	A	8
	16		**48**

Divide the total number of quality points earned (48) by the total number of credit hours attempted (16). The GPA for that semester is 3.0 (B).

If a student fails a course, no quality points are earned for the course credit hours attempted. This failure adversely affects total quality points since the hours failed remain part of the formula for computing the GPA.

The cumulative GPA is determined by dividing the total quality points earned by the total credit hours attempted at Columbia College. Courses that are repeated or taken on a pass/fail (S/U grade) basis are not considered when determining a semester or cumulative GPA. See section Repeating a Course.

Grading System

Day students' academic progress is reported twice each semester, at mid-semester and at the semester's end. Mid-term grade reports are available for all Day courses to Day students only. Columbia College Global reports grades only at the end of the session.

Changes of Grade

A change in grade may be made when either a computational error by the instructor or processing error have occurred. A request for a grade change must be made within 60 calendar days of the grade being issued. Requests are honored only when approved by the Dean of the student's school or Provost *or their designee*.

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 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.

Columbia College Global

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 Senior Coordinator, Academic Student Support for Columbia College Global coursework to include online and virtual courses as well as in-seat courses at our nationwide locations.
3. Failing resolution of the problem at the Senior Coordinator level, the student makes an appeal to appropriate School Dean. This request must be filed in writing to the Senior Coordinator, Academic Student Support within 60 calendar days after grades have been posted by the Registrar. The Senior Coordinator, Academic Student Support will then coordinate with the appropriate School Dean. The School Dean's decision 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.

Student Attendance Policy

Purpose

The College recognizes the correlation between student participation in learning activities and student retention, achievement and success. Any class meeting or activity missed, regardless of cause, reduces the opportunity for learning and may adversely affect a student's achievement. Accordingly, the College is an attendance-taking institution that requires student attendance in class meetings and participation in academic activities in

order for students to remain enrolled in classes. The College requires that location staff and instructors take, and timely report, student attendance.

Scope

This policy applies to all College students.

Policy

Students are required to attend their courses in the course delivery modality for the section they are registered, and participate in instructional activities. Location staff and instructors are required to record attendance by modality. Students are responsible for assuring accuracy. It is the students' responsibility to contact their instructor or location staff should they find any discrepancy in their records. Non-attendance may negatively impact a student academically and financially. Attendance by modality requirements for F1 visa students, student utilizing VA housing benefits, and student athletes are detailed in the policies and procedures for those student populations.

Physical Attendance

Classroom-based course sections (On-site Virtual, In-seat, and Hybrid) have a physical attendance requirement. Students must be physically present in the classroom. Students needing certification for physical attendance (F1 visa, VA benefit, athletes etc.) should ensure they register for the necessary classroom-based sections and physically attend all class meeting times.

Government and Regulatory Certification of Physical Attendance

Columbia College certifies eligible degree programs and physical attendance for numerous external regulatory agencies including the Student and Exchange Visitor Program, Department of Veterans Affairs, and National Association of Intercollegiate Athletics. Columbia College cannot certify students' physical attendance when they are enrolled in a distance education modality section of a course or are physically absent from their courses.

Columbia College Attendance Requirements by Modality

Distance Education

Online Courses

For purposes of this policy, attendance in online courses includes:

1. Submitting an academic assignment;
2. Taking or submitting an exam;

3. Participating in an online forum about an academic matter.

Virtual Courses

For the purposes of this policy, attendance is defined as continuous visual presence in the virtual class meeting including synchronous interaction between the instructor and other students.

Classroom-based Education

On-site Virtual Classroom Courses

For the purposes of this policy, attendance is defined as physical presence in the classroom with continuous visual presence in the virtual class meeting including synchronous interaction between the instructor and other students.

In-Seat Courses

For the purposes of this policy, attendance is defined as physical presence in the classroom with direct interaction between the instructor and students.

Hybrid Education

Hybrid Courses

For the purposes of this policy, attendance is defined as meeting physical presence requirements for classroom-based portion(s) of the course, meeting continuous virtual presence and interaction requirements for synchronous class meeting(s), and meeting attendance requirements for distance education component(s).

Excused Absences Policy

Instructors are primarily responsible for determining if an absence is excused. The instructor is the only individual who determines performance standards, evaluates student achievement and determines if and how student participation activities are calculated and accommodated. Instructors are expected to excuse absences due to participation in college-sponsored activities. Students must inform location staff and instructors if they are going to miss class for a college-sponsored activity. Even though the activity is college sponsored, class work is expected either before or after the activity, depending upon the course syllabus requirements. Makeup exams and late assignment policies are found in course syllabi.

Instructors cannot override physical presence requirements for certification purposes. When physical attendance is being certified to an external agency, instructor approval of virtual attendance may not meet the physical attendance requirement. Students should contact

their certification official (F1, VA, Athletics or other) if they have questions about physical attendance and excused absences.

Instructor Absence

Students are notified if their instructor cannot meet with them during any regularly scheduled class period. If the instructor does not arrive at an appointed class within 15 minutes after the class regularly begins and after a student representative has emailed academicaffairs@ccis.edu with the class information, students are excused from the class.

Impacts of Non-Attendance

Columbia College is an attendance-taking institution. Under the Withdrawal Policies, Columbia College reserves the right to drop or withdraw students from courses due to lack of attendance. This information may be reported to various government agencies or as required by law.

If non-attendance jeopardizes progress in a course, the student's instructor may submit an Early Alert to the student's advisor. An instructor may drop such a student from the course; and any drop initiated past the drop date by an instructor for a student's lack of attendance is recorded on the student's permanent record with a grade of F or W at the discretion of the instructor.

Financial Aid

Financial aid is awarded to a student with the expectation that the student attends classes and fully participates for the period for which the assistance is awarded. Students not following this policy for attending or participating in their enrolled courses, are not eligible for financial aid. If a student does not begin attendance in all of their classes, aid must be recalculated based on actual attendance. Please refer to the any Financial Aid Terms and Conditions regarding attendance requirements for financial aid purposes. Additional information can be found in the Return of Title IV Funds Policy.

Withdrawal

Total Withdrawal from Columbia College (Day Campus Only)

The Dean for Student Affairs establishes the official date of withdrawal for Day students based upon the date the student initiates the process by visiting Student Affairs. Information regarding academic and financial liability is available in the Division of Student Affairs.

All withdrawals by Day students for extraordinary circumstances must be approved by Student Affairs. Requests for approval must be submitted in writing when withdrawal procedures are initiated. A request for a grade(s) of WE (Withdrawal/Excused) must be accompanied by a letter from the student explaining the circumstances with substantiating documentation. Grades of WE may be requested through the last day of class (finals week excluded). It is not automatic and is subject to review and approval.

A WE grade cannot be granted unless all courses in which the student is enrolled are dropped and all documentation has been received.

If a student is administratively withdrawn from school, the withdrawal date will be established by the office responsible for the action. Tuition, room and board will be prorated according to the Total Withdrawal Time Frame Schedule on the Main Campus Day Tuition and Fee Structure page. No credit will be given for nonrefundable deposits.

Withdrawal from a Course

Students may withdraw from a course(s) with a grade of "W" between the end of the drop period and prior to the Friday of the 12th week of the semester (16-week classes), the Friday of the sixth week of the session (8-week classes), or Friday of third week of a four-week session. If a Withdrawal form is submitted on or before these Friday's, 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 Center for Academic Retention and Student Success or submitting a Course Withdrawal Form in MyPortal. 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 (Columbia College Global) 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 earning 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.

Withdrawal After the Published Last Date to Withdraw

After the last date to withdraw (according to the academic calendar) students will not be allowed to withdraw without extraordinary circumstances. In such cases a withdrawal excused (WE) request must be submitted prior to the end of the term (see below for criteria). In the rare situation when a student can substantiate the inability to contact the location, in any manner, prior to the end of the term, a WE will be considered but only within 60 days of the end of the term. Students should be aware that requesting a WE after the published date to withdraw does not guarantee that the student will be withdrawn nor does it eliminate the possibility of a punitive grade and/or financial obligation. A student may also request a grade of W (withdrawn) from their instructor; however, the instructor is under no obligation to grant the request and the student is not guaranteed a grade of W. The request must be made prior to the end of the term and the student remains financially liable for all attendance costs.

Withdrawal Excused

Students may request a withdrawal excused (WE) when extraordinary circumstances prevent them from completing a term; all courses in which the student is enrolled must be included in the request. Extraordinary circumstances are narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's control. Examples of extraordinary circumstances include serious illness, death in the immediate family, significant change in the location and/or conditions of employment, or an unexpected call to active military duty or extended periods of TDY. Mere inconvenience, discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary, mitigating or extenuating circumstance.

Main Campus Day

A student may request a WE at any time during a semester or session. Day students should follow the Total Withdrawal guidelines in order to pursue a WE.

Columbia College Global

Request for a WE must be submitted in writing or through MyPortal at the time withdrawal procedures are initiated. A letter from the student with substantiating documentation of the extraordinary circumstances must be provided. Students should be aware that a refund is not automatic; requests for financial consideration are subject to review and approval by the Senior Coordinator, Academic Student Support or designee. WE requests submitted during the regular published withdrawal period will be processed with a grade of W immediately; the grade will be changed to WE if/when approval is granted. Withdrawal requests submitted after the end of the withdrawal period will not be processed unless WE approval is received from the Senior Coordinator, Academic Student Support or designee.

A student receiving any form of Federal Title IV assistance who withdraws from a course(s) with extraordinary circumstances, even with the College's concurrence, may be required by federal regulation to return some or all of the federal aid received. The College follows federal guidelines concerning Return of Title IV Funds and does not have any authority to waive the rules regarding the return of federal assistance, even in extraordinary circumstances. This includes the Federal Pell and SEOG grants and the Stafford and PLUS loans. Contact the Center for Academic Retention and Student Success for additional information.

Administrative Withdrawal for Non-Attendance

Students may be administratively withdrawn from a course for non-attendance. Non-attendance is considered 14 consecutive calendar days of non-attendance in a course. An early alert notification will be sent to the student after the first week of non-attendance. If, in fact, the student did attend during the week referenced in the alert, it is the student's responsibility to contact the instructor immediately to change the attendance record. Once a student has been absent 14 consecutive calendar days, they will be administratively withdrawn with no further warning.

Tuition, room, and board will be prorated according to the Total Withdrawal Schedule, if applicable. No credit will be given for nonrefundable deposits or other fees. 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, sixth week of the 8-week session and third week for the four-week 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, discomfort with the academic workload, minor schedule changes in employment, connectivity issues, etc. do not meet the definition of extraordinary circumstances.

Administrative Withdrawal for Non-Attendance Appeals

Main Campus Day

An appeal of an Administrative Withdrawal for Non-Attendance should be submitted by the student to the appropriate Academic Department Chair. The Chair will review submitted appeal and issue a decision. If the student wishes to appeal a Chair's decision, the appeal will then go to the appropriate School Dean. The Dean 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.

Columbia College Global

An appeal of an Administrative Withdrawal for Non-Attendance should be submitted by the student to the Senior Coordinator, Academic Student Support. The Senior Coordinator will review submitted appeal and issue a decision. If the student wishes to appeal the Senior Coordinator's decision, the appeal will then go to the appropriate School Dean. The Dean 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.

Withdrawal Excused Appeal

Columbia College Global

Students disagreeing with the decision regarding their excused withdrawal (WE) request should first discuss those concerns with the original reviewer, the Senior Coordinator, Academic Student Support. 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 Probation, Suspension, Dismissal, and Readmission

Academic Probation

Students are placed on academic probation and may be suspended or dismissed if they fail to maintain the following cumulative GPA standards by the time they have attempted or completed the indicated number of hours, including hours accepted in transfer:

0 - 30.9 sem. hrs:	1.75 GPA
31 - 45.9 sem. hrs:	1.90 GPA
46 + sem. hrs:	2.00 GPA

"Completed credit hours" refers to semester hours attempted by a student for all courses for which letter grades (A, B, C, D, F, S, or U) have been received. Semester hours accepted in transfer from other colleges count as completed semester hours for determining GPA requirements; but, since no letter grades are recorded for transfer credits, such credits are not computed in the numerical GPA.

If students are placed on academic probation, they may not hold appointed or elected offices in any student organization. They may not participate in intercollegiate athletic competition, and they may not carry a course overload.

If students are placed on academic probation, they must earn sufficient quality points during their probation term to bring the GPA to the standards stated above. If they fail to do so, they are suspended for the following regular academic term(s).

Academic Suspension

A suspension occurs at the end of one probationary term for the following regular academic term(s) (the next fall or spring semester). Suspensions may be imposed on students for the following situations:

- Students who fail to attain an appropriate standard of satisfactory progress or fail to comply with any condition and/or requirement imposed as part of their probation.
- Students who chronically withdraw from courses and do not make any academic progress may be suspended.

- Students admitted by the Admissions Review Committee (see Admission Policies) and who do not earn a 2.0 GPA may be suspended (see below).
- Main Campus Day regular-admit students completing their first semester at Columbia College with a GPA of zero may be suspended for one semester. Main Campus Day summer-admit students completing courses with a GPA of zero may be suspended for two sessions.

Students may appeal the academic suspension action. Academically suspended students may be reviewed for readmission to Columbia College after an absence of one semester.

Academic Dismissal

Students may be dismissed from Columbia College if they are granted readmittance after their suspension and fail to achieve a satisfactory cumulative grade-point average in the next term (semester).

Academically-dismissed students may be reviewed for readmission to Columbia College only after a three-year period has elapsed.

Returning from Suspension or Dismissal

Students receiving an academic suspension may return to coursework after sitting out one semester (cannot be the summer semester for Day students), two consecutive eight-week sessions, or four consecutive four-week sessions and are required to meet with their academic advisor prior to enrolling for coursework.

To return from an academic dismissal, students must complete a Dismissal Appeal via MyPortal and apply for readmission after the dismissal period is completed. The student's record is reviewed and a decision is made regarding eligibility and conditions of return. Readmission to the College is not automatic and does not establish student eligibility for financial aid.

Academic Suspension or Dismissal Appeal

Main Campus Day

Students may appeal an academic suspension or dismissal decision. Main Campus Day students must file a formal appeal by emailing the Center for Academic Retention and Student Success. This appeal will then be sent to the appropriate School Dean for a final decision.

Columbia College Global

Students may appeal an academic suspension or dismissal decision. Columbia College Global students must file a formal appeal by emailing the Senior Coordinator, Academic Student Support. This appeal will then be sent to the appropriate School Dean for a final decision.

Good Academic Standing

In order to be in good academic standing a student cannot be on academic probation, academic continued probation, academic suspension or dismissal.

Non-Degree Seeking Students

Non-degree seeking students must be in good academic standing in order to be eligible to re-enroll as a non-degree seeking student. Students who do not maintain this standard may be subject to probation or suspension.

Students who are suspended may be ineligible to apply for non-degree seeking status again. In order to be reconsidered for admission to Columbia College, the student will be required to complete the process for degree-seeking students, including a review by the Admissions Review Committee.

Veteran's Guidelines

Satisfactory academic progress is required of students receiving VA educational benefits. Students who fail to make academic progress are reported to the VA for unsatisfactory academic progress.

International Student Services

International Student Services

International Student Services provides comprehensive support services to Columbia College's international student community. International Student Services 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 available to enhance understanding, foster dialog, and raise cultural awareness in all aspects of campus life.

Reporting Requirements

Students in F-1 student status must adhere to the regulatory requirements outlined in the United States Federal Register, Part 8 of the Code of Federal Regulations. Students must register for and complete 12 semester hours each semester of enrollment. Failure to comply with this requirement constitutes a violation of status and can impose serious consequences.

Upon initial arrival on campus, international students attend International Student Orientation led by International Student Services staff. Students complete the Immigration Check-In Form and provide the following documents: a valid passport, visa stamp, and I-20 form (Certificate of Eligibility for Non-Immigrant Status). The documents will be reviewed and photocopied for the student's file. At the start of each semester, International Student Services staff will verify enrollment and 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. Current address where the student physically resides
2. Phone number
3. Full-time enrollment

4. Approval for reduced course load
5. Failure to enroll
6. 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 Designated School Officials maintain certain immigration records on international students and their dependents in the United States. 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 International Student Services within 10 days of the change.

As part of record-keeping requirements under F-1 regulations, the College must maintain the following information about each student:

1. Name
2. Date and City 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 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. Students are not limited to take only one online course; however, only one online course may count toward maintaining a full course of study. Student enrollments will be checked each semester for compliance. For example, an undergraduate student taking nine semester hours of in-seat course work and three semester hours through online has met the full course of study requirement while a student taking six hours of in-seat course work and six hours of online courses has not. 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 important that international students communicate with International Student Services staff throughout the duration of their program.

Withdrawing From Classes

If an emergency develops and an international student must withdraw from the College prior to completing the program, International Student Services will 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 15 days 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, see the section of the catalog Grading and Academic Standing and click on Withdrawal.

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. International Student Services staff process and authorize CPT requests according to government regulations and college policies.

CPT eligibility criteria include:

- 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
- Enrollment in a CPT approved course

Part-time CPT: Per government regulations, part-time employment is defined as 20 hours or less per week. 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: Per government regulations, full-time employment is more than 20 hours per week. Students may request full-time CPT during designated break periods, including summer and winter break. Students who have been authorized for 12 months or more of full-time CPT will be ineligible for Optional Practical Training (OPT).

CPT is processed and authorized by semester. Contact International Student Services 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 U.S. Citizenship and Immigration Services processes and adjudicates OPT applications. If approved, the student will be issued 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 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 be eligible for an additional 24 months of OPT by completing a STEM program. Students become eligible for additional periods of OPT after completion of a higher degree level.

Contact International Student Services for specific guidelines regarding OPT eligibility or to request a copy of the College's OPT policy.

Education Abroad

Education Abroad offers a variety of opportunities for students to earn credit while experiencing the world up close, building cultural awareness and enhancing language skills. Opportunities include semester exchanges as well as summer programs.

Students participating in an exchange program at one of our international partner universities must enroll in the ABRD 144 course. Students pay tuition to Columbia College and retain institutional scholarships up to the cost of tuition. Room and board fees are paid to the host institution. Students are responsible for travel costs and incidental expenses related to their education abroad experience.

Students enrolled at an exchange partner institution can choose to receive a pass/fail letter grade instead of a standard letter grade at time of registration. These students can enroll in multiple non-major specific courses as pass/fail per session or semester while still being eligible for the Dean's List. Major courses must be taken for a standard letter grade. For more pass/fail information, visit Grading and Academic Standing.

Any student participating in an education abroad program must submit an Education Abroad Application as found here. To help defray costs to study abroad, students may apply for financial aid through the Columbia College Center for Academic Retention and Student Success. Federal financial aid, such as the Pell Grant or student loans, can be used to help finance education abroad. Students may also apply for the Columbia College Education Abroad Scholarship. For more information, go here.

Main Campus Day Only

Health Insurance

To ensure that non-immigrant students are able to cover 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 may elect to continue insurance coverage.

Insurance charges will be 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, contact International Student Services.

Online Courses and Scheduling Options

Online education assists students in completing their educational goals in an environment that is conducive to teaching and active learning. This flexibility provides a viable alternative to students who have schedule constraints that do not allow them to attend traditional courses, students who do not have access to a location, or students who need specific courses not currently being offered at their location.

Online courses have the same course description and course learning outcomes as traditional classroom courses. Online courses are often taught by instructors who also teach the courses in the traditional classroom setting.

Any Columbia College student can take online courses. The students who receive advising and registration services from staff assigned to online services are referred to as remote students. Day students must obtain advisor approval to take on online course. Cost for day students is included in their day program tuition. Day students who take online courses as an overload pay the regular day program overload tuition rate.

Students should utilize the academic calendar for important date information that varies by venue.

The section of the undergraduate catalog listing course descriptions is accurate for online courses. For more information about specific online offerings, visit the website at https://self-service.ccis.edu/Student/Courses/Search.

The policies outlined in the Academic Program Information section of the undergraduate catalog apply to online degree offerings.

Course Schedule

Course schedules are available at https://self-service.ccis.edu/Student/Courses/Search at least two weeks before registration begins for a given session.

Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course.

Academics

Online courses count for residency credit and financial aid applies for those who qualify.

Online courses are scheduled in accelerated sessions and follows Columbia College's Academic Calendars. See the Academic and Administrative Policies, Regulations and

Procedures section of the undergraduate catalog for a complete listing of academic policies, regulations and procedures.

Students will receive academic advising from their location and are required to consult with an academic advisor before they register for courses for the first time. After the first consultation, Columbia College Global students are not required to contact their academic advisor prior to registering for more classes, but it is strongly encouraged. With all Columbia College students, the ultimate responsibility for understanding and meeting graduation requirements rests with the student.

Course Format

The online course format allows students to participate in the course anytime, anywhere there is computer access to the internet. The course learning management system used to facilitate online learning is D2L. All courses that are offered online have been reviewed and approved by the appropriate full-time faculty and department chairs.

Using discussion questions, exams and other assignments, students and instructors create a collaborative learning environment. This facilitates a forum for active learning. All exams and quizzes are taken online, with certain courses requiring proctored midterm and/or final exams.

Overload Policy:

Long experience in administering accelerated college programs has taught us that it is generally not in the student's best interest to enroll in more than 18 hours across the 16-week semester. Due to the fast pace of the courses and the reduced time for reading, research, writing and reflection, a student's academic performance will generally suffer if an overload of credit is attempted.

Students are required to obtain permission to enroll in 19 or more hours in a 16-week semester. This includes courses taken through Columbia College Global (Main Campus Evening, Online, and extended locations). Only those students close to graduating from Columbia College, with a minimum 3.0 cumulative grade point average and a compelling reason to take a course overload in an eight-week session may apply to their academic advisor. Students must first visit with their advisor to discuss all available alternative options. If an overload is approved, there will be no overload tuition rate charged.

An overload is approved on a semester basis, allowing students to enroll in accelerated sessions during that semester as an overload. However, the overload in the subsequent

terms is contingent on outcomes (grades) in the first module (poor outcomes may result in a student's overload approval being revoked). Systematically, this will require an overload be entered for both modules (it cannot be done on a semester basis).

Overrides: Online courses have a maximum class size, ranging from 15 to 25 depending on the nature of the course. After a course is closed, the support staff may request an override. The student's situation will be evaluated and coordinated with the instructor to determine if an override is possible. Overrides are granted on a rare basis for students with special circumstances such as fulfilling a graduation requirement which is the last course needed for the degree.

Proctoring: Most proctored exams are taken online, through Integrity Advocate. Proctors located at Columbia College Global locations and Testing Centers are automatically approved, as is the use of Integrity Advocate, a virtual proctoring service. Private proctors are not allowed (unless through accommodations granted by the Office of Student Accessibility Resources).

Reduced tuition programs such as audit and warranted degree program are not available for online courses.

Student issues within an online course should first be addressed with the instructor of that course, if a resolution isn't found, students should contact their academic advisor.

Course Descriptions

ACCT 278 - Introductory Business Analytics 3 hours

Provides a framework that enables students to recognize, understand and apply the language, theory and models of the field of business analytics. Cross-listed as MGMT 278.

ACCT 280 - Accounting I (Financial) 3 hours

Introduction to the principles and concepts of accounting and the application of procedures relating to the complete accounting cycle. Preparation of financial statements for sole proprietorships, partnerships, and corporations is emphasized. A grade of C or higher is highly recommended before progressing to ACCT 281. **Prerequisites**: sophomore standing; MGMT 150 highly recommended.

ACCT 281 - Accounting II (Managerial) 3 hours

Application of procedures relating to transactions affecting corporations. Interpretation of financial statements for managerial purposes is emphasized. **Prerequisite**: ACCT 280. A grade of C or higher in ACCT 280 is highly recommended.

ACCT 381 - Federal Income Tax-Individuals 3 hours

Focuses on the federal income taxation of individuals. Emphasizes conceptual framework underlying the U.S. tax system as well as tax accounting procedures and federal tax law relating to the preparation of individual tax returns. **Prerequisites**: ACCT 281 and junior standing.

ACCT 382 - Intermediate Accounting I 3 hours

Development of accounting theory and practice as applied to: the institutional structure of financial accounting; conceptual framework and financial reporting; overview of accounting systems; review of accounting procedures; income statement; balance sheet; statement of cash flows; cash; receivables; valuation of inventories and cost of goods sold; and time value of money. **Prerequisite**: ACCT 281.

ACCT 383 - Intermediate Accounting II 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; acquisition, disposal and depreciation of long-term assets; current and

contingent liabilities; long-term liabilities; owners' equity-contributed capital and retained earnings, investments, and earnings per share. **Prerequisite:** ACCT 382.

ACCT 384 - Intermediate Accounting III 3 hours

Development of accounting theory and practice as applied to: conceptual framework and financial reporting; complexities of revenue recognition; investments in financial instruments; leases; income taxes; pensions; accounting changes and error correction; and earnings per share. **Prerequisite:** ACCT 383.

ACCT 385 - Accounting Information Systems 3 hours

Theory, design and implementation of Accounting Information Systems, including the business application of computerized spreadsheets, databases, and commercial software packages. **Prerequisites:** ACCT 281, ACCT 278 or MGMT 278.

ACCT 386 - Managerial and Cost Accounting 3 hours

Accounting data and other financial data applied to the management of an enterprise. Cost accounting as a part of the spectrum of manufacturing costs is studied. Particular emphasis is placed on planning and controlling. **Prerequisite:** ACCT 281.

ACCT 399 - Internship: Accounting 1-3 hours

Internships in Accounting provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** junior standing with CGPA of 2.5 or better including completion of ACCT 280 & ACCT 281.

ACCT 481 - Federal Income Tax Corporations 3 hours

Focuses on the federal income taxation of corporations and shareholders; corporate formation and capital structure; corporate distributions; corporate liquidations; penalty taxes on corporations; partnerships; S corporations. **Prerequisites:** ACCT 381 and senior standing.

ACCT 485 - Fund and Government Accounting 3 hours

Study of accounting and reporting concepts, standards, and procedures applicable to city, county, and state governments, the federal government, and not-for-profit institutions. **Prerequisite:** 9 hours of ACCT.

ACCT 488 - Advanced Financial Accounting 3 hours

Policies and procedures used in preparing financial statements and reports. **Prerequisites:** ACCT 382 and ACCT 383.

ACCT 489 - Auditing I 3 hours

Design, installation, and unification of accounting systems and the concepts and procedures used in auditing financial statements. **Prerequisites:** 9 hours of upper-level accounting courses, including ACCT 382 and ACCT 383.

ACCT 490 - Auditing II 3 hours

Focus is on practical application of the conceptual structure of the audit process, risk assessment in the audit process, evidence gathering and evaluation, and special topics to auditing a comprehensive audit case. **Prerequisites:** ACCT 382, ACCT 383, ACCT 384, and ACCT 489.

ACCT 499 - Internship: Accounting 1-3 hours

Internships in Accounting provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** Completion of an ACCT 399 internship. Senior standing with CGPA of 3.0 or better including completion of ACCT 280 & ACCT 281 .

ASCI 1100 - The Foundations of the United States Air Force 2 hours

Introduces the Air Force and Air Force ROTC. Topics include Air Force organization, professional appearance, military customs and courtesies, team building, public relations and the media, Air Force benefits, career opportunities and group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 1200 - The Foundations of the United States Air Force 2 hours

Continues the introduction to the Air Force and Air Force ROTC. Topics include Air Force heritage, installations, listening skills, core values, leadership skills, human relations, and group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 2100 - The Evolution of USAF Air and Space Power 2 hours

A survey course designed to facilitate the transition from Air Force ROTC cadet to Air Force ROTC officer candidate. Explores Air Force heritage, Air Force leaders and Air Power doctrine. Applies communicative skills. Leadership Lab.

ASCI 2200 - The Evolution of USAF Air and Space Power 2 hours

Continues the transition from cadet to officer candidate. Expands leadership topics through the use of group leadership problems. Applies communicative skills. Leadership Lab.

ASCI 3100 - Air Force Leadership Studies 3 hours

An integrated leadership and management survey course emphasizing development of the individual as an Air Force leader. Special topics include situational leadership, principle centered leadership, corrective supervision and counseling. Leadership Lab.

ASCI 3200 - Air Force Leadership Studies 3 hours

Air Force leadership principles are examined from the foundation developed in ASCI 3100. Ethical decision making, personal core values, and character development are discussed. Military evaluation systems are outlined. Leadership Lab.

ASCI 4100 - National Security Affairs/Preparation for Active Duty 3 hours

Examines the national security process, regional studies, Air Force and joint doctrine. Special topics include the military as a profession, and civilian control of the military. Continued emphasis on communicative skills. Leadership Lab.

ASCI 4200W - National Security Affairs/Preparation for Active Duty 3 hours

Examines civilian control of the military, officership, the military justice system, and current issues affecting military professionalism. Continued refinement of communicative skills. Leadership Lab.

AFAM 101 - Introduction to African American Studies 3 hours

An introductory examination of the field of African American Studies, focusing on the lives of people of African descent in the United States.

AMSL 101 - American Sign Language I 3 hours

An entry level introduction to American Sign Language and fingerspelling. Designed to explore the fundamentals of ASL including basic vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Course meets three hours of foreign language graduation requirement.

AMSL 102 - American Sign Language II 3 hours

This course is designed to expand more on ASL grammar, vocabulary and language structure. Students are engaged in active language production using authentic conversations within the classroom environment. Course meets three hours of foreign language graduation requirement. **Prerequisite:** AMSL 101 with a grade of C or higher.

AMSL 303 - AMSL Grammar and Linguistics 3 hours

An in-depth study of the major structural elements of American Sign Language grammar and linguistics, including demonstration of learning through signing. **Prerequisite:** grade of C or higher in AMSL 102.

AMST 375 - Social Movements 3 hours

Emphasis on sociological analysis of social movements of twentieth century America. Emphasis on the application of sociological theories to the conditions that facilitate social movements, from their development to how success is measured. Case studies of the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights movement, ethnic identity movements, anti-globalization movements, Occupy Wall Street, and other movements. **Cross-listed** as SOCI 375. **Prerequisite:** junior standing.

ANTH 112 - General Anthropology 3 hours

This course explores the diversity of humanity both in the past and in the present. Anthropology provides a uniquely broad understanding of humankind by integrating the study of human evolution, ancient civilizations, languages, and cultures from around the world. Based on a wide range of case-studies, this course explores what it means to be human, and how it is differently experienced in societies and cultures around the world. **Crosslisted** with SOCI 112.

ANTH 212 - Cultures in the World 3 hours

This course explores the concept of culture and its diversity in the world. Taking a comparative approach based on case studies from different world regions, and paying particular attention to how cultures change over time, this course explores some of the major themes of cultural anthropology, including the cultural construction of reality, identity, language, social hierarchy, art, and kinship and gender relations. **Cross-listed** as SOCI 212.

ANTH 270 - Diversity and Society 3 hours

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Course meets multicultural graduation requirement. **Cross-listed** as SOCI 270.

ANTH 319W - The Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam. This course is designated Writing-Intensive. **Cross-listed** as HIST 319W . **Prerequisites:** Any 3 hours of HIST; and ENGL 133W

ANTH 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. **Cross-listed** as SOCI 327 /PSYC 327. **Prerequisites:** junior standing.

ANTH 333 - The Celtic Worlds 3 hours

This course explores the history and culture of the Celts, from the origins of this population to the different forms of Celtic expression today. Spanning over several thousand years, it investigates how the linguistic, socioeconomic, and cultural worlds of Celtic populations became established in Central and Western Europe, how these populations interacted with surrounding cultural groups, and how they changed over time. This journey provides a unique opportunity to examine a range of anthropological methods of investigation

(archaeology, forensic anthropology, ethnography, etc.) and critically engage with major topics and concepts in anthropology, including culture and cultural change, identity, and forms of cultural expression. **Cross-listed** with SOCI 333. **Prerequisites**: junior standing.

ANTH 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. **Cross-listed** as SOCI 336 /WMST 336 . **Prerequisites**: junior standing.

ANTH 341W - Religion and Society 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. **Crosslisted** as SOCI 341W . **Prerequisite**: ENGL 133W and Junior standing.

ANTH 345 - Environment and Society 3 hours

This course explores the interaction between social processes and the natural environment. Taking a multidisciplinary approach (sociology and anthropology), and building on theoretical perspectives and cross-cultural case studies, this course investigates the increasing pressure of human activities on the environment, the globalization of environmental challenges, the privatization of natural resources (water, forests, energy sources, but also genes and genetically modified organisms), the policies encouraging this privatization process, and the recent growth of environmental social movements. **Cross-listed** as SOCI 345. **Prerequisites**: junior standing.

ANTH 381 - Music and Society 3 hours

This course explores music as a social and cultural activity. Taking a global, comparative, and inter-disciplinary approach (sociology and anthropology), it investigates the social dimensions of the production and reception of music. Particular attention will be given to issues of race, gender, identities, and technology. How do music and societies mutually influence and shape each other? How is music related to people's sense of identity, socio-economic structures, and beliefs? Music will be explored as an art form that both reveals and serves as a medium of social change. **Cross-listed** as SOCI 381. **Prerequisites:** junior standing.

ANTH 412 - Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized and practiced in different cultures and at different times. Focusing on several world regions (Africa, Asia, the Middle East, and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. **Cross-listed** as SOCI 412. **Prerequisites:** Junior standing or HSEC 250.

ARTS 105 - Art Appreciation 3 hours

This course will introduce students to the various reasons humans create, experience, and interact with art. This includes understanding art disciplines (painting, drawing, ceramics, printmaking, photography, graphic design, etc.). Students develop an appreciation for the arts and an awareness of the contributions artists have made to society historically and within contemporary contexts.

Through discussion, lectures, readings, and projects students will thematically explore relationships between artistic processes and daily life. Students will respond to the ideas presented by the Professor through art projects, discussions, and short writing assignments. While the course approaches art through a critical lens, the discourse will result from the various backgrounds and academic studies of the students and not necessarily from their knowledge of art nor artistic skill. In this manner, the course is a relevant complement to their general education. In short, the goal of the course is for students to understand art as a means to critically engage and understand their visual surroundings.

ARTS 111 - Art and Ideas I 3 hours

This course is a survey of global art from prehistory through the medieval period. Students will gain an understanding of the human desire (and ability) to produce art and the relationship that exists between visual art and its political/social environment.

ARTS 112 - Art and Ideas II 3 hours

A global survey of art ranging from the Late Middle Ages through Contemporary. The course examines all aspects of visual art from a global perspective and encompasses a variety of media, including painting, sculpture, architecture, photography, and new media forms of the 20th century. Students will gain an understanding of the human desire (and ability) to produce art and the relationship that exists between visual art and its political/social/cultural environment.

ARTS 120 - Drawing I 3 hours

Introduction to figure drawing from direct observation.

ARTS 140 - 2-D Design 3 hours

This is a foundations course dealing with the study and application of the elements and principles of two-dimensional design. Students will learn the basics of line, shape and texture as well as materials, tools, vocabulary and techniques used in the creation of two-dimensional fine art.

ARTS 141 - 3-D Design 3 hours

Theoretical foundation for all 3-D fine art production. Includes the study and application of the elements and principles of three-dimensional design.

ARTS 216 - Graphic Design I 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe Illustrator. **Prerequisite:** ARTS 140.

ARTS 217 - Typography 3 hours

The history of the human race has been recorded with visual symbols from the earliest expressions on cave walls to the small screens on our pocket computers. This course

explores the history of letterforms, principles of composition, and the expressive potential of type through readings, research and projects. **Prerequisites:** ARTS 140.

ARTS 230 - Painting I 3 hours

Introduction to the fundamentals of oil painting. **Prerequisites:** ARTS 120.

ARTS 233 - Topics (Occasional offering) 1-3 hours

Specialized inquiry into a defined concept, topic, theory or artistic process in studio art or art history. Topics are approved by the Department of Visual Art & Music.

ARTS 250 - Creative Photography I 3 hours

Beginning black and white film photography course that is the foundation for all photography courses at Columbia College. This course covers basic camera operations, exposure, film processing, darkroom printing, lighting, composition and print finishing. The course begins with an emphasis on understanding and practicing technical processes while investigating the creative and expressive possibilities of the medium. We will look at contemporary trends in the medium as well as movements throughout photography's history. There will be a number of photographic assignments, fieldwork, critiques and lectures as well as a research project. Students may supply their own adjustable 35mm SLR film camera (no digital cameras). Columbia College can also lend out cameras to students for the semester.

ARTS 255 - Digital Photography 3 hours

With the ever evolving and advancement of digital technology, students will develop their own style and creative vision that is personal and unique. The fundamentals of digital camera operation will be taught through a variety of creative techniques, hands-on assignments, fieldwork and demonstrations. Composition, exposure control, focus and lighting techniques will be practiced as well as exploring thematic ideas and concepts. Image editing software will be used to adjust, enhance and manipulate images. Digital workflow, image-capture, post-processing, printing and storage will be of great importance in understanding the potential of photography. Emphasis will be placed on how current practices and the medium's rich history has shaped its identity in the world on contemporary art. Discussions and presentations will also be conducted on the cultural, societal, ethical, moral and political role photography faces today.

ARTS 262 - Printmaking I 3 hours

Introduction to printmaking and basic techniques in relief printing.

ARTS 271 - Ceramics I 3 hours

Beginning study of three-dimensional principles of ceramics open to art majors and non-majors. The techniques of wheel throwing are introduced with an emphasis on the development of an understanding of the form and functions of utilitarian and non-functional projects in clay. The design quality and aesthetics of the project are emphasized.

ARTS 292 - Jewelry I 3 hours

This course is an exploration of the design and creation of personal jewelry forms using traditional fabrication techniques. Through lectures, demonstrations, readings, journaling/sketching, quizzes, projects, and critiques, you will learn about the fundamental skills and materials of metalsmithing.

ARTS 300 - Special Problems 3 hours

This course is based on an individual student project concerned with work in a specific area of art. Conducted under the direction of a faculty member, Special Problems addresses material beyond the scope and depth of the ordinary coursework. It is required that the student pursuing Special Problems have a background knowledge of the discipline. The Special Problems form, that includes specific requirements for the study, is required at the time of registration.

ARTS 302 - Illustration 3 hours

This course covers illustration as a means of graphic communication and visual storytelling. Emphasis is placed on conceptual skills, the development of a personal visual vocabulary, and the sharpening of technical skills using traditional and digital tools. Students will also increase their awareness of current trends in contemporary illustration. **Prerequisites**: ARTS 120, ARTS 130, ARTS 140.

ARTS 306 - Artifact and Text: Mythology in Ancient Art 3 hours

This course examines ancient art through the lens of mythological stories. Oral tradition and the events described throughout mythology often served as visual inspiration for ancient art. This course explores the stories of the ancient world ranging from Greek and Roman mythology to Egyptian mythology, to the Epic of Gilgamesh, and the Mahabharata.

The goal is to explore how these stories appear within the visual repertoire of a given culture. **Prerequisite(s):** ARTS 111 and ARTS 112.

ARTS 308 - Medieval Art History 3 hours

Art of the Middle Ages. A survey of stylistic artistic developments in the Mediterranean basin and in Western Europe from 300 to 1400 A.D. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 310 - Renaissance Art History 3 hours

Painting, architecture, sculpture of Italy and Northern Europe from 1300 to 1600. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 312 - Revolutions and Restorations: Global art in the 17th and 18th Centuries 3 hours

From the beginning of the 17th century to the end of the 18th century, countries across the globe experienced multiple revolutions from the Scientific Revolution to the French Revolution and beyond. These revolutions shaped, changed, and were themselves manipulated by the art and artists of those periods. This course examines the art related to these revolutions from 1590 - 1910 also encompassing the period of Enlightenment, which radically shifted the way we perceive the world. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 313 - Drawing II 3 hours

Continuation of ARTS 120 Drawing I. This course is a drawing course mainly focused on using direct observation. It expands the drawing experience by using various subjects as compositional elements and explores a variety of media and drawing techniques. **Prerequisite:** ARTS 120. 6 hours

ARTS 314 - 19th-Century Art History 3 hours

History of painting, architecture, sculpture in Europe, 1800 to 1900. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 316 - Graphic Design II 3 hours

The study and application of the fundamentals of graphic design including history, theory and practice. The course brings together a blend of the aesthetic principles of design and hands-on computer-based production skills. Students are introduced to Adobe InDesign. **Prerequisites:** ARTS 216 and either ARTS 250 or ARTS 319 .

ARTS 317 - Web Design I 3 hours

The course provides students with a working knowledge of the fundamental principles, theories, and concepts of website design and UI/UX design. Students learn HTML and CSS coding, and are introduced to relevant web design software.

ARTS 318 - Corporate Identity 3 hours

This course covers how to plan, strategize and design the visual components of a corporate identity or brand. Focus is placed on creating cohesive designs that function across various mediums. We will explore logo design, branding standard guides, and brand implementation in 2D and 3D outcomes. **Prerequisites:** ARTS 140 and ARTS 216.

ARTS 319 - Digital Media 3 hours

This course is an introduction to approaches and techniques in digital imaging. Students will learn the fundamentals of digital camera operation and a variety of creative techniques through a number of hands-on assignments, demonstrations and critiques. Composition, exposure control, focus and lighting techniques will be practiced as well as exploring thematic ideas and concepts. Adobe Photoshop and Lightroom will be used to edit, adjust and manipulate images. Digital work-flow, printing and storage will also be practiced. Students will also gain experience working with large format photo printers and will learn how to make prints that are balanced in color, density and contrast. A digital portfolio, printed assignments and a book project will be created throughout the semester exploring the technical and aesthetic potential of digital photography.

ARTS 320 - Photography II 3 hours

This course explores the techniques, processes and approaches used in the field of fine art and commercial photography. Advanced principles of lighting, composition, camera operation, workflow, post processing, printing and presentation will be covered. A variety of camera formats and processes will also be introduced. Emphasis will be placed on developing one's personal vision, ideas and concepts through short and long-term projects. This course emphasizes conceptual and critical thinking to aid in the process of creating work that is challenging to the viewer and the artist.

ARTS 322 - Figure Drawing 3 hours

Further investigate the technique of drawing the human figure. Students are introduced to the anatomy of the human form emphasizing critical inquiry and analytical observation,

including the study of skeletal and muscular structure. Students develop an understanding of the structure of the human figure and demonstrate a degree of facility in its representation from direct observation. **Prerequisite:** ARTS 120.

ARTS 323 - Drawing III 3 hours

Continuation of ARTS 313 Drawing II. Drawing as a method of personal expression explored through instruction in concepts and organization of two-dimensional forms as related to the individual student's investigation of drawing. **Prerequisite(s):** ARTS 313.

ARTS 332 - Painting II 3 hours

Continuation of ARTS 230. This course continues to develop the basic understanding of the oil painting materials, techniques and color relationships with emphasis on composition. Prerequisite: ARTS 230.

ARTS 334 - Painting III 3 hours

This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. Experimentation of medium, techniques and ideas is encouraged. **Prerequisites:** ARTS 232.

ARTS 350 - Alternative Photographic Process 3 hours

This course will explore a variety of 19th century photographic processes. The use of hand-applied, silver and non-silver based emulsions will be used to create expressive images that blend photography, painting, drawing and printmaking. Images will be made on a variety of papers as well as surfaces such as glass and metal. Processes covered will include: cyanotype (blue printing), salt printing, anthotype, gum bichromate and contemporary methods of creating tintypes and ambrotypes. Students will also learn different methods of generating large format negatives and light resists including the use of pinhole cameras, digital and film transparencies, collage, cliché verre and photogram materials.

ARTS 353 - Photography III 3 hours

This course explores the techniques, processes and approaches used in the field of fine art and commercial photography. Advanced principles of lighting, composition, printing and presentation will be covered. A variety of camera formats and processes will be introduced

and students are encouraged to work in both film based and digital technologies. Emphasis will be placed on developing one's personal style in short and long-term projects. Advanced editing, workflow and image archiving will also be developed and refined. This course emphasizes conceptual and critical thinking to aid in the process of creating work that is challenging to the viewer and the artist.

ARTS 364 - Printmaking II 3 hours

Development of the intaglio etching process into an art form. **Prerequisites:** ARTS 262.

ARTS 366 - Printmaking III 3 hours

Continuation of Printmaking II. **Prerequisites:** ARTS 364.

ARTS 370 - History of Photography 3 hours

This course investigates the history of photography from its inception in 1839 to the present day. We will look at the origins and inventions that led up to the chemical process of photography and examine the medium's development and technological advancements as well as the importance of photography as an art form. Through lectures, presentations, guest speakers, hands-on demonstrations, and viewing original photographs and equipment, students will gain a full understanding of the history of photography and the impact it continues to have on art, science, technology and culture.

ARTS 373 - Ceramics II 3 hours

Continuation of the study of three-dimensional principles of ceramics. The techniques of the potter's wheel are reinforced, with an emphasis on the development of an understanding of the form and functions of wheel-thrown pottery. **Prerequisite:** ARTS 271.

ARTS 374 - Video Art 3 hours

An introductory level course that explores the methods of digital video art making - primarily as a fine art form distinct from, but intersecting with, narrative filmmaking. This course builds basic skills in video preproduction, videography techniques, sound, and digital video editing software. Students supply their own digital video camcorder. **Prerequisites:** sophomore standing.

ARTS 375 - Ceramics III 3 hours

Continuation of the study of three-dimensional principles of ceramics. Advanced techniques of the potter's wheel, glazing, and firings are introduced with an emphasis on the development of an understanding of the form and functions of both hand building and potter's wheel projects. **Prerequisite:** ARTS 373.

ARTS 382 - Fibers 3 hours

This course presents the technical, historical, and conceptual grounding in fiber arts. Students will explore various fiber and media including weaving, dyeing, surface design, and other techniques. Critiques and discussions will be informed by lectures, readings, and independent research. **Prerequisites:** sophomore standing.

ARTS 394 - Jewelry II 3 hours

This course is an exploration of the design and creation of personal jewelry forms using the lost wax casting process. Through lectures, demonstrations, readings, journaling/sketching, quizzes, projects, and critiques, you will continue learning about the required skills and materials of metalsmithing. **Prerequisites:** ARTS 292.

ARTS 396 - Jewelry III 3 hours

This course is an exploration of the design and creation of personal jewelry forms using advanced jewelry production techniques. Through lectures, demonstrations, readings, journaling/sketching, quizzes, projects, and critiques, you will continue applying the necessary skills and materials of metalsmithing. **Prerequisites:** ARTS 394.

ARTS 399 - Art/Design Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student might work in a photography studio. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 art/design internship credits (399 and 499 combined) during their time at Columbia College. **Prerequisites:** junior standing; Completed at least the introductory course in their major (ARTS 216 for a Graphic Design student, ARTS 250 or ARTS 255 for a Photography student, etc.); and minimum 2.5 cumulative GPA at time of registration of internship.

ARTS 400 - Special Problems II 3 hours

This course is based on an individual student project concerned with advanced work in a specific area of art. Conducted under the direction of a faculty member, Special Problems addresses material beyond the scope and depth of the ordinary coursework. It is required that the student pursuing Special Problems have a strong background knowledge of the discipline. The Special Problems form, that includes specific requirements for the study, is required at the time of registration.

ARTS 403 - Twentieth & Twenty-First Century Art History 3 hours

This course examines the development of contemporary art internationally from the beginning of the 20th century to current trends in the field. It considers the historical and contemporary contexts of the countries and artists discussed, as well as theoretical issues of globalism, diaspora, hybridity, feminism, and racial inequity and diversity. While it would be impossible to cover all of global contemporary art in a course such as this, case studies involving different artists and regions will afford the opportunity to seriously investigate different artistic movements and cultures and address global and diasporic issues. Students will learn to differentiate between pre-modern (pre-war), modern (postwar), and contemporary art and issues. We will review salient aspects of the history, including issues of colonialism and independence.

As a result, this course has a two-fold structure.

In the first, this course introduces the paintings, prints, sculpture, and architecture of the global world during the 20th and 21st centuries.

In the second, we will explore the historical contexts, theoretical foundations, and conceptual factors that influence the various interpretations and growth of visual culture from around the world during the same centuries.

As a result, you will develop critical, analytical, rhetorical, and writing skills using artworks and readings as a springboard. This course is a combination of lecture and discussion. Discussion and participation are required and will be encouraged through readings to prompt you to critically reflect on the art and to help you process and retain the material presented. **Prerequisite(s)**: ARTS 111, ARTS 112 & Junior Standing.

ARTS 406 - American Art History 3 hours

America's early primitive tradition to its leading role in the contemporary art scene. **Prerequisites:** ARTS 111 and ARTS 112.

ARTS 416 - Graphic Design III 3 hours

The primary focus of this class is on promotional and advertising graphics. Understanding the biases, social outlook, and cultural views of today's users is critical in designing for both print and web. The purpose of this course is to give you the opportunity to gain valuable experience in the research, planning and design for promotional design. Through the projects, students will continue to work with the Adobe software programs Illustrator, InDesign and Photoshop. Students will also learn the basics of Adobe After Effects and a template-based web building platform. **Prerequisites:** ARTS 217 and ARTS 316.

ARTS 417 - Web Design II 3 hours

This course goes deeper into the principles, theories, and concepts of web design. Emphasis is placed on the user experience, methods for incorporating media (audio, video and commerce), and complex user interface designs. Students design an app and multiple web sites over the course of the semester. **Prerequisites:** ARTS 317.

ARTS 425 - Drawing IV 3 hours

Continuation of ARTS 323 Drawing III. Advanced study of drawing as development in personal expression through individualized drawing problems and investigations; professional craftmanship stressed. Option to choose media. **Prerequisite(s):** ARTS 323.

ARTS 430 - Jewelry IV 3 hours

This course is an exploration of the design and creation of personal jewelry forms using advanced jewelry production techniques with an emphasis on experimentation in both material and form. Through lectures, demonstrations, readings, journaling/sketching, quizzes, projects, and critiques, you will learn real-world commercial production techniques. **Prerequisite(s):** ARTS 396.

ARTS 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or artistic process in studio art or art history. Topics are approved by the Department of Visual Art & Music.

ARTS 435 - Printmaking IV 3 hours

Continuation of Printmaking III with an emphasis on advanced processes intaglio and relief printmaking. **Prerequisites:** ARTS 366.

ARTS 436 - Painting IV 3 hours

Continuation of ARTS 334. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. **Prerequisites:** ARTS 334.

ARTS 440 - Advanced Figure Drawing 3 hours

Further investigate techniques for drawing the human figure. Students visually study the anatomy of the human form emphasizing critical inquiry and analytical observation, including in-depth review of skeletal and muscular structures. Students further develop an understanding of the structure of the human figure and demonstrate facility in its representation from direct observation. **Prerequisite:** ARTS 222.

ARTS 454 - Photography IV 3 hours

This course explores the techniques, processes and approaches used in the field of fine art and commercial photography. Advanced principles of lighting, composition, printing and presentation will be covered. Alternative photographic process will be introduced along with the use of a variety of camera formats. Emphasis will be placed on developing one's personal style in short and long-term projects. A semester long book project will also develop skills in creating work in series and sequence while working with print on demand resources. This course emphasizes conceptual and critical thinking to aid in the process of creating work that is challenging to the viewer and the artist.

This is a portfolio preparation course. It concentrates on the professional presentation using design principles, shooting and lighting techniques, color, digital knowledge, structure and presentation skills. **Prerequisite:** ARTS 353. Students supply own adjustable camera.

ARTS 465 - Drawing V 3 hours

Continuation of ARTS 425 Drawing IV. Drawing as a method of personal expression explored through instruction in concepts and organization of two-dimensional form as related to the individual student's investigation of drawing. **Prerequisite:** ARTS 425.

ARTS 466 - Painting V 3 hours

Continuation of ARTS 436. This course is designed for the advanced painting students to synthesize their own visual ideas and personal direction. **Prerequisites:** ARTS 436.

ARTS 476 - Ceramics IV 3 hours

Continuation of the study of three-dimensional ceramics. The emphasis is on individual expression in clay using wheel-throwing techniques. Exploration with glazing and advanced firing techniques is encouraged. **Prerequisite:** ARTS 375.

ARTS 480 - Ceramics V 3 hours

Advanced study of three-dimensional principles of ceramics using the potter's wheel. Introduction to the theory and practical issues of the ceramic kiln, both gas-fired and electric. Introduction and overview of glaze formulation. **Prerequisite:** ARTS 476.

ARTS 489 - Jewelry V 3 hours

This course is an exploration of the design and creation of personal jewelry forms using advanced jewelry production techniques with an emphasis on 3D modeling and printing for casting. Through lectures, demonstrations, readings, journaling/sketching, quizzes, projects, and critiques, you will learn real-world production techniques that specialize in efficiency for mass production. **Prerequisite(s):** ARTS 430 with a grade of C or higher.

ARTS 490 - Ceramics VI 3 hours

Continuation of the advanced study of three-dimensional principles of ceramics using the potter's wheel. Continuation of the theory and practical issues of the ceramic kiln, both gas-fired and electric. Continuation and refinement glaze formulation. **Prerequisite:** ARTS 480.

ARTS 495 - BFA Exhibition 1 hour

This course is part of the Bachelor of Fine Arts (BFA) degree program, designed to prepare students to exhibit their body of work and enter into the professional art community. Student's will be introduced to professional exhibition practices through specific course requirements. Students who pass their final review in the program, will receive permission from the department to enroll in the BFA Exhibition course. **Prerequisites:** Permission from the department required.

ARTS 496W - Senior Portfolio 3 hours

Culminating experience course for all Art degrees. This course is for both portfolio development and to provide information into the practical application of professional practices, writing skills, business skills and career planning specific to the discipline of studio art and design. It assists the art/design major in building a professional career

and/or pursuing advanced education or training. This course is required of all BA in Art, BA in Graphic Design, and BFA students. **Prerequisites**: ENGL 133W and senior standing.

ARTS 499 - Advanced Art/Design Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the student's art major. For example, a graphic design student could work in an advertising agency and a photography student might work in a photography studio. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 art/design internship credits (399 and 499 combined) during their time at Columbia College. **Prerequisites**: Senior standing (90 semester hours); minimum twelve hours in specific art/design major (Graphic Design, Photography, Jewelry, etc.); minimum 3.0 GPA in major core classes at time of registration of internship.

ASTR 108 - Introduction to Astronomy 3 hours

A survey of the development of astronomy through the years. Topics covered include the historical evolution of our understanding of our place in the universe, astronomical instruments, the Earth-Moon system, the solar system, the Sun and other stars, galaxies and cosmology. G.E. when combined with ASTR 108L. **Prerequisites**: MATH 106 or above.

ASTR 108L - Physical Science Survey Laboratory 2 hours

Laboratory experiences to complement ASTR 108. ASTR 108 must be completed before ASTR 108L can be used for G.E. credit. **Cross-listed** as CHEM 108/PHYS 108L. **Prerequisites**: ASTR 108/CHEM 108/PHYS 108 or concurrent enrollment.

BCHM 490W - Senior Seminar 3 hours

A seminar course required as a culminating experience prior to graduation for all seniors majoring in Biochemistry. Students construct and present a grant proposal on a topic relevant to the field of biochemistry or molecular biology. A grade of C or higher is required. This is a Writing Intensive course. **Prerequisite(s)**: Senior Standing; ENGL 133W; 45 semester hours of BIOL/CHEM.

BIOL 102 - Introduction to Anatomy and Physiology 3 hours

This course provides future health professional students with an introductory exploration of the human body's structure, function and disease. Students will gain an understanding of chemical compounds and cell components that exist in the human body. The mechanisms

of disease will also be explored. All human organ systems will be examined for their structure, function and common disorders.

BIOL 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science. **Crosslisted** with CHEM 105 and ENVS 105. **Prerequisites**: MATH 106 or MATH 110 or equivalent.

BIOL 108 - Human Biology 3 hours

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110.

BIOL 108L - Human Biology Laboratory 2 hours

Examination of human structure and function and the relationships between humans and their environment, including other living things. Fundamental biological principles as they apply to humans are explored. This course is intended for non-majors and those majors who need an introductory course before enrolling in BIOL 110. **Prerequisites**: BIOL 108 or co-enrollment.

BIOL 110 - Principles of Biology I 3 hours

Fundamental processes underlying biological systems from a cellular and organismal viewpoint. Students majoring in Biology must earn a grade of C or higher. **Prerequisite**: grade of C or higher in high school biology or BIOL 108 or ACT Math and English scores above 20 or SAT scores above 470.

BIOL 110L - Principles of Biology I Laboratory 2 hours

Laboratory experiences to complement BIOL 110. Students majoring in Biology must earn a grade of C or higher. **Prerequisite**: BIOL 110 or concurrent enrollment. BIOL 110 must be completed before BIOL 110L can be used as G.E. credit.

BIOL 112 - Principles of Biology II 3 hours

A continuation of BIOL 110. Topics to be covered include population genetics, evolution and natural selection, taxonomy, survey of plants and animals, and ecology and ecosystems. **Prerequisites:** C or better in BIOL 110.

BIOL 112L - Principles of Biology II Laboratory 2 hours

Laboratory experiences to complement BIOL 112. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** C or better in BIOL 110 and BIOL 110L, C or higher in BIOL 112 or concurrent enrollment.

BIOL 115 - Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. **Cross-listed** as ENVS 115.

BIOL 115L - Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement BIOL 115/ENVS 115. **Cross-listed** as ENVS 115L. **Prerequisite:** BIOL 115/ENVS 115 or concurrent enrollment. BIOL 115/ENVS 115 must be taken as a corequisite or completed before BIOL 115L/ENVS 115L can be used as G.E. credit.

BIOL 221 - Clinical Microbiology 3 hours

A survey of microorganisms with emphasis on clinically important bacteria, viruses, protozoa, fungi and invertebrates. Emphasis placed on the health care applications of microbiology and transmission of infectious disease agents. **Prerequisites:** C or better in BIOL 110. **Corequisite:** BIOL 221L.

BIOL 221L - Clinical Microbiology Laboratory 2 hours

Laboratory experiences to complement BIOL 221. **Prerequisites:** C or better in BIOL 110L. **Corequisite:** BIOL 221.

BIOL 222 - Conservation Biology 3 hours

Conservation Biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining

biodiversity are discussed. **Cross-listed** as ENVS 222. **Prerequisites:** C or higher in BIOL 112 or in BIOL 115/ENVS 115 or in SCIN 110.

BIOL 223 - Anatomy 3 hours

Structure of the human body including comparison with other vertebrates. Concurrent enrollment in BIOL 223L is recommended. **Prerequisite:** C or better in BIOL 110.

BIOL 223L - Anatomy Laboratory 2 hours

Laboratory experiences to complement BIOL 223. **Prerequisites:** C or higher in BIOL 110, C or higher in BIOL 223 or concurrent enrollment.

BIOL 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as PSYC 224/SOCI 224. **Prerequisites:** grade of C or higher in MATH 110 or MATH 150 or higher level math course (excludes MATH 200).

BIOL 230 - Medical Terminology 3 hours

An introduction to medical terminology with an emphasis on learning word roots, suffixes and prefixes as it pertains to the human body. **Prerequisites:** C or higher in BIOL 102, BIOL 105, BIOL 108 or BIOL 110.

BIOL 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Biology. Topics are approved by the Department of Physical and Biological Sciences.

BIOL 254 - Genetics 3 hours

Basic principles of Mendelian and molecular genetics. Concurrent enrollment in BIOL 254L/ENVS 254L is required. **Cross-listed** as ENVS 254. **Prerequisites:** Grade of C or better in BIOL 112; CHEM 110 with a grade of C or better.

BIOL 254L - Genetics Laboratory 2 hours

Laboratory experiences to complement BIOL 254 /ENVS 254 ; methodology and applications in classical and molecular genetics. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** BIOL 112L with a grade of C or higher; BIOL 254/ENVS 254 with a grade of C or higher, or concurrent enrollment.

BIOL 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 300 - Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. **Cross-listed** as ENVS 300/BIOL 300. **Prerequisites:** C or higher in BIOL 112 or in both SUST 110 and BIOL 115/ENVS 115.

BIOL 301 - Ichthyology 3 hours

An introductory course in ichthyology designed to familiarize students with the classification, morphology, biology, ecology, and behavior of fishes. **Cross-listed** as ENVS 301. **Prerequisites**: C or higher in BIOL 112 and BIOL 112L.

BIOL 309 - Animal Behavior 3 hours

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. **Cross-listed** as PSYC 309. **Prerequisites**: Six hours of PSYC coursework or six hours of BIOL coursework.

BIOL 315 - Applied Microbiology 5 hours

Survey study of microbial diversity and associated laboratory techniques. **Prerequisites**: C or higher in BIOL 254 /ENVS 254 and BIOL 254L /ENVS 254L

BIOL 319 - Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. **Cross-listed** as ENVS 319. **Prerequisites**: C or higher in BIOL 110 or BIOL 115/ENVS 115; C or higher in CHEM 112.

BIOL 320 - Introduction to Ecology 3 hours

Basic principles of introductory ecology. **Note**: Students cannot receive credit for both BIOL 321/ENVS 321 and BIOL 320/ENVS 320. **Cross-listed** as ENVS 320/BIOL 320. **Prerequisites**: C or higher in BIOL 222/ENVS 222.

BIOL 321 - Applied Ecology 5 hours

Applied principles of advanced ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as ENVS 321. **Note**: Students cannot receive credit for both BIOL 321/ENVS 321 and BIOL 320/ENVS 320 and/or 320L. **Prerequisites**: C or higher in BIOL 112 and BIOL 112L and BIOL 222/ENVS 222. 2 hours

BIOL 326 - Physiology 3 hours

Functional processes of the human body with emphasis on regulatory mechanisms. Concurrent enrollment in BIOL 326L is recommended. **Prerequisites**: C or higher in BIOL 110 and in CHEM 109 or CHEM 110. C or higher in BIOL 223.

BIOL 326L - Physiology Laboratory 2 hours

Laboratory experiences to complement BIOL 326. **Prerequisites:** C or higher in BIOL 110L and C or higher in BIOL 223L, C or higher in BIOL 326 or concurrent enrollment.

BIOL 330 - Exercise Physiology 3 hours

Metabolic and physiological processes of the body as they relate to exercise and athletic conditioning. Response of the body to environmental influence and nutritional intake. Effects of gender, aging and fatigue on athletic performance. **Prerequisites:** BIOL 110 and CHEM 110.

BIOL 338 - Forestry 3 hours

A survey of forestry in a broad geographic scope with a conceptual focus that establishes and integrates forest and wildlife management. Cross-listed with ENVS 338 . **Prerequisites:** C or better in BIOL 112 and CHEM 110 .

BIOL 343 - Botany 5 hours

Anatomy, physiology and taxonomy of plants. Laboratory is included. **Cross-listed** as ENVS 343. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L.

BIOL 345 - Principles of Cell Biology 3 hours

Theoretical foundations of basic cell biology, including structure, function, and synthesis of the plasma membrane and subcellular organelles; cell adhesion and the extracellular matrix; cell transport, communication, division, cancer and programmed cell death. **Prerequisites:** BIOL 254 with a grade of C or higher; CHEM 112 with a grade of C or higher. CHEM 310 is strongly recommended. Concurrent enrollment in BIOL 345L is required.

BIOL 345L - Principles of Cell Biology Laboratory 2 hours

Laboratory experiences to complement BIOL 345. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** A grade of C or higher in BIOL 254L and CHEM 112L; and a grade of C or higher in BIOL 345 or concurrent enrollment.

BIOL 353 - Zoology 5 hours

Survey of animal phyla and vertebrate organ systems. Laboratory is included. **Cross-listed** as ENVS 353. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L.

BIOL 360 - Kinesiology 3 hours

Introduction to the analysis and interpretation of human motion based on anatomical relationships, muscular activity and biomechanical principles that govern movement of the human body. **Prerequisites:** C or higher in BIOL 223.

BIOL 371 - Neuroscience 3 hours

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. **Cross-listed** as PSYC 371. **Prerequisites:** Six hours of PSYC courses or six hours of BIOL courses.

BIOL 372 - Sensation and Perception 3 hours

Introduction to the study of human senses and higher-order perceptual processes. **Cross-listed** as PSYC 372. **Prerequisites:** six hours of BIOL or six hours of PSYC courses and junior standing.

BIOL 380 - Developmental Biology 3 hours

Study of animal development, including gamete development and fertilization, embryonic development, mechanisms of cellular differentiation, cell-cell interactions during development and mechanisms of differential gene expression. Emphasis on understanding development at the cellular and molecular level. **Prerequisites:** BIOL 345 with a grade of C or better.

BIOL 390 - Principles of Molecular Biology 5 hours

The study of prokaryotic and eukaryotic gene structure, regulation, and function at the molecular level. Laboratory exercises will focus on gene expression and gene analysis. Students majoring in Biology, Biochemistry, and Molecular Biology must earn a grade of C or higher. **Prerequisite(s):** Students must earn a C or higher in BIOL 345 and BIOL 345L.

BIOL 395W - Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and

presentation. Students majoring in Biology or Environmental Science must earn a grade of C or higher. **Cross-listed** as ENVS 395W. **Prerequisites**: 20 semester hours of BIOL, ENVS, FRSC, PHYS and/or CHEM courses; junior standing; C or higher in BIOL 224/PSYC 224/SOCI 224; C or higher in ENGL 133W.

BIOL 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Cross-listed as CHEM 399/ENVS 399/FRSC 399. **Prerequisite(s) / Corequisite(s)**: Declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, and Molecular Biology. Junior standing. Students must have completed with a grade of C or higher 15 hours in their major prefix.

BIOL 409 - Molecular Biotechniques 5 hours

Methodology and application in molecular biology, with special emphasis on biotechnology and experimental design. Students majoring in Forensic Science - Biology Track or Molecular Biology must earn a C or higher. **Prerequisite(s)**: Grade of C or higher in BIOL 345 and BIOL BIOL 345L.

BIOL 412 - Advanced Laboratory Techniques 3 hours

This course will focus on the history and evolution of fundamental research techniques in the field of molecular biology. Students will explore the benefits and shortcomings of each technique as they apply them to answer a research question. Students majoring in Molecular Biology must earn a C or higher. **Prerequisite(s)**: Grade of C or better in BIOL 345 and BIOL 345L.

BIOL 415 - Immunology 3 hours

Theoretical foundations of immunology, including antibody and cell-mediated immune response; antibody-antigen interactions; and immune system disorders. Designed to prepare pre-professional students for later studies. **Prerequisites**: BIOL 345 with a grade of C or higher.

BIOL 420 - Biochemistry I 3 hours

The first of a two-semester course that will outline the structure, function, and chemical properties of biological molecules. Topics will include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signaling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Cross-listed** as BIOL/CHEM 420. **Prerequisites:** C or higher in BIOL 345 and CHEM 312.

BIOL 420L - Biochemistry Laboratory 2 hours

Laboratory teaching fundamental techniques in biochemistry. **Cross-listed** as BIOL/CHEM 420L. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Prerequisites:** C or higher in BIOL 345L and CHEM 312L.

BIOL 422 - Biochemistry II 3 hours

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids; the urea cycle; oxidative and photo phosphorylation; anabolism of lipids, amino acids, nucleotides, and other nitrogen containing compounds; hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes; and the biological synthesis of DNA, RNA, and proteins. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as CHEM 422. Prerequisites BIOL 420/CHEM 420.

BIOL 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Biology. Topics are approved by the Department of Physical and Biological Sciences.

BIOL 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Biology. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Biology courses, and a cumulative GPA of 3.0 or higher.

BIOL 472 - Psychopharmacology 3 hours

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants and mood stabilizers. **Cross-listed** as PSYC 472. **Prerequisites**: junior standing and six hours of BIOL or six hours of PSYC courses.

BIOL 490 - Senior Seminar 1 hour

A seminar course required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is Satisfactory (S)/Unsatisfactory (U), with a grade of S required. **Cross-listed** as ENVS 490. **Prerequisites**: senior standing, ENGL 133W, 45 semester hours in BIOL/ENVS.

BIOL 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Cross-listed** with BIOL 499/CHEM 499/ENVS 499/FRSC 499. **Prerequisites/Corequisites**: Three hours of BIOL 399/CHEM 399/ENVS 399/FRSC 399. Minimum

15 hours of coursework in the major with a grade of C or better, senior standing, declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, or Molecular Biology, minimum 3.0 GPA in major core classes at the time of registration of internship.

CHEM 104 - Fundamentals of Chemistry 3 hours

Fundamentals of chemistry for students that have little or no prior chemistry experience. This class focuses on units and measurements, atomic structure, balancing and using chemical reactions, molecular bonding in covalent compounds, the properties of gases and solutions, and chemical problem solving. This class is intended to prepare students to take CHEM 109 or CHEM 110.

CHEM 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science. **Crosslisted** with BIOL 105 and ENVS 105. **Prerequisites:** MATH 106 or MATH 110 or equivalent.

CHEM 108 - Physical Science Survey 3 hours

Examination of the physical world and its basic underlying scientific principles. **Cross-listed** as PHYS 108. **Prerequisites:** C or higher in MATH 106 or MATH 150.

CHEM 108L - Physical Science Survey Laboratory 2 hours

Laboratory experiences to complement CHEM 108. CHEM 108 must be completed before CHEM 108L can be used for G.E. credit. **Cross-listed** as ASTR 108L /PHYS 108L. **Prerequisites:** CHEM 108/PHYS 108 or concurrent enrollment.

CHEM 109 - Chemistry for Biological and Health-Related Sciences 3 hours

Fundamentals of chemistry for students entering biological or health-related fields. Topics include stoichiometry, chemical equations and reactions, properties of gases, solutions and electrolytes, acid/base properties and pH, an introduction to organic chemistry, and various aspects of chemistry important in biological systems. **Prerequisites:** C or higher in

MATH 106, MATH 150, or MATH 180, (or ACT math score of 21 or higher); C or higher in CHEM 104 or CHEM 108/PHYS 108 or high school chemistry.

CHEM 110 - Chemistry I 3 hours

Fundamental course in the principles of chemistry. Topics include atoms and atomic theory, stoichiometry, chemical equations, chemical reactions, properties of gases, properties of solutions, and thermochemistry. **Prerequisites**: C or higher in MATH 106, MATH 150, or MATH 180, (or ACT math score 21 or higher); C or higher in CHEM 104 or CHEM 108/PHYS 108 or high school chemistry.

CHEM 111L - Introductory Chemistry Laboratory Experience 2 hours

An experimental introduction to the physical and chemical properties of matter to complement CHEM 109 and CHEM 110. **Prerequisite**: CHEM 109 or CHEM 110 or concurrent enrollment.

CHEM 112 - Chemistry II 3 hours

A continuation of CHEM 110. Topics to be covered include acids/bases, kinetics, equilibrium, electrochemistry, nuclear chemistry, coordination complexes and introduction to organic chemistry. **Prerequisite**: grade of C or higher in CHEM 110.

CHEM 112L - Chemistry II Laboratory 2 hours

An experimental introduction to the physical and chemical properties of matter to complement CHEM 112. **Prerequisites**: C or higher in CHEM 112 or concurrent enrollment; C or higher in CHEM 111L.

CHEM 230 - Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. **Cross-listed** as ENVS 230. **Prerequisites**: C or higher in CHEM 112.

CHEM 230L - Environmental Toxicology and Chemistry Lab 2 hours

Laboratory experiences to complement CHEM 230/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. **Cross-listed** as ENVS 230L. **Prerequisites:** C or higher in CHEM 112L. **Corequisites:** CHEM 230/ENVS 230.

CHEM 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Chemistry. Topics are approved by the Department of Physical and Biological Sciences.

CHEM 255 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 256 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 257 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 310 - Organic Chemistry I 3 hours

The first semester of a two semester course that introduces the foundations and the chemistry of organic compounds: alkanes, alkyl halides, alkenes, alkynes and alcohols.

Emphasizes the theories, structures, nomenclature, properties, stereochemistry, reactions and mechanisms of organic compounds. Brief introduction to common spectroscopic techniques used in organic chemistry. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** grade of C or higher in CHEM 112.

CHEM 310L - Organic Chemistry I Laboratory 2 hours

Laboratory experiences to complement CHEM 310 focusing on separation/purification techniques. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** C or higher in CHEM 310 or concurrent enrollment; C or higher in CHEM 112L.

CHEM 312 - Organic Chemistry II 3 hours

A continuation of CHEM 310. Topics to be covered include spectroscopy, the chemistry of alcohols, aromatic compounds, ethers, epoxides, sulfides, aldehydes, ketones, carboxylic acids. Carboxylic acid derivatives and amines. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** CHEM 310 with a grade of C or higher.

CHEM 312L - Organic Chemistry II Laboratory 2 hours

Laboratory experiences to complement CHEM 312 focusing on synthetic and instrumental methods. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** C or higher in CHEM 312 or concurrent enrollment; C or higher in CHEM 310L.

CHEM 322 - Inorganic Chemistry 3 hours

A survey of the inorganic and organometallic chemistry of the elements. Topics include group theory, acid/base chemistry, solid state chemistry, main group elements, coordination chemistry and organometallic compounds and reactions. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** grade of C or higher in CHEM 112.

CHEM 335 - Quantitative Analysis 5 hours

An overview of analytical chemical techniques with a focus on how data is collected, analyzed and interpreted. This will include the development of analytical methods as well as analytical sampling strategies. A quantitative approach to chemical equilibria and acid-base chemistry are discussed as are their application to the quantification of chemical samples and electrochemical measurements. Laboratory work is included as part of this

course. **Prerequisites**: C or higher in CHEM 112 and CHEM 112L; C or higher in MATH 150 or MATH 180.

CHEM 337 - Instrumental Analysis 5 hours

A survey of the design, operational principles and applications of instrumental methods of chemical analysis. This class focuses on understanding the fundamental principles of instrumental methods that underlie chromatography, spectroscopy and mass spectroscopy. Laboratory work is included as part of this course. **Prerequisites**: CHEM 335 and CHEM 310 with a grade of C or higher.

CHEM 355 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 356 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 357 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Cross-listed as CHEM 399/ENVS 399/FRSC 399. **Prerequisite(s) / Corequisite(s)**: Declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, and Molecular Biology. Junior standing. Students must have completed with a grade of C or higher 15 hours in their major prefix.

CHEM 401 - Introduction to Physical Chemistry/Chemical Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include: thermodynamics, chemical kinetics and quantum mechanics. **Cross-listed** as PHYS 401. **Prerequisites**: CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).

CHEM 412 - Advanced Experimental Chemistry 3 hours

A course focusing on laboratory problems requiring classical and modern physical principles and inorganic/organometallic synthetic techniques. Includes one hour of lecture and three hours of lab per week. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites**: grade of C or higher in CHEM 312; CHEM 312L; CHEM 335.

CHEM 420 - Biochemistry I 3 hours

The first of a two-semester course that will outline the structure, function, and chemical properties of biological molecules. Topics will include protein function, enzyme kinetics, bioenergetics, membrane transport, cell signaling pathways, DNA information technology, and central intermediate metabolism. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Cross-listed** as BIOL 420/CHEM 420. **Prerequisites**: C or higher in BIOL 345 and CHEM 312.

CHEM 420L - Biochemistry Laboratory 2 hours

Laboratory teaching fundamental techniques in biochemistry. **Cross-listed** as BIOL 420L/CHEM 420L. Students majoring in Biology or Chemistry must earn a grade of C or higher. **Prerequisites**: C or higher in BIOL 345L and CHEM 312L.

CHEM 422 - Biochemistry II 3 hours

The second of a two semester course that outlines the structure, function, and chemical properties of biological molecules. Topics include the catabolism of fatty acids and amino acids; the urea cycle; oxidative and photo phosphorylation; anabolism of lipids, amino acids, nucleotides, and other nitrogen containing compounds; hormonal regulation and integration in mammalian metabolism and extensions of this concept into the function and regulation of genes and chromosomes; and the biological synthesis of DNA, RNA, and proteins. Students majoring in Biology or Chemistry must earn a grade of C or higher. Cross-listed as BIOL 422. Prerequisites BIOL 420/CHEM 420.

CHEM 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Chemistry. Topics are approved by the Department of Physical and Biological Sciences.

CHEM 455 - Directed Study 1-5 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of Chemistry. This course requires the approval of the Dean of the School of Natural Sciences and Mathematics and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Chemistry courses, and a cumulative GPA of 3.0 or higher.

CHEM 490 - Senior Seminar 3 hours

A seminar course required as a culminating experience prior to graduation for all seniors majoring in science. Students do library research project(s) from the field of natural sciences. A grade of C or higher is required. **Prerequisites**: senior standing; ENGL 133W; CHEM 335, a minimum of 26 hours of coursework with CHEM prefix.

CHEM 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Cross-listed** with BIOL 499/CHEM 499/ENVS 499/FRSC 499. **Prerequisites/Corequisites**: Three hours of BIOL 399/CHEM 399/ENVS 399/FINC 399. Minimum 15 hours of coursework in the major with a grade of C or better, senior standing, declared

major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, or Molecular Biology, minimum 3.0 GPA in major core classes at the time of registration of internship.

CDEV 106 - Child Health, Nutrition, and Safety 3 hours

The study of health, nutrition, and safety as they relate to infants and children. First aid, physical health, mental health, nutritional needs, safety guidelines, and abuse and neglect are discussed, as well as guidelines for effectively meeting children's needs in childcare settings and classrooms. Cross-listed as EDUC 106 .

CDEV 290 - Infants and Toddlers 3 hours

The study of infants and toddlers from conception to age 2. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the infant and toddler. **Prerequisites**: PSYC 101.

CDEV 291 - Early and Middle Childhood 3 hours

The study of children from age 3 to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Prerequisites**: PSYC 101.

CDEV 312W - Integrated Curriculum for Children 3 hours

The student will explore the theories, techniques and approaches to planning and implementing an integrated curriculum via a multitude of learning experiences for elementary and pre-school children. Interdisciplinary, intradisciplinary, project-based, and inquiry-based learning experiences will be addressed and practiced. **Prerequisites**: ENGL 133W; CDEV 290 and CDEV 291, or EDUC 396/PSYC 396.

CDEV 314 - Motor Development and Play 3 hours

The study of the social, emotional, psychological, cognitive, and physical benefits of children's play and leisure. The sequential development of fine and gross motor skills during childhood will be addressed. Methods of assessment and developmentally appropriate practices for planning and conducting movement and play curricula will be discussed. **Prerequisites**: CDEV 290 and CDEV 291 or EDUC 396/PSYC 396.

CDEV 316 - Engaging Families as Educational Partners 3 hours

Philosophical foundations and collaborative strategies for teachers and other professionals working with families with young children. Parent education and involvement; family dynamics; child abuse; child care; and the relationship between child, family, community, and educators will be discussed. **Prerequisites**: PSYC 101 or EDUC 396/PSYC 396.

CDEV 318 - Community Partnerships to Support Whole Child Development 3 hours

Philosophical foundations and collaborative strategies for teachers and other professionals working with young children. The development of partnerships with community services to reach, engage, and support young children and their families; child welfare, political influences, advocacy groups, and other factors that impact young children and their families; and the relationship between family, school, and community will be discussed. **Prerequisites**: PSYC 101 or EDUC 396/PSYC 396.

CDEV 324 - Observation and Assessment of Young Children 3 hours

Explores observation and assessment strategies for studying physical, cognitive, and social-emotional development, with an emphasis on culturally responsive and developmentally appropriate practice. Students will develop skills in systematic observation and formative and summative assessment in order to document growth, play, and learning, and for the purposes of planning curriculum, activities, and environments. Also explored are skills for collaboration with families and professionals, ethical and legal responsibilities, and the accountability landscape. Multiple assessment tools will be utilized during simulated events. **Prerequisites**: CDEV 290 and CDEV 291 or EDUC 396/PSYC 396.

CDEV 335 - Teaching Creative Arts and Movement to Children 3 hours

Games, rhythms, music, singing, dance, drama, visual arts, materials, and methods utilized by elementary and pre-school classroom teachers to integrate the arts and kinesthetic movement into classroom instruction. **Prerequisites**: EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

CDEV 495 - Senior Seminar in Child Development 3 hours

Capstone course integrating prior learning and exploring contemporary issues in child development. This course is required as a culminating experience prior to graduation. **Prerequisites**: senior standing; Child Development major; all core degree requirements completed or currently enrolled.

CDEV 499 - Internship 1-3 hours

Application of the student's knowledge of child development in an actual work environment under supervision. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** senior standing and a 3.0 or higher in CDEV courses.

CISS 170 - Introduction to Computer Information Systems 3 hours

Overview of computer hardware, software, programming and information systems as applied in the modern business environment. Hands-on applications of word processing, spreadsheet and data management software are used to explore use of microcomputers in business.

CISS 175 - Microcomputer-based Personal Productivity Tools 3 hours

Use of advanced microcomputer-based personal productivity software (Microsoft Office) certification in Microsoft Office, using the skills assessment manager, and simple WEB page design. **Prerequisite:** CISS 170.

CISS 201 - Agile Software Development 3 hours

This course is an introduction to software development with agile processes. Topics include: Scrum, Lean, Extreme Programming, Kanban, agile requirements, coding, testing, version control, and project management.

CISS 202 - Introduction to Databases 3 hours

This course is an introduction to the basic techniques and theory in relational databases. Topics include: database concepts and architecture, data modeling, database design, normalization, denormalization, SQL, relational algebra, and database programming.

CISS 234 - Visual Basic 3 hours

An introduction to programming using Visual Basic. Emphasis is on Visual Basic syntax and creating user interfaces in Visual Basic. Topics include application design, using variables and constants, the selection and repetition structures, sequential access files, menus, dialog boxes and error trapping, random access files, database access and arrays. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 238 - Java Programming 3 hours

An introduction to programming using Java. Topics covered include basic programming concepts such as methods, classes, objects, inheritance, polymorphism, encapsulation, arrays, strings, and collections, as well as file input and output, with a primary focus on object-oriented programming. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 241 - C++ Programming I 3 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types arrays, strings, pointers, and recursion. **Prerequisites:** Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

CISS 242 - C++ Programming II 3 hours

A continuation of CISS 241 in program design and development using C++. Topics include strings, pointers, recursion, classes, methods, and operator overloading. **Prerequisites:** grade of C or higher in CISS 241.

CISS 243 - C++ Programming III 3 hours

A continuation of CISS 242 in program design and development using C++. Topics include inheritence, polymorphism, templates, stream I/O, file processing, stacks, queues, and lists. **Prerequisites:** grade of C or higher in CISS 242.

CISS 280 - Systems Analysis and Design I 3 hours

The first in a two-course sequence (see CISS 320). Explores requirements, and methods for documenting and analyzing existing business information systems; includes investigation and development of alternative solutions. **Prerequisite:** CISS 234 or CISS 238 or CISS 241.

CISS 298 - Web Programming 3 hours

Introduction to web programming issues associated with developing web applications and website design.

CISS 301 - Operating Systems and Cloud Computing 3 hours

Introduction to computer operating systems and cloud computing. The Operating Systems topics include memory, processors, process, device, and file management. The Cloud topics include technical, managerial, operational, compliance, and security issues. **Prerequisites:** CISS 298.

CISS 302 - Business Data Communications and Networking 3 hours

Introduction to business computer networking. Topics include network architecture with layered models; network technologies with LAN, MAN and WAN; network security, design and management.

CISS 311 - Advanced Agile Software Development 3 hours

This course is a second course in agile software development. Topics include in-depth coverage of scrum, team productivity, culture, pace sustainability, technical debt, cost estimation, documentation and contract writing. **Prerequisites:** CISS 201 and CISS 202.

CISS 320 - Systems Analysis and Design II 3 hours

A continuation of CISS 280. Explores the design and implementation of information systems, selection of alternatives, object-oriented design techniques, ISO 9001 software quality assurance mechanisms. **Prerequisite:** CISS 280 with a grade of C or higher.

CISS 321 - UX Design 3 hours

The course focuses on principles, processes, and practices specific to user experience and user interface design for software apps, such as desktop, mobile, and web. The topics include usability, user interaction, iconography, mapping, and prototyping. Students will pursue advancing visual and interactive communication skill sets as they complete application focused projects that seek to create effective user experiences. **Prerequisites:** CISS 298.

CISS 338 - Advanced Java Programming 3 hours

This is the second course for programming in Java. Topics include: multithread, JavaFX, recursion, generics, networking, selenium, reflection, and database. **Prerequisites:** CISS 238 and Junior standing.

CISS 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of information systems. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. **Prerequisites: c**ompletion of at least 45 semester hours of coursework, including CISS 201 and CISS 202, and a cumulative GPA of 3.0 or higher.

CISS 365 - Project Management 3 hours

An introduction to project management issues associated with information technology projects including project management core concepts, predictive, plan-based methodologies, agile framework, and business analysis. This course is mapped to CAPM certification. **Prerequisites**: MGMT 254W and one of CISS 311, CISS 320 or CISS 325.

CISS 390 - Global Information Systems Management 3 hours

Introduction to global information systems management issues associated with culture, politics and geo-economics, international IS standards and regulations, outsourcing and off-shoring. **Prerequisites**: junior standing.

CISS 397 - Business Data Analytics 3 hours

This course is an introduction to the basic techniques in business data analytics. Topics include: collecting, storing, accessing, and manipulating large datasets, data visualization, predictive analytics, and clustering. **Prerequisites**: MATH 250 or BIOL 224/PSYC 224/SOCI 224.

CISS 399 - Information Systems Internship 1-6 hours

Students complete 45 hours of experiential work for each credit hour. Typical internships include application development, database design and development, network management, and helpdesk customer service. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites**: junior standing. Students must have completed at least 6 hours of CISS prefix courses with a grade of C or higher in each course. Minimum cumulative 2.5 GPA at time of registration of internship. Students may register for no more than six hours of CISS 399 during their time at Columbia College.

CISS 402 - Advanced Database 3 hours

This course is a second course in database systems. Topics include: object-based models, storage architecture, data architecture, advanced SQL, NoSQL, transaction, performance tuning, distributed databases, security, social and ethical issues. **Prerequisite**: CISS 202.

CISS 411 - Software Architecture with ASP.NET MVC 3 hours

This course is about software architecture theory and methods. Topics include ASP.NET MVC, Entity Framework, Identity, and SOLID principles. **Prerequisites**: CISS 298 and CISS 311.

CISS 421 - Machine Learning 3 hours

This is an introductory course in machine learning. The course focuses on understanding the basic operations and applications in the field. Topics include data acquisition, classification, regression, model fitting, supervised and unsupervised training, k-means clustering, optimization training, random forests, recommender systems, sentiment analysis, and visualizations. **Prerequisites**: CISS 201; and MATH 250 or BIOL 224 or PSYC 224 or SOCI 224.

CISS 422 - Deep Learning 3 hours

This course introduces deep learning concepts specifically tailored for Information Systems majors, focusing on understanding and applying neural networks in business contexts. Topics include fundamental principles, underlying mathematics, and implementation details of deep learning, practical aspects of deep learning, and applications of deep learning in various domains of business. **Prerequisite(s)**: CISS 397 and CISS 421.

CISS 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Information Systems. Topics are approved by the Computer and Mathematical Sciences Department.

CISS 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of information systems. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, including CISS 311 and CISS 402, and a cumulative GPA of 3.0 or higher.

CISS 472 - Data Warehousing and Decision Support Systems 3 hours

An investigation of data warehousing, data mining and analytics, and decision support systems. Topics include business intelligence, knowledge systems, analytics, artificial intelligence, and internet of things. **Prerequisites:**CISS 202 OR COSC 430.

CISS 491 - Business Software Development 3 hours

This course is the capstone course for management information systems majors. Students form an agile team to develop real world software for business. **Prerequisites:** CISS 402 and CISS 411 .

CISS 492 - Senior Seminar in Management Information Systems 3 hours

Required culminating course for graduation as a Management Information System (MIS) major. Readings from the current literature. Requires original research project or paper. Grade of C or higher required. This course includes a program evaluation component. **Prerequisites:** CISS 320, CISS 365, COSC 430, and senior standing.

CISS 499 - Internship 1-6 hours

Students complete 45 hours of experiential work for each credit hour. Typical internships include application development, database design and development, network management, and helpdesk customer service. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** Senior standing; declared major in Computer Information Systems or Management Information Systems; minimum 3.0 cumulative GPA at time of registration for internship.

CJAD 101 - Introduction to Criminal Justice Administration 3 hours

History and development of major components of the Criminal Justice system; police, prosecution, defense, criminal courts, institutional and community-based corrections.

CJAD 201 - Criminal Investigation 3 hours

Provides the student with a working knowledge of criminal investigation principles, techniques, law, and procedure. The investigation process is studied from basic theoretical concepts to the application of the basic elements for prosecution of criminal cases. Included is a study of crime scene investigation, interrogation, burglary, assault, sex

crimes, death cases, homicide and murder, organized crime and terrorism. **Prerequisite:** CJAD 101.

CJAD 203 - Crime Scene Investigation 3 hours

Techniques and methods of crime scene investigation focusing on practical suggestions as well as theoretical viewpoints of the field. Topics include: fundamentals of the preliminary investigation, identification, protection and collection of evidence, sketching and photographing the crime scene, interpreting blood stain evidence and fingerprinting techniques. **Prerequisite:** CJAD 201.

CJAD 205 - Crime Scene Photography 3 hours

Techniques and methods of modern crime scene photography, focusing on practical applications of how crime scene and forensic imaging are conducted utilizing a digital single lens reflex camera (D-SLR). Topics include fundamentals of photography in the documentation of crime scenes and evidentiary items required for testimonial and reconstruction purposes. Note: Students taking this course are required to use a single lens reflex camera (D-SLR). No film, point-&-shoot digital cameras, hybrid digital cameras, or pro-consumer digital cameras are allowed to be used in this course. Embedded Exit information will be reviewed by instructor of all images submitted during this course. Images are turned in "as is" having no enhancements done by imaging software. **Prerequisite:** CJAD 201.

CJAD 210 - Crisis Intervention 3 hours

Survey of the current crisis intervention literature and introduction to the theories, principles, concepts and techniques of crisis intervention. Upon completion, students should be able to predict who may need crisis intervention services, and demonstrate the provision of first-order crisis intervention. **Prerequisites:** PSYC 101.

CJAD 215 - Private Security 3 hours

A comprehensive survey of the private security field, including history, organizational and industry structure, strategies and tactics, legal and ethical Issues, and employment possibilities. **Prerequisites:** ENGL 133W or registration in a certificate program.

CJAD 233 - Topics 1 hour

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department. Course may be repeated five times for a total of six semester hours.

CJAD 267 - Cybercrime 3 hours

Cybercrime is an interdisciplinary survey of high-technology crime from criminal justice and computer science perspectives from the characterization and theory of cybercrime to the acquisition and preservation of evidence. Cross-listed with CYSC 267. **Prerequisites/Corequisites:** One of CJAD 101,CISS 201,CISS 202,or HSEC 250.

CJAD 301 - Criminal Law 3 hours

Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. **Prerequisites:** ENGL 133W or enrollment in a certificate program.

CJAD 308 - Drug Abuse and Crime Control 3 hours

Comprehensive examination of the interaction between drug abuse and the criminal justice system. Examines drug pharmacology, drug laws, public policy and the roles of the police. **Prerequisites:** CJAD 101.

CJAD 311 - Police in a Democratic Society 3 hours

Overview and analysis of law enforcement history, development, purposes and roles in a democratic society. Material is presented from a theoretical standpoint and examines critical issues and advances in crime control. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 317 - Bloodstain Evidence 3 hours

A practice-oriented class on the techniques and methods of identifying and interpreting blood spatter evidence. Topics include fundamentals of bloodstain evidence, low velocity impact and angular bloodstains, medium and high velocity bloodstains, significance of partially dried, clotted, aged, physically altered bloodstains, and others. **Prerequisite:** CJAD 201.

CJAD 320 - Cultural Diversity in Criminal Justice 3 hours

Examination of current issues, social problems and public policies relating to the administration of justice in a culturally diverse community. **Prerequisites:** CJAD 101, and ENGL 133W.

CJAD 325 - Juvenile Justice System and Procedures 3 hours

Examines the basic concepts and elements of substantive criminal law, which defines such crimes as murder, rape, assault, larceny, burglary and robbery. Analysis of inchoate crimes involving attempt, solicitation, and conspiracy. Analysis of general principles of criminal liability, punishment, and the legal limitations of such liability based on self-defense, necessity, entrapment, diminished capacity and insanity. **Prerequisites:** ENGL 133W or enrollment in a certificate program.

CJAD 328 - Shooting Incidents 3 hours

Exploration and practical analysis of forensic evidence resulting from shooting incidents, including consideration of ballistics, ammunition, weapons/hardware, injury patterns in association with entry and exit wounds, and injury documentation and reconstruction techniques. **Prerequisites:** CJAD 201 and CJAD 203.

CJAD 330 - Management of Criminal Justice Agencies 3 hours

Examines criminal justice agencies within the context of current management principles, organizational theory, and administrative practices. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department.

CJAD 345 - Ethics and Morality in Criminal Justice 3 hours

Study of the decision-making process in criminal justice as it relates to discretion, due process, truthfulness, corruption and discrimination. **Prerequisites:** CJAD 101 and ENGL 133W.

CJAD 350 - Corrections and Penology 3 hours

Analysis of punishment in our criminal justice system, with focus on why we punish, and how we punish, all examined within the context of correctional philosophies. History and development of corrections, including relevant theories, practices, systems analysis and treatment modalities. **Prerequisites**: CJAD 101; ENGL 133W or enrollment in a certificate program.

CJAD 351 - Community Based Corrections 3 hours

Examination of the philosophy, role and function of probation, parole and other community based corrections as compared to institutional corrections. Consideration and critical evaluation of special programs and recent innovations in community based corrections. **Prerequisites**: CJAD 101 and enrollment in a certificate program.

CJAD 352 - Victimology 3 hours

Examination of crime and justice from the victim's perspective. Topics include the history of the victims' rights movement, victim assistance programs, victimization patterns and trends, and victim interaction with law enforcement, the courts and corrections. **Prerequisites**: CJAD 101 or HUMS 105.

CJAD 370 - Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course will examine controversies in defining terrorism; explore the historical roots of terrorism; examine terrorist motivations, organization and strategies; and explore ways in which countries can respond to the threat of terrorism. **Cross-listed** as POSC 370. **Prerequisites**: ENGL 133W or registration in a certificate program.

CJAD 390 - Criminal Justice Practicum 3 hours

Integrates academic knowledge with applied professional experience through supervised field placement in an approved agency or organization. Permission of the Criminal Justice Administration and Human Services Department Chair one semester before the desired practicum placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisite**: Completion of 60 hours of coursework with a GPA of 2.5.

CJAD 399 - Criminal Justice Internship 3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal

justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Students may register for no more than 12 criminal justice internship credits (CJAD 399 and CJAD 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** CJAD 101, junior standing, and minimum 2.5 cumulative GPA at time of registration for internship.

CJAD 403 - Cold Case Investigation 3 hours

Examination of the processes, theories and investigative techniques of cold case investigations. Operative and sequential procedures that lead to successful closure of cold cases are also examined. Topics include: development of cold case units, solvability factors, review and evaluation of evidence, and the basic and advanced technological methods employed by cold case squads. **Prerequisites:** CJAD 101, CJAD 203, CJAD 405, and a declared Criminal Justice or Forensic Science major.

CJAD 405 - Laws of Criminal Evidence 3 hours

Analysis of why certain testimony, objects and materials should be admitted or rejected as evidence in criminal trials. **Prerequisites:** ENGL 133W; junior standing.

CJAD 406 - Expert and Scientific Evidence 3 hours

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. **Prerequisites:** junior standing.

CJAD 415 - Criminal Procedures 3 hours

Detailed examination of the procedures utilized in the criminal justice system as they relate to criminal law and the administration of justice. Emphasis is placed on court decisions involving the 4th, 5th, 6th, 8th and 14th amendments to the U.S. Constitution. **Prerequisites:** junior standing and ENGL 133W.

CJAD 420 - Legal Issues in Criminal Justice 3 hours

Analysis of current and controversial legal issues in the criminal justice system. Topics may include current Supreme Court issues, hate crime, domestic violence, gun control, the death penalty, police civil liability, privacy rights, wrongful conviction and public policy, plea bargaining, specialty courts, reforms to the justice system, and law enforcement counter-terrorism activities. **Prerequisites**: CJAD 101 and junior standing.

CJAD 421 - Organized Crime 3 hours

Overview of organized crime. Emphasis is placed on the theories and evolution of organized crime, the principal forms of organized criminal activity, and efforts to investigate, control and prosecute. **Prerequisites:** CJAD 101 and ENGL 133W taken previously or concurrently.

CJAD 425W - Legal Research and Writing 3 hours

Application of systems and methods of legal research to problems and issues in the justice system. **Cross-listed** as LGST 425W. **Prerequisites**: ENGL 133W; junior standing.

CJAD 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in criminal justice. Topics are approved by the Criminal Justice Administration and Human Services Department.

CJAD 495 - Integrative Seminar 3 hours

Culminating course for graduation as a Criminal Justice major. Completion with a grade of C or higher required. Designed to integrate and synthesize all coursework in criminal justice and related areas so the student has a broad conceptual and practical understanding of the criminal justice career field. In addition, it is designed to ensure that the student has a practical understanding of all critical and current issues in the criminal justice field as they relate to the law, law enforcement agencies, criminal courts, corrections and juvenile justice. **Prerequisites**: Declared CJAD major; completion of 102 hours of coursework, including completion of either HUMS 300W **or** CJAD 425W **or** PSYC 225/SOCI 225 **or** POSC 395.

CJAD 499 - Advanced Criminal Justice Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a criminal justice agency, in a non-profit agency which interacts with the criminal justice system, in an attorney's office, or in other similar positions promoting an understanding of Criminal Justice. The directing faculty member must approve the internship placement. Students may register for no more than 12 criminal justice internship credits (CJAD 399 and CJAD 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory).
Prerequisites: Minimum of nine hours of criminal justice coursework; senior standing; minimum 3.0 GPA in major core classes at the time of registration for internship.

COLL 107 - Career Development and Decision Making I 1 hour

This course focuses on career planning and practical tools for job hunting. Students will learn strategies for gaining employment in their field of choice. Grades are assigned as 'S'(satisfactory) or 'U'(unsatisfactory). **Prerequisite:** 2.0 cumulative GPA; Students in F-1 status must meet CPT eligibility.

COLL 109 - Communicating to Our World: An Introduction to Leadership 2 hours

Students learn about leadership development through various models and theories such as social change model. Through participation in the program, students will have the opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those chosen for the Leadership program.

COLL 110 - Career Development and Decision Making II 1 hour

This course builds on skills from COLL 107, focusing on interviewing, professional communication, and workplace behavior and expectations. Grades are assigned as 'S'(satisfactory) or 'U'(unsatisfactory). **Prerequisites:** COLL 107 ; 2.0 cumulative GPA; Students in F-1 status must meet CPT eligibility.

COLL 111 - Emerging Leadership Applied 1 hour

Students apply leadership skills and learn the importance of followership and working with others to create change. Through participation in the Emerging Leaders Institute (ELI), students apply their learned knowledge to real life experiences and develop a vision project to create change on a social issue he or she is passionate about. This class can only be taken by those chosen for the ELI Program.

COLL 119 - An Introduction to Leadership 2 hours

Students learn about leadership development through various models and theories such as social change model. Through participation in the program, students will have the opportunity to apply their learned knowledge to real life experiences. This class can only be taken by those accepted for the Leadership program.

COLL 133 - General Education Foundations Seminar 3 hours

The Foundations Seminar provides an intensive academic experience designed to help new students learn the strategies necessary for success in college. Through exposure to a variety of broad topics, students will develop skills ranging from critical thinking and inquiry to maintaining one's personal wellbeing. Students will also be introduced to digital literacy, and to the expectations of Columbia College and its faculty, including becoming familiar with the general education curriculum, degree requirements, and college catalog. All students with less than 24 credit hours post-high school are required to take this course in their first semester.

COLL 285 - Associates Capstone 3 hours

This course will develop students' understanding of the skills and knowledge they have learned throughout completing their degree with a focus on how those skills can be applied to achieve their professional goals. **Prerequisites:** sophomore standing, ENGL 133W .

COLL 485 - Bachelors of General Studies Capstone 3 hours

A culminating course for the Bachelor of General Studies. This course requires reflection on how the General Education program and the student's individualized program of BGS coursework have prepared the student for success following graduation. **Prerequisites:** senior standing.

COMM 110 - Presentational Skills 3 hours

This course introduces students to basic skills necessary to function effectively in public communication situations, including informative and persuasive speaking. In addition, students will develop abilities to analyze and evaluate oral discourse as a means of becoming informed consumers of communication.

COMM 201 - Cross-Cultural Communication Practicum for Native English Speakers 1 hours

Designed for native English speakers, this course provides a forum for connecting with English language learners (ELLs) for conversation and cultural exchange. Meeting with ELLs is also a unique opportunity to gain insight into the challenges and benefits of living and learning in America. Requirements include attending an orientation meeting as well as a "Match Dinner," committing to meet with partner(s) weekly for one hour of conversation, and completing a final project. Grades are assigned as S (satisfactory) or U (unsatisfactory). This course can be repeated for credit up to two times.

COMM 203 - Human Communication 3 hours

This course introduces students to communication theories and models as they apply to our culturally diverse world in interpersonal, small group, and public settings. Students will apply course information in practical and theoretical ways, including a significant focus on presentation methods as well as audience and source analysis. G.E.

COMM 215 - Mass Communication and Social Movements 3 hours

Students will explore the mass-mediated rhetoric that surrounds social protest--both from protestors and resisters. Students will understand the history and development of media within sites of social protest, the roles of spectator/consumer towards media, define the social movement, study its development, and examine the specific mediated and rhetorical strategies that movements generally employ. By the end of the course, students should be familiar with specific social movements throughout history and have a better understanding of the mass communicative construction of social protest.

COMM 230 - Introduction to Communication Theory 3 hours

Introduction to theory, methodology, analysis and criticism. Skills learned in this course are the beginning foundation of those required to complete the capstone course and the major senior project. **Prerequisites**: sophomore standing, completion of one COMM course, and a C average in COMM courses.

COMM 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies. Topics are approved by the Language and Communication Studies Department.

COMM 303W - Intercultural Communication 3 hours

Study of the role of communication in multicultural and intercultural context, including issues relating to values, language and non-verbal behavior as they relate to effective multicultural and intercultural interaction. **Prerequisites**: sophomore standing and ENGL 133W.

COMM 308W - Health Communication 3 hours

This course covers applied health communication research and theory across a variety of communication contexts, including interpersonal, organizational, intercultural, and mediated. In this course, students will (a) analyze how messages from interpersonal and media sources affect health beliefs and behaviors, (b) evaluate the quality of communication in health and illness contexts, and (c) apply this knowledge to become more active participants in one's own and community healthcare. Additionally, since health is inherently a product of societal and cultural systems, students will explore topics within ethical health communication practices. In doing so, students will work from an anti-discriminatory position by (a) recognizing the complexities and influences of healthcare systems, (b) contextualizing individual health experiences and decision-making within the constraints of societal and cultural experiences, and (c) actively recognizing instances and implications of systemic barriers on health. In this course, we will challenge the extent to which health communication research contributions are successful at impacting health equity. **Prerequisite(s)**: ENGL 133W.

COMM 313 - Interpersonal Communication 3 hours

An introduction to the process of face-to-face communication within personal relationships, family, community and the workplace. **Prerequisite**: COMM 110.

COMM 321 - Sports Communication 3 hours

In this course, students will explore the interrelationship between sports, media, and culture and how such an interrelationship can both reinforce and challenge social values and norms relating to culture and identity. In doing so, students will recognize the increasingly important role media plays in conveying and shaping society through the sports platform. This course emphasizes rhetorical theory, public discourse, and communication strategies within media relations such as sport organizations, the news media, and popular culture media. Prerequisites: none.

COMM 323W - Argumentation and Debate 3 hours

Detailed study and application of rhetorical theories, including the analysis, evaluation and production of arguments. Course focuses on formal debate strategies in addition to rhetorical artifacts ranging from classical readings to contemporary discourse. **Prerequisite:** COMM 110 and ENGL 133W .

COMM 335 - Political Communication and Rhetoric 3 hours

Students will explore three main components of political communication and its rhetorical functioning: the theory and practice of "public opinion management," the role of legacy and new media, and the ethical responsibility of political communication. First, we will discuss how political communication requires us to view political campaigning through the lens of managing public opinion. Second, we will focus on how various forms of interpersonal and mediated communication play a distinctive role in political interactions and democratic functioning. Finally, we will examine what, if any, the ethical responsibility is of those who work in political communication. While this class will focus on the U.S.-based political contexts, the conversations will involve global politics as well.

COMM 343W - Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. **Cross-listed** as WMST 343W. **Prerequisites**: sophomore standing and ENGL 133W.

COMM 344 - Visual Communication and Culture 3 hours

Introduction of basic principles of perception and visual interpretation. Analysis and discussion addresses the dependent processes of rhetorical visual communication in media and film studies, cultural studies, art, literature and photography within the public sphere. **Prerequisite:** COMM 110.

COMM 348 - Small Group, Team, and Family Communication 3 hours

In this course, students will investigate the nature of small group communication within contexts such as work teams, family life, and social connections in which members interact, exchange information, form identities, face conflict, influence one another, make decisions, grow, and change. This course will help students become more competent communicators within small group, team, and family settings by focusing on group identity, overcoming miscommunication, the building and maintenance of healthy relationships, cohesion, the navigation of change, and the resolution of conflict. Group interaction, decision-making, and leadership will be explored through systems theory, symbolic

interactionism, and relational dialectics, with additional focus on the human rules paradigm and critical theory. Prerequisite: 30 hours of completed college coursework.

COMM 361W - Communication Research Methods 3 hours

As a companion course to COMM 230, Communication Research Methods provides students tools to examine and apply quantitative, qualitative, and critical methods of research, specifically as tools to be used in various industry settings and to offer insight into larger social constructs. In this research and writing intensive course, student work will culminate in a portfolio displaying various research methods employed in the critical exploration of a communication problem and/or phenomenon. **Prerequisite(s):** ENGL 133W and COMM 230.

COMM 393 - Organizational Communication 3 hours

Examination of communication processes with emphasis on systems theories, leadership, and interpersonal and group interaction in formal and informal organizational settings. **Prerequisite:** COMM 110.

COMM 399 - Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Students can register for no more than 12 internship (COMM 399 and COMM 499 combined) credits during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** junior standing; minimum 3.0 cumulative GPA at time of registration of internship.

COMM 421 - Methods in Interviewing, Narrative, and Storytelling 3 hours

In this course, students will understand interviewing both as a theory and a practice. Through engaging with in-depth qualitative methods, students will explore the art and science of the interview including how interviewing can be adapted to fit a broad range of situational goals, the tactics for securing your subjects' cooperation, and hands-on exercises to hone these skills. Through a series of in-depth interviewing projects, students will examine how a variety of qualitative research approaches help us understand narrative and storytelling by considering issues of ontology (ways of being), epistemology (ways of knowing), methodology (ways of examining), and representation (ways of writing and

reporting). Students will gain interviewing skills that will set them up to succeed in organizational, client/practitioner, research, and mass communication settings. Prerequisite: 45 hours of completed college coursework.

COMM 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies. Topics are approved by the Language and Communication Studies Department.

COMM 495 - Speech Communication Integrative Seminar 3 hours

Culminating experience for the major; completion with a C or higher required. Advanced examination of the nature of communication theory, research and methods. With the instructor's permission, a student not majoring in Speech Communication may enroll and propose a project specific to the Speech Communication discipline. **Prerequisites**: COMM 230, C average or higher in Speech Communication courses; minimum of 15 hours of 300- or 400-level Communication courses; and senior standing.

COMM 499 - Advanced Communication Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The overall objective of this internship is to practice acquired communication skills and knowledge in a professional setting. Students work in conjunction with a directing faculty member who must approve the internship placement and specific learning goals. Students can register for no more than 12 internship (COMM 399 and COMM 499 combined) credits during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites**: COMM 399; senior standing; minimum 3.0 cumulative GPA at time of registration of internship.

COSC 145 - Introduction to Python Programming 3 hours

This course introduces students to computer programming. Students design and build a substantial system using the Python language. The system will be selected from the following: 2-D/3-D games, CD player, image authoring tool. This course was formerly CISS 145. **Prerequisites**: C or higher in MATH 150 or MATH 180, or higher level math class other than MATH 250, or a score of 26 or higher on the math portion of the ACT, or a score of 610 or higher on the math portion of the SAT.

COSC 176 - Introduction to Computer Science 3 hours

This course provides a broad overview of computer science. It is designed to provide students with an appreciation for and an understanding of the many different aspects of computer science. This course was formerly CISS 176.

COSC 240 - Introduction to Programming 4 hours

Program design and development using C++. A disciplined approach to problem solving and algorithm development is stressed using top-down design. Topics include syntax and semantics, input/output, selection, iterative constructs, functions, data types, arrays, strings, pointers and recursion. This course was formerly CISS 240. **Prerequisites**: Grade of C or higher in MATH 150, or a score of 24 or higher on the math portion of the ACT or 540 or higher on the math portion of the SAT.

COSC 245 - Advanced Programming 4 hours

A continuation of COSC 240. Topics include object-oriented programming in C++ with classes, methods, inheritance, dynamic memory allocation, file streams, linked lists and stacks. This course was formerly CISS 245. **Prerequisites:** grade of C or higher in COSC 240.

COSC 312 - ACM Programming Contest 1 hours

Open to students participating in the ACM Programming Contest. Evaluation is Satisfactory/Unsatisfactory. The C++ programming language is used. This course was formerly CISS 312. May be repeated for a total of 3 semesters. **Prerequisites:** Junior standing and declared major in Computer Science, Management Information Systems or Cybersecurity. May be repeated for a total of 3 semesters.

COSC 350 - Advanced Algorithms and Data Structures 3 hours

Advanced concepts of data, storage, organization, and retrieval. Topics include multiple-linked lists, balanced trees, graphs, abstract data types, classes and methods, object-oriented programming, searching and sorting. This course was formerly CISS 350. **Prerequisites**: COSC 245 or CISS 243.

COSC 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of computer science. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the

main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, including CISS 243 or COSC 245, and a cumulative GPA of 3.0 or higher.

COSC 358 - Algorithm Analysis 3 hours

Introduction to algorithm analysis and complexity classes including advanced data structures such as B-trees, height-balanced trees, and graphs. Analysis of various searching and sorting algorithms and algorithm design topics such as dynamic programming, greedy methods, and divide-and-conquer. This course was formerly CISS 358. **Prerequisites**: COSC 350 and MATH 225.

COSC 360 - Computer Systems and Assembly Language 3 hours

Introduction to the fundamental concepts of computer systems including data representation, computer arithmetic, Boolean algebra, SSI Logic Design, register-transfer and micro-operations, computer organization, assemblers and assembly language programming. This course was formerly CISS 360. **Prerequisites**: COSC 245 or CISS 243.

COSC 362 - *Introduction to Automata Theory, Languages and Computation 3 hours

The study of formal languages, grammars, abstract computer models and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. This course was formerly CISS 362. Cross-listed as MATH 362. **Prerequisites:** MATH 225 and COSC 240 or CISS 243.

COSC 370 - Operating Systems 3 hours

The hardware, firmware and software organization of computer systems, basic operating systems concepts, concurrent processes, CPU and disk scheduling, memory management, deadlocks, systems evaluation and simulation, and performance measurement. This course was formerly CISS 370. **Prerequisites**: COSC 350.

COSC 375 - Compiler Construction 3 hours

Concepts and theories of compiler design and language translation. Lexical analysis, syntax specification, parsing, error recovery, syntax directed translation, semantic analysis, symbol tables, and run-time storage. This course was formerly CISS 375. **Prerequisites**: COSC 350.

COSC 380 - Computer Graphics 3 hours

Techniques for picture development and transformation, curve and surface approximation and projections, graphical languages, data structures and their implementation, graphical systems, and animation techniques. This course was formerly CISS 380. **Prerequisites**: COSC 350.

COSC 410 - Computer Networks and Communications 3 hours

Network architecture and the OSI model. Physical protocols for data transmission and error detection/correction, data link concepts, LAN protocols, internetworking, end-to-end service and security considerations. This course was formerly CISS 410. **Prerequisites**: COSC 350.

COSC 420 - Computer Architecture 3 hours

Introduces fundamental concepts of computer architecture including data representation, computer arithmetic, Boolean algebra, combinational logic design, sequential circuits, registers and counters, memory and programmable logic devices, instruction set architecture, CPU design, input-output, and memory systems. This course was formerly CISS 420. **Prerequisites**: COSC 360.

COSC 430 - Database Systems 3 hours

Design and implementation of relational and object-oriented database systems. Relational algebra, normal forms and normalization, query processing, efficiency and security considerations. This course was formerly CISS 430. **Prerequisites**: COSC 350.

COSC 438 - Object-Oriented Design and Analysis 3 hours

Introduction to object-oriented (OO) analysis, design and modeling. Topics include techniques for mapping real-world systems onto an OO representation, use case design, OO methodology for software development, identifying patterns, building conceptual models and OO implementation issues. The Unified Modeling Language will be used as a modeling tool. This course was formerly CISS 438. **Prerequisites**: COSC 350.

COSC 445 - Programming Languages 3 hours

Survey and comparison of various programming languages and the concepts used in designing, specifying and evaluating languages. Topics include formal specification,

language constructs, translation, binding and binding times, logic and functional programming This course was formerly CISS 445. **Prerequisites:** COSC 350.

COSC 450 - Artificial Intelligence 3 hours

Concepts and theories of intelligent computer systems. Issues of perception, learning, problem solving and knowledge representation discussed. Applications to game playing, theorem proving, expert systems, language understanding. This course was formerly CISS 450. **Prerequisites:** COSC 145 and COSC 350

COSC 451 - Introduction to Cryptography and Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. **Cross-listed** as MATH 451. This course was formerly CISS 451. **Prerequisites:** MATH 225 and COSC 245 or CISS 243.

COSC 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of computer science. This course requires the approval of the chair of the Computer and Mathematical Sciences Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, including COSC 350, and a cumulative GPA of 3.0 or higher.

COSC 465 - Software Engineering 3 hours

An introduction to software engineering including process methods, software metrics, configuration management, risk analysis, testing techniques and quality assurance, project management and tracking. This course was formerly CISS 465. **Prerequisites:** CISS 243 or COSC 245.

COSC 494 - Senior Seminar in Computer Science 3 hours

Individual original research project in computer science. This course was formerly CISS 494. **Prerequisites:** COSC 420, COSC 430, COSC 445, and senior standing.

COSC 499 - Internship 1-3 hours

Students complete 45 hours of experiential work for each credit hour. Typical internships include programming, database management, or software development. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** Senior standing; declared major in Computer Science; minimum 3.0 cumulative GPA at time of registration for internship.

CYSC 150 - Python Programming and Applications I 3 hours

This course introduces students to Python programming with a focus on practical applications relevant to cybersecurity. Students will learn basic programming concepts, such as data types, control structures, functions, and file I/O, along with cybersecurity-related applications, including automation and script development. The course provides a solid foundation for students to build upon in future programming courses.

CYSC 200 - Introduction to Cybersecurity 3 hours

This course is an introduction to the field of cybersecurity. The objective of the course is to provide students with a deeper understanding of the fundamental issues and concepts of cybersecurity and the mainstream cybersecurity technologies that are widely used in the real world. **Prerequisites:** CYSC 150.

CYSC 250 - Python Programming and Applications II

This course covers advanced techniques like object-oriented programming, API integration, and large data handling. Students will focus on applying Python in cybersecurity tasks such as network security automation, threat detection, and system monitoring scripts. It equips students to tackle more complex cybersecurity challenges using Python. **Prerequisite:** CYSC 150.

CYSC 260 - Powershell for Cybersecurity 3 hours

This course focuses on PowerShell scripting and its application in cybersecurity operations. Students will learn to automate system administration tasks, develop scripts for network defense, and leverage PowerShell for incident response and vulnerability management in Windows environments. **Prerequisite(s):** CYSC 150 or CYSC 250.

CYSC 267 - Cybercrime 3 hours

Cybercrime is an interdisciplinary survey of high-technology crime from criminal justice and computer science perspectives from the characterization and theory of cybercrime to

the acquisition and preservation of evidence. **Cross-listed** with CJAD 267. **Prerequisites/Corequisites:** One of CJAD 101,CISS 201,CISS 202,or HSEC 250.

CYSC 355 - Cybersecurity Algorithms and Data Structures 3 hours

This course covers the fundamental concepts of data structures and algorithms using Python. Topics include linked lists, trees, hash tables, sorting and searching algorithms, and algorithmic efficiency. Students will apply these concepts in the context of cybersecurity, utilizing Python to solve complex data-driven problems. **Prerequisite:** CYSC 250.

CYSC 391 - Information Systems Security 3 hours

Introduction to information systems security issues associated with formal and informal systems' protection, detection and responses. This course was formerly CISS 391. **Prerequisites:** junior standing.

CYSC 400 - Digital Forensics 3 hours

An interdisciplinary approach to learning about best practices in digital and networking evidence preservation and processing involving computers, storage media and mobile devices. This course was formerly CISS 400. Cross-listed with FRSC 400. **Prerequisites:** One of FRSC 210, CISS 301, CISS 302, COSC 370, or COSC 410.

CYSC 402 - Network Security 3 hours

This course explores techniques for identifying and preventing network security threats and attacks initiated using the Internet. The course will also cover the fundamental concepts of network security, information security, and application security. **Prerequisites:** Grade of C or higher in CYSC 200 and CISS 302.

CYSC 490 - Cybersecurity Capstone 3 hours

Required capstone course for Cybersecurity majors. Readings from the current literature. Requires original research paper. This course was formerly CISS 490.
Prerequisites/Corequisites: CISS 202, CISS 301 or COSC 370, CYSC 267 or CJAD 267, CYSC 400 or FRSC 400, CISS 302 or COSC 410, CYSC 391, and senior standing.

CYSC 499 - Internship 1-3 hours

Internships in cybersecurity provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and nonprofit. Students complete 45 hours of experiential work for each credit hour. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Prerequisites:** Senior standing; declared major in Cybersecurity; minimum 3.0 cumulative GPA at time of registration for internship.

ECON 210 - Survey of Economics 3 hours

Course provides students a broad survey of the discipline of economics. The emphasis is on the acquisition of a broad conceptual understanding of economics and its impact on corporate and small business decision making and interests. **Prerequisites:** sophomore standing.

ECON 293 - Macroeconomics 3 hours

Introduction to concepts and theories applicable to a national economy. **Prerequisites:** sophomore standing.

ECON 294 - Microeconomics 3 hours

Introduction to specific economic units and to individual markets and individual interactions within an economy. **Prerequisites:** sophomore standing.

ECON 310 - Environmental and Resource Economics 3 hours

Application of economic concepts and tools to the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. **Cross-listed** as ENVS 310. **Prerequisites:** ECON 293 or ECON 294 , and ENVS 115/BIOL 115.

ECON 320 - Healthcare Economics 3 hours

Overview of economic influences in the production and financing of healthcare. **Prerequisites:** ECON 293 and ECON 294.

ECON 335 - Global Political Economy 3 hours

This course studies the interplay of politics and economics in a globalizing world. **Cross-listed** as GLST 335/POSC 335. **Prerequisites:** GLST 101 or POSC 292 or ECON 293.

ECON 393 - Intermediate Macroeconomics 3 hours

Intermediate Macroeconomics builds upon the concepts introduced in the Introductory Macroeconomics course. The course includes an exploration of the various schools of economic thought including: Classical economic theory, Keynesian economic theory, Monetarist theory, Neoclassical thought and Neo-Keynesian thought. The course develops models of interest rates, aggregate demand and supply, and of growth and development. **Prerequisites**: ECON 293 and MATH 150 or MATH 110 .

ECON 394 - Intermediate Microeconomics 3 hours

Intermediate Microeconomics builds upon the knowledge of the Introductory Microeconomics course. The course explores in-depth the underpinnings of consumer choice and firm behavior. Specific topics include a study of the various types of market structures, pricing, externalities and public goods. The concepts of equity and efficiency are introduced. Microeconomic behavior is viewed through the perspective of behavioral economics and game theory. **Prerequisites**: ECON 294 and MATH 150 or MATH 110 .

ECON 395 - Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. **Cross-listed** as FINC 395. **Prerequisites**: ACCT 281; MATH 110 or MATH 150; ECON 293, ECON 294; FINC 350.

ECON 399 - Internship: Economics 1-3 hours

Internships in Economics provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites**: junior standing with CGPA of 2.5 or better including completion of ECON 293 & ECON 294.

ECON 495 - International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk

management, global investing, international capital budgeting and global working capital management. **Cross-listed** as FINC 495. **Prerequisites:** ECON 293 and FINC 350.

ECON 499 - Internship: Economics 1-3 hours

Internships in Economics provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** Completion of an ECON 399 internship. Senior standing with CGPA of 3.0 or better including completion of ECON 293 & ECON 294 .

EDUC 106 - Child Health, Nutrition, and Safety 3 hours

The study of health, nutrition, and safety as they relate to infants and children. First aid, physical health, mental health, nutritional needs, safety guidelines, and abuse and neglect are discussed, as well as guidelines for effectively meeting children's needs in childcare settings and classrooms. Cross-listed as CDEV 106 .

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

This course introduces some basic concepts of number theory and modern algebra that underlie elementary and middle grade arithmetic and algebra, with a focus on collaborative learning and technology. **Prerequisites:** EDUC 202 and MATH 110 (or higher).

EDUC 165 - Geometric Reasoning for Elementary and Middle School Teachers 3 hours

This course introduces some basic concepts of geometric reasoning and measurements that underlie these concepts in elementary and middle school grades, with a focus on collaborative learning and technology. **Prerequisites:** EDUC 202 and MATH 110 (or higher).

EDUC 200 - Law and Ethics of Education 3 hours

An introduction to the teaching profession and the Teacher Certification Program at Columbia College. Students will examine the evolution of teaching and the current understanding of the knowledge, skills, and dispositions of an effective teacher. Global, national, state, and local perspectives are presented through contemporary issues facing teachers and schools, and students will reflect upon their related beliefs, motivations, and goals. Information will be provided about certification requirements, content area coursework, and Missouri Department of Elementary and Secondary Education requirements. This course also includes the study of the legal and ethical issues in

education from the contexts of historical, philosophical, social, and administrative foundations of the discipline. Successful completion of 15 clock hours in field is required. Course meets college Ethics requirement. Program leads to Missouri certification. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.*

EDUC 202 - Foundations of Elementary Mathematics 3 hours

This course is designed to help preservice elementary school teachers develop a conceptual framework for mathematics, especially for those aspects normally experienced in elementary school. Through their work in the course, the students study the main themes of mathematics throughout the curriculum, considering both mathematical and pedagogical content issues in teaching mathematics. Topics include sets, logic, informal geometry, numeration systems, properties of real numbers, and an introduction to probability and statistics. **Prerequisite(s):** Grade of C or higher in MATH 104, or higher MATH course; or a score of 19 or above on the math portion of the ACT; or 460 or above SAT score; or a passing score on the Columbia College math placement exam.

EDUC 212 - Algebraic and Geometric Reasoning for Elementary Teachers 3 hours

This course introduces basic concepts of number theory, modern algebra, geometric reasoning, and measurement for elementary teachers, with a focus on collaborative learning. **Prerequisite(s):** Grade of C or higher in MATH 104, or higher MATH course; or a score of 19 or above on the math portion of the ACT; or 460 or above SAT score; or a passing score on the Columbia College math placement exam.

EDUC 220 - Methods of Teaching English Learners 3 hours

Students will investigate the different methods of teaching students who are English Learners. This will include the process of second language learning, adjustment to learning in a second language (English), integration of students' heritage languages and cultural backgrounds as resources, and methods of communication with parents who speak a different language.

EDUC 230 - Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. **Cross-listed** as PSYC 230. **Prerequisite:** PSYC 101.

EDUC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Education. Topics are approved by the Education Department.

EDUC 260 - Theories of Coaching 3 hours

The study of coaching research, theory, and practice as applied to sports and exercise. Coaching behavior, including decision-making and the development of athletic expertise, is a key focus. The pedagogy of coaching is examined through the application of specific research-based practices and differentiation across ability levels and type of sport activity. Students are exposed to problem-solving ethical dilemmas that may arise in the coaching context. **Prerequisite:** EDUC 230/PSYC 230.

EDUC 270 - Literature for Children and Adolescents 3 hours

The study of literature for children and adolescents as a literary genre. Students analyze and evaluate selected works of literature including folktales, picture books, poetry and novels. **Prerequisite:** ENGL 133W taken previously or concurrently.

EDUC 280 - Language Acquisition and Emergent Literacy 3 hours

The course will focus on the connection of oral language development and early literacy learning, with applications to working with children in early childhood and elementary school settings. Students will study the components of the language system (phonology, morphology, semantics, syntax, and pragmatics) and examine the course of development of these components. Further, students will develop understandings of the complexity, diversity, and power of language (written and spoken) as a tool for communicating and thinking. Learners' diverse languages, dialects, experiences, and abilities will be considered throughout the course.

EDUC 300 - Techniques of Teaching 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies and methods of evaluation. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 200 and EDUC 230/PSYC 230 or EDUC 560.

EDUC 311 - Classroom and Behavior Management Techniques 3 hours

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.*

EDUC 321 - Teaching Reading and Language Arts to Pre-school Children 3 hours

The study of how to teach emergent reading skills to pre-school children. Students learn to apply the modalities of language to early literacy experiences, investigate instructional approaches and methods of teaching reading. Phonemic and phonological awareness and resulting phonics as well as whole language methods are incorporated into a balanced reading approach. Teaching strategies, unique uses of children's literature, and early writing processes are also investigated. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** Admission to the Teacher Certification Program.

EDUC 322 - Educational Measurement and Assessment 3 hours

The study of methods used to develop educational measurements, including teacher-made and standardized assessments, and the procedures used to globally assess student achievement. Emphasis is on the development, administration, interpretation, and utilization of informal, teacher-made evaluation measures to include paper-pencil, performance assessments, portfolio assessments, and observation instruments. Included also are the concepts of validity and reliability, evaluation and reporting methods, and the historical study of psychometry. Cross-listed with EDNC 322 . **Prerequisites**: EDUC 300 or EDUC 505; EDUC 230/PSYC 230; or EDUC 560; and admission to the Teacher Certification Program.

EDUC 326 - Middle School Methods 3 hours

Overview of the early adolescent, historical development of middle/junior high school education, curriculum and organizational patterns and planning for instruction. **Prerequisites**: EDUC 300 or EDUC 505; EDUC 200 or EDUC 542; EDUC 230, PSYC 230 or EDUC 560; and admission to the Teacher Certification Program.

EDUC 328 - The Early Childhood Educational Environment 3 hours

The study of components involved in developing high-quality programs for children from birth through kindergarten. Methods for creating nurturing, stimulating, and developmentally appropriate learning environments will be addressed. **Prerequisites:** CDEV 290 and CDEV 291 or EDUC 396/PSYC 396.

EDUC 331 - Teaching of Reading 3 hours

The study of how to teach reading skills. Students learn to describe, compare, and contrast theories, models, approaches and methods of teaching reading. Phonic methods and whole language methods are taught and studied, as are individualized teaching strategies, unique uses of children's literature, and writing processes. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 337W - Teaching Language Arts in Middle and Elementary Schools 3 hours

A practical approach to teaching middle, elementary, and pre-school language arts instruction including listening, speaking, writing, reading, and viewing, with emphasis on integrating instruction within the language arts. Additional emphases are placed on the contemporary classroom, which is assumed to contain children of diverse cultures and learning abilities; incorporating technology in language arts lessons; assessing for language arts instruction; and developing higher-level thinking skills to help children apply their developing abilities to different situations, materials, and ideas. **Prerequisites:** ENGL 133W and EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 338W - Content Reading and Writing 3 hours

The study of teaching reading and writing in differing content areas. Students analyze materials in various content areas and demonstrate the ability to use levels of comprehension, patterns of organization and questioning, and vocabulary-building skills to enhance learning. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** ENGL 133W; EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 345 - Teaching Art K-12 3 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials and methods for creating a variety of K-12 art studio projects. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 (or EDUC 505); EDUC 200 (or EDUC 542); EDUC 230 (or EDUC 560) or PSYC 230; ARTS 111 or ARTS 112; ARTS 120; and admission to the Teacher Certification Program.

EDUC 346 - Teaching Pre-K and Elementary Music 3 hours

A study of methods and materials suitable for general music in pre-K and elementary school. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 347 - Teaching Middle School and Secondary Music 3 hours

A study of methods and materials suitable for general music in middle school and secondary. This study includes an introduction to graded choral literature; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:**EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

EDUC 352 - Teaching Science to Elementary Children 3 hours

The teaching of science in elementary classrooms, including the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach science, and assessment for the instruction of science. **Prerequisites:** EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 353 - Administration of Early Childhood Programs 3 hours

This course will examine the responsibilities related to the overall operations of early childhood programs. Federal and state regulations and compliance, child safety, staffing, parent and community engagement strategies, management of facility, and budget responsibilities will be included.

EDUC 354 - Teaching Social Studies to Elementary Children 3 hours

The teaching of social studies in elementary classrooms including the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach social studies, and assessment for the instruction of social studies. **Prerequisites:** EDUC 300 or EDUC 505 (see graduate catalog for course description); and admission to the Teacher Certification Program.

EDUC 355 - Teaching Math and Science to Young Children 3 hours

An exploration of principles, methods, and materials for teaching young children math and science concepts through discovery and play. Emphasis is on research-based and developmentally appropriate practices for teaching infants, toddlers, preschoolers, and primary children. Includes the teaching of exceptional children mainstreamed in classrooms, the use of technology to teach math and science, and assessment of learning. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** CDEV 290 and CDEV 291 or EDUC 396/PSYC 396; and admission to the Teacher Certification Program.

EDUC 358 - Teaching Mathematics in the Elementary School 3 hours

This course focuses on methods and materials for teaching elementary school mathematics. The purpose of the course is to help pre-service teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours

This course is designed to not only encourage pre-service teachers to explore aspects of teaching mathematics, but also to enhance pre-service teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505; and admission to the Teacher Certification Program.

EDUC 362 - Teaching Middle and Secondary Social Studies 3 hours

The study of middle school and secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 365 - Teaching Middle and Secondary Science 3 hours

The study of methods, materials, practices and curriculum in middle school and secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 367 - Teaching Middle School and Secondary English 3 hours

The study of methods, materials, practices and curriculum in middle school language arts and secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in*

Missouri and will work in Missouri upon graduation. **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 368 - Teaching Speech and Theatre in Middle and Secondary Schools 3 hours

The study of the methods, materials, practices, and curriculum in middle school and secondary speech and theater courses. The course builds towards student competency in planning, assessment, and standard teaching procedures in the discipline. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 369 - Teaching Business Education 3 hours

The study of methods, materials, practices and curriculum in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. Includes field experience of 15 hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or EDUC 505 and admission to the Teacher Certification Program.

EDUC 370 - Implementing Vocational Business Education Programs 3 hours

This course covers the procedures to begin, expand, and continue vocational business classes within a school, as well as the process of teaching a vocational business education class with the high school setting. **Prerequisite:** EDUC 300 or EDUC 505; Admission to the Teacher Certification Program.

EDUC 373 - Teaching Writing to Secondary Students 3 hours

The study of how to teach writing skills to secondary students. Students will learn structures and approaches to teaching and assessing writing and apply them to writing activities including fictional and personal narratives, comparison and contrast essays, and research papers. **Prerequisite:** Admission to the Teacher Certification Program.

EDUC 376 - Adolescent Literacy 3 hours

Students, ages 9-19, need literacy instruction based on sound theory and instructional techniques to meet their learning needs in reading, writing, listening, speaking, thinking,

viewing and technology. This class will address the developmental needs of these students and provide recent research theory for the demonstrated techniques to assist in successful learning for all adolescent learners through instructional intervention for their reading and literacy deficits. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisite:** admission to the Teacher Certification Program.

EDUC 380W - Diagnostic and Corrective Reading 3 hours

The study of reading remediation. Students evaluate procedures and demonstrate understanding of standardized tests and informal assessments for diagnosis. Students formulate a theoretical base for choosing diagnostic tools, interpreting evaluative data and identifying corrective strategies. **Prerequisites**: ENGL 133W, and EDUC 300,or EDUC 505; EDUC 331; and admission to the Teacher Certification Program or full MAT/M.Ed. status.

EDUC 390 - Education and Psychology of the Exceptional Child 3 hours

The study of teaching children with exceptionalities. Students study the effects of exceptionality on children's cognitive, affective, behavioral, social, and psychomotor behaviors.

EDUC 391 - Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Cross-listed** as PSYC 391. **Prerequisite**: PSYC 101.

EDUC 392 - Adolescent Psychology 3 hours

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. **Cross-listed** as PSYC 392. **Prerequisite**: PSYC 101.

EDUC 395 - Extended Field Experience 1 hour

This course is for students who are required to complete additional field experience as part of a professional improvement plan. Pre-service teachers, in their continuing practicum experiences, expand their knowledge of teaching through observation and participation in classroom activities. Successful completion of 15-45 clock hours in the field placement

plus attendance at weekly seminar is required. Number of hours required is determined on an individual basis. May be repeated for a maximum of three semester hours. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** EDUC 300 or graduate standing, and acceptance to the Teacher Certification Program.

EDUC 396 - Child and Adolescent Development 3 hours

The study of children and adolescents from conception to young adulthood. Students study the maturational and environmental factors that shape the physical, cognitive, and socio-emotional development of the individual. Cross-listed with PSYC 396. **Prerequisite:** PSYC 101

EDUC 400 - Senior Seminar 3 hours

This course is an integrative seminar that reviews the many theories and techniques of teaching 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. Must be taken in the semester or session prior to student teaching. **Prerequisites**: EDUC 300 or EDUC 505; senior standing, and admission to the Teacher Certification Program.

EDUC 425 - Undergraduate Student Teaching 12 hours

Students, under the guidance of college supervisors and qualified classroom teachers, assume the duties and responsibilities of public school teachers including planning, presenting and evaluation of instruction and related responsibilities (16 weeks). Grade of B or higher required for certification. Student teachers must attend the required teaching seminars held at the college during the student teaching semester. Students must achieve a passing score on the Missouri Education Evaluation System in order to pass course. *This course is part of a program that leads to Missouri certification. Students who do not live in Missouri will be required to sign an attestation that they will complete their field experiences and student teaching in Missouri and will work in Missouri upon graduation.* **Prerequisites:** senior standing; admission to the Teacher Certification Program; completion of all coursework and specifications listed on the Student Teaching Requirement Verification form (in the catalog).

EDNC 200 - Law, Ethics, and Education 3 hours

The study of the legal and ethical issues in education from the contexts of historical, philosophical, social and administrative foundations of the discipline. This course does not apply toward the Missouri teacher certification program at Columbia College.

EDNC 300 - Techniques of Teaching 3 hours

The study of instructional planning, including goals and objectives, techniques and activities, and evaluation. Students produce and present lessons containing defensible techniques, strategies and methods of evaluation. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDUC 230 /EDUC 230 (may be taken concurrently).

EDNC 311 - Classroom and Behavior Management Techniques 3 hours

The study of managing classroom environments and the behavior of students. Students analyze classroom variables related to organization and control, and evaluate theories to produce a management system applicable to educational settings. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300 (may be taken concurrently).

EDNC 322 - Educational Measurement and Assessment 3 hours

The study of methods used to develop educational measurements, including teacher-made and standardized assessments, and the procedures used to globally assess student achievement. Emphasis is on the development, administration, interpretation, and utilization of informal, teacher-made evaluation measures to include paper-pencil, performance assessments, portfolio assessments, and observation instruments. Included also are the concepts of validity and reliability, evaluation and reporting methods, and the historical study of psychometry. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisites:** EDNC 300.

EDNC 345 - Teaching Art K-12 3 hours

Pre-student teaching experiences with students K-12. Basic techniques and methods for planning, teaching and assessing art K-12. National, state, and visual arts guidelines of a comprehensive art education program are reviewed. Hands-on activities for use of tools, materials, and methods for creating a variety of K-12 art studio projects. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisites:** EDNC 300; ARTS 111 or ARTS 112; ARTS 120.

EDNC 346 - Teaching Music K-12 3 hours

A study of methods and materials suitable for general music in grades K-12. This study includes an introduction to early childhood choral literature and musical instruments; major music methods, as well as major educational theorists; and specifically, vocal techniques, choral methods, and materials. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 358 - Teaching Mathematics in the Elementary School 3 hours

The methods and materials for teaching elementary school mathematics. The purpose of the course is to help pre-service teachers become confident in their ability to do mathematics so that they can do the same for their future students. Specific emphasis is given to trends and issues in mathematics education, including state and national recommendations. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 360 - Teaching Mathematics in Middle and Secondary Schools 3 hours

This course is designed to not only encourage pre-service teachers to explore aspects of teaching mathematics, but also to enhance pre-service teachers' content knowledge of "school" mathematics. Considerable emphasis is placed on exploring multiple ways to make mathematics comprehensible to all of their future students. In addition, issues pertaining to lesson planning and implementation, assessment, integration of appropriate models, mathematics connections, and the use of technology are explored. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 362 - Teaching Social Studies in Middle and Secondary Schools 3 hours

The study of secondary social studies methods, materials, "best practices," philosophies, instruction and curriculum. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 365 - Teaching Science in Middle and Secondary Schools 3 hours

The study of methods, materials, practices and curriculum in secondary science classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 367 - Teaching English in Middle and Secondary Schools 3 hours

The study of methods, materials, practices and curriculum in middle school language arts and secondary English classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 368 - Teaching Speech and Theatre in Middle and Secondary Schools 3 hours

The study of the methods, materials, practices, and curricula in secondary speech and theater courses. The course builds towards student competency in planning, assessment, and standard teaching procedures in the discipline. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300.

EDNC 369 - Teaching Business Education 3 hours

The study of the methods, materials, practices, and curricula in secondary business classes. The course culminates with students demonstrating the abilities to plan, present and evaluate instructional experiences. This course does not apply toward the Missouri teacher certification program at Columbia College. **Prerequisite:** EDNC 300 .

EMER 200 - Foundations of Emergency Management 3 hours

Introduces students to the concepts of emergency management. Students will explore the role and ethics of emergency management as well as the activities taken during the various phases of emergency management: mitigation, preparedness, response, and recovery. Students will become familiar with the development of and increased professionalism within emergency management and how the field is transitioning into a recognized profession.

EMER 300 - Disaster Mitigation & Preparedness 3 hours

Explores disaster mitigation and preparedness as part of the disaster cycle. Students analyze the concepts of vulnerability and risk, including how disasters exacerbate pre-

existing inequalities. Through the use of case studies, students will develop skills to eliminate or reduce the long-term risk to life, property, and the environment posed by natural and human-induced disasters. **Prerequisites:** EMER 200.

EMER 301 - Disaster Response & Recovery 3 hours

Explores disaster response and recovery as the last two phases of the disaster cycle, including characteristics, functions, procedures, and resources of an integrated disaster response system. Considers the psychological and physiological human response to natural and human-made disasters. Utilizing case studies, students apply theories, principals, and practices of response and recovery to actual disaster events. **Prerequisites:** EMER 200.

ENGL 107 - Preparatory Composition 3 hours

Extensive reading and writing practice with emphasis on paragraph organization and development leading to multiple-paragraph essays and engagement with outside ideas and texts. Systematic review of grammar, mechanics and sentence structure, integrated into the reading and writing process. Based on a grade of C or higher in this course, students may proceed to ENGL 133W.

Students who have taken the ACT and scored between 1 and 17 or who have taken the SAT Writing and Language Test and scored between 17 and 24 (300-420 for the Writing Section prior to spring 2016) will be placed into ENGL 107.

ENGL 120 - Human Lives, Human Voices 3 hours

An introduction to how storytellers, poets, and dramatists give shape to human experience. Students read diverse literary works from multiple cultures and time periods and explore how these texts express identity, community, emotion, and the challenges of being human. Emphasis is placed on attentive reading, discussion, and understanding the variety of human voices represented in literature.

ENGL 133W - First-Year Writing Seminar 3 hours

The First-year Writing Seminar (FWS) provides an intensive introduction to college-level writing. Although topics differ among sections, the course is designed to teach all students the process required for producing polished, argumentative, researched essays. Students will engage with complex texts and diverse viewpoints while articulating their own positions and identities.

Prerequisite: Grade of C or higher in ENGL 107 or placement by ACT English Score or by SAT Writing Score. Online or nationwide students may take the Columbia College English placement exam. Students whose ACT English Score is from 18 to 36 or whose SAT Writing and Language Score is from 25 to 40 (430 to 800 for Writing Section prior to spring 2016) will be placed in the FWS. Online or nationwide students who score 75% or higher on the English placement exam will be placed in the FWS.

ENGL 204W - Technical Writing 3 hours

Study and practice of writing for professional and technical audiences and purposes. **Prerequisite:** ENGL 133W.

ENGL 207W - Introduction to Creative Writing 3 hours

Introduction to the writing of fiction, creative non-fiction, and poetry, including creative writing-workshops and analysis of professional work. **Prerequisite:** ENGL 133W.

ENGL 210W - Introduction to Fiction 3 hours

An introduction to the elements of fiction. **Prerequisite:** ENGL 133W.

ENGL 211W - Introduction to Poetry 3 hours

An introduction to the elements of poetry. **Prerequisite:** ENGL 133W.

ENGL 212W - Introduction to Drama 3 hours

An introduction to the elements of drama. **Prerequisite:** ENGL 133W.

ENGL 231W - British Literature I 3 hours

Survey of English literature from Old English through the late eighteenth century. **Prerequisite:** ENGL 133W.

ENGL 232W - British Literature II 3 hours

Survey of English literature from the Romantic period through the contemporary. **Prerequisite:** ENGL 133W.

ENGL 241W - American Literature I 3 hours

Survey of American literature from Early Contact and Puritan literature through 1865. **Prerequisite:** ENGL 133W.

ENGL 242W - American Literature II 3 hours

Survey of American literature from 1865 to the contemporary period. **Prerequisite:** ENGL 133W.

ENGL 263W - World Literature I 3 hours

World literature from the earliest epics through the sixteenth century. **Prerequisite:** ENGL 133W.

ENGL 264W - World Literature II 3 hours

World literature from the seventeenth century through contemporary. **Prerequisite:** ENGL 133W.

ENGL 267W - Literature and the Environment 3 hours

An introduction to contemporary literature focusing on environmental issues.The course features nature writing, environmental nonfiction, and other texts containing ecological visions. Cross-listed as ENGL/ENVS 267W. **Prerequisite(s):** ENGL 133W.

ENGL 311 - Descriptive Grammar of the English Language 3 hours

Descriptive grammar of the English language. **Prerequisites:** ENGL 133W .

ENGL 312 - The History of the English Language 3 hours

Study of the history of the English language. **Prerequisites:** ENGL 133W.

ENGL 313W - Intermediate Fiction Writing 3 hours

An intermediate workshop class in the writing of short fiction. **Prerequisite:** ENGL 207W.

ENGL 314W - Intermediate Non-Fiction Writing 3 hours

An intermediate workshop class in the writing of short creative non-fiction, including class criticism of student and professional work. **Prerequisite:** ENGL 207W.

ENGL 315W - Intermediate Poetry Writing 3 hours

An intermediate workshop class in the writing of poetry, including class criticism of student and professional work. **Prerequisite:** ENGL 207W.

ENGL 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in English. Topics are approved by the Language and Communication Studies Department.

ENGL 350 - Major Literary Figures 3 hours

Study of the works of one to three major writers (e.g. Chaucer, Donne, Milton, Whitman, Dickinson, Mark Twain, Woolf, Faulkner, Morrison). **Prerequisites:** ENGL 133W.

ENGL 351W - Readings in Shakespeare 3 hours

Study of William Shakespeare's writing, emphasizing his plays in all genres. **Prerequisites:** ENGL 133W.

ENGL 352W - Dickinson and Whitman 3 hours

Study of the works of Emily Dickinson and Walt Whitman. **Prerequisites:** ENGL 133W.

ENGL 353W - Milton 3 hours

Study of the major poems and selected prose of John Milton in the context of historical moment and in the context of literary tradition. **Prerequisites:** ENGL 133W.

ENGL 354W - Jane Austen 3 hours

Study of the novels of Jane Austen. **Prerequisites:** ENGL 133W.

ENGL 360 - Readings in Fiction 3 hours

Study of fiction from a special perspective or within a literary period (e.g. American novel and short story, contemporary novel, the comic novel and short story). **Prerequisites:** ENGL 133W and a previous 200-level or higher English literature course.

ENGL 361 - Readings in Poetry 3 hours

Study of poetry within a period or from a special perspective (e.g., twentieth-century American poetry, lyric poetry, epic poetry). **Prerequisites:** ENGL 133W.

ENGL 362 - Readings in Drama 3 hours

Study of drama within a period or from a special perspective (e.g. Renaissance drama, comedic drama, British modernist drama). May be taken more than once when the subject matter in the course varies. **Prerequisites:** ENGL 133W.

ENGL 363W - Contemporary American Poetry 3 hours

Study of contemporary poetry written by U.S. authors. **Prerequisites:** ENGL 133W.

ENGL 364W - History of Drama: Staging the Family 3 hours

Study of the works of dramatists from ancient Greece up to the present, using the representations of family dynamics on the stage throughout history as a way to understand the Western dramatic tradition at large. **Prerequisites:** ENGL 133W.

ENGL 370 - Major Literary Periods 3 hours

Study of the major literary works from a specific movement or definitive age (Medieval, Renaissance, Enlightenment, Romanticism, Victorian, Modernism, Postmodern or Contemporary). May be taken more than once when the subject matter in the course varies. **Prerequisites:** ENGL 133W.

ENGL 372W - African American Literature 3 hours

Study of authors and literary works by African American authors. **Prerequisites:** ENGL 133W.

ENGL 373W - British Romanticism 3 hours

Study of the works of English Romantic writers. **Prerequisites:** ENGL 133W.

ENGL 374W - British Victorian Literature 3 hours

Study of authors and literary works of the British Victorian period. **Prerequisites:** ENGL 133W.

ENGL 375W - Medieval Romance 3 hours

Study of the major European medieval romances. **Prerequisites:** ENGL 133W.

ENGL 376W - Viking Literature: Myths, Epics, and Sagas 3 hours

Study of the major literary works of the Viking period. **Prerequisites:** ENGL 133W.

ENGL 380W - Ghost Stories: Reading Phantoms and the Fantastic 3 hours

Study of the ghost story primarily as it develops in the nineteenth and early twentieth century English and American tradition. **Prerequisite(s):** ENGL 133W.

ENGL 390W - Contemporary Short Fiction 3 hours

Study of the short story as it develops primarily in the 20th Century. Attention will be given to the elements of the genre and the way these are expressed across a range of periods and cultures. **Prerequisite(s):** ENGL 133W.

ENGL 399 - English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Students may register for no more than 12 English internship credits (ENGL 399 and ENGL 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** At least one 200-level English course; junior standing, and a minimum 2.5 cumulative GPA at time of registration of internship.

ENGL 408 - Advanced Creative Writing 3 hours

An advanced multigenre workshop that focuses on developing and fine-tuning a student's portfolio of creative writing, which should aid students in putting together a substantial collection of work worthy for publication or admittance into an MFA program. **Prerequisites:** ENGL 313W, ENGL 314W, and ENGL 315W.

ENGL 425 - Literary Theory and Criticism 3 hours

Methods and application of literary and critical theories. **Prerequisites:** Six or more hours of 300-level or higher ENGL courses.

ENGL 431 - Senior Seminar 3 hours

Culminating course for graduation as an English major. **Prerequisite(s):** 15 hours of English Major Area Electives with at least 9 hours at the 300-level or above.

ENGL 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Communication Studies. Topics are approved by the Language and Communication Studies Department.

ENGL 499 - Advanced English Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work for publishers, for nonprofit agencies involved with writing, editing and the arts, or in other similar situations. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 English internship credits (ENGL 399 and ENGL 499 combined) during their time at Columbia College. **Prerequisites**: Minimum nine hours of ENGL coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.

ENVS 105 - Essentials of Science 3 hours

Students will explore concepts related to natural science, including interpreting and drawing inferences from scientific results and models. They will generate, evaluate and interpret different types of data, and will use this knowledge to solve problems empirically in a variety of contexts. The course will be a three hour lecture/lab combination and not intended for students majoring in Biology, Chemistry, Environmental Science or Forensic Science. **Crosslisted** with CHEM 105 and BIOL 105. **Prerequisites:** MATH 106 or MATH 110 or equivalent.

ENVS 115 - Introduction to Environmental Science 3 hours

Survey of environmental science, ecosystems and human impact. **Cross-listed** as BIOL 115.

ENVS 115L - Introduction to Environmental Science Laboratory 2 hours

Laboratory experiences to complement ENVS 115/BIOL 115. **Cross-listed** as BIOL 115L. **Prerequisite/Corequisite:** BIOL 115/ENVS 115 or concurrent enrollment. BIOL 115/ENVS 115 must be taken as a corequisite or completed before BIOL 115/ENVS 115L can be used as G.E. credit.

ENVS 220 - Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. **Cross-listed** as GEOG 220. **Prerequisites:** C or higher in GEOG 101 or BIOL 115/ENVS 115.

ENVS 222 - Conservation Biology 3 hours

Conservation Biology is the science of maintaining biological diversity but it extends beyond pure science into areas such as philosophy, economics, law and sociology. This course focuses on biodiversity and how this diversity supports the function of ecosystems. Threats to biodiversity, particularly from human actions, and strategies for maintaining biodiversity are discussed. **Cross-listed** as BIOL 222. **Prerequisites**: C or higher in BIOL 112 or in BIOL 115/ENVS 115 or in SCIN 110.

ENVS 223 - Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/ adjustments. **Cross-listed** as GEOG 223. **Prerequisites**: C or higher in GEOG 101 or ENVS 115.

ENVS 230 - Environmental Toxicology and Chemistry 3 hours

Analytic survey of factors which affect local and global environments. Provides students with an appreciation and understanding of the principles of environmental toxicology and chemistry including the sources, fate and effects of chemicals in the environment. Emphasis is on contemporary problems in human health and the environment. **Cross-listed** as ENVS 230. **Prerequisites**: C or higher in CHEM 112.

ENVS 230L - Environmental Toxicology and Chemistry Lab 2 hours

Laboratory experiences to complement CHEM 230/ENVS 230 to include the collection and analysis of environmental samples including air, soil and water samples. **Cross-listed** as ENVS 230L. **Prerequisites**: C or higher in CHEM 112L. **Corequisites**: CHEM 230/ENVS 230.

ENVS 233 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 251 - Resource Management 3 hours

An introduction to the range of natural resources, their management and resource management fields. **Cross-listed** as GEOG 251. **Prerequisites**: BIOL 112 or GEOG 101 or ENVS 115.

ENVS 254 - Genetics 3 hours

Basic principles of Mendelian and molecular genetics. Concurrent enrollment in BIOL 254L/ENVS 254L is required. **Cross-listed** as BIOL 254. **Prerequisites:** Grade of C or better in BIOL 110; CHEM 110 with a grade of C or better.

ENVS 254L - Genetics Laboratory 2 hours

Laboratory experiences to complement BIOL 254/ENVS 254; methodology and applications in classical and molecular genetics. Students majoring in Biology must earn a grade of C or higher. **Prerequisites:** BIOL 112L with a grade of C or higher; BIOL 254 /ENVS 254 with a grade of C or higher, or concurrent enrollment.

ENVS 267W - Literature and the Environment 3 hours

An introduction to contemporary literature focusing on environmental issues. The course features nature writing, environmental nonfiction, and other texts containing ecological visions. Cross-listed as ENGL 267W/ENVS 267W. **Prerequisite(s):** ENGL 133W.

ENVS 300 - Evolution 3 hours

Examination of the basic mechanisms of evolution and the importance of evolution to our understanding of life on earth. Genetics, natural selection, adaptation and the history of life are considered. **Cross-listed** as BIOL 300. **Prerequisites:** C or higher in BIOL 112 or in both SCIN 110 and BIOL 115/ENVS 115.

ENVS 301 - Ichthyology 3 hours

An introductory course in ichthyology designed to familiarize students with the classification, morphology, biology, ecology, and behavior of fishes. **Cross-listed** as BIOL 301. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L.

ENVS 310 - Environmental and Resource Economics 3 hours

Application of economic concepts and tools for the analysis of natural resources development and environmental degradation; evaluation of public policies on resource and pollution issues. **Cross-listed** as ECON 310. **Prerequisites:** ECON 293 or ECON 294; ENVS 115/BIOL 115.

ENVS 312 - Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. **Cross-listed** as POSC 312. **Prerequisites:** ENGL 133W; BIOL 115/ENVS 115 or POSC 111.

ENVS 315 - Applied Microbiology 5 hours

Survey study of microbial diversity and associated laboratory techniques. **Prerequisites:** C or higher in BIOL 254 /ENVS 254 and BIOL 254L /ENVS 254L

ENVS 319 - Soils 3 hours

An examination of soils. Topics include soil as a medium for plant growth, habitat for organisms, system for water supply and purification, recycling system for nutrients and organic wastes and engineering medium. **Cross-listed** as BIOL 319. **Prerequisites:** C or higher in BIOL 110 or BIOL 115/ENVS 115; C or higher in CHEM 112.

ENVS 320 - Introduction to Ecology 3 hours

Basic principles of introductory ecology. **Note:** Students cannot receive credit for both BIOL 321/ENVS 321 and BIOL 320/ENVS 320. **Cross-listed** as ENVS 320/BIOL 320. **Prerequisites:** C or higher in BIOL 222/ENVS 222.

ENVS 321 - Applied Ecology 5 hours

Applied principles of advanced ecology with an emphasis on the factors affecting the distribution and abundance of organisms. Cross-listed as BIOL 321. **Note:** Students cannot receive credit for both BIOL 321/ENVS 321 and BIOL 320/ENVS 320 and/or 320L. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L and dont useBIOL 222/ENVS 222. 2 hours

ENVS 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 338 - Forestry 3 hours

A survey of forestry in a broad geographic scope with a conceptual focus that establishes and integrates forest and wildlife management. **Prerequisites:** C or higher in BIOL 112 and CHEM 110.

ENVS 343 - Botany 5 hours

Anatomy, physiology and taxonomy of plants. Laboratory is included. **Cross-listed** as BIOL 343. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L.

ENVS 350 - Field and Laboratory Techniques in Environmental Science 3 hours

This is a specialized laboratory course designed to teach the laboratory and field techniques used in various fields of Environmental Science. **Prerequisite:** C or better in BIOL 112L .

ENVS 352W - American Environmental History 3 hours

Analysis of America's environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, institutions, and technologies have evolved over time. It traces American Indian ecology, agricultural land use, natural resource conservation, and recent environmental activism. It offers special attention to the significance of wilderness in the American past. **Cross-listed** as HIST 352W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

ENVS 353 - Zoology 5 hours

Survey of animal phyla and vertebrate organ systems. Laboratory is included. **Cross-listed** as BIOL 353. **Prerequisites:** C or higher in BIOL 112 and BIOL 112L.

ENVS 395W - Research Design in the Sciences 3 hours

Study of applied research in the natural sciences, with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation. Students majoring in Biology or Environmental Science must earn a grade of C or higher. **Cross-listed** as BIOL 395W. **Prerequisites:** 20 semester hours of BIOL, ENVS, FRSC, PHYS and/or CHEM courses; junior standing; C or higher in BIOL 224/PSYC 224/SOCI 224; C or higher in ENGL 133W.

ENVS 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Cross-listed as CHEM 399/ENVS 399/FRSC 399 . **Prerequisite(s) / Corequisite(s):** Declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, and

Molecular Biology. Junior standing. Students must have completed with a grade of C or higher 15 hours in their major prefix.

ENVS 433 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Environmental Science. Topics are approved by the Department of Physical and Biological Sciences.

ENVS 490 - Senior Seminar 1 hour

A seminar course is required as a culminating experience prior to graduation for all seniors majoring in Biology and Environmental Science. Students complete and present a review of their major field and participate in career planning. Evaluation is S (Satisfactory) or U (Unsatisfactory), with a grade of S required. **Cross-listed** as BIOL 490. **Prerequisites/Corequisites**: senior standing, ENGL 133W, 45 semester hours in BIOL/ENVS.

ENVS 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Cross-listed** with BIOL 499/CHEM 499/ENVS 499/FRSC 499. **Prerequisites/Corequisites**: Three hours of BIOL 399/CHEM 399/ENVS 399/FRSC 399. Minimum 15 hours of coursework in the major with a grade of C or better, senior standing, declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, or Molecular Biology, minimum 3.0 GPA in major core classes at the time of registration of internship.

FINC 295 - Risk and Insurance 3 hours

Basic concepts and practices found in modern insurance and other methods of handling risk.

FINC 298 - Personal Financial Planning 3 hours

Broad coverage of personal financial decisions including basic financial planning, managing savings, taxes, the use of credit, buying a house, making insurance and employee benefit decisions, managing investments, and saving for retirement.

FINC 350 - Business Finance 3 hours

A study of the finance function in corporate decision making. Topics include financial statement analysis, risk and return, valuation, cost of capital, working capital management, time value of money and capital budgeting. **Prerequisites:** ACCT 281; MATH 110 or MATH 150 .

FINC 354 - Investments 3 hours

An introductory investment course designed to teach students how to make personal investing decisions for their own investment portfolio with special consideration given to the management of employer-sponsored retirement plans. **Prerequisite:** ACCT 281.

FINC 361 - Small Business Finance 3 hours

An introduction to the finance function within a small business. The focus is on the acquisition and management of capital from inception through growth. Emphasis is on the use of key financial management tools. **Prerequisite:** ACCT 280.

FINC 365 - Retirement Planning and Employee Benefits 3 hours

This course focuses on the fundamentals of employee benefits and retirement planning in the context of personal financial planning decisions. Content includes a survey of various types of retirement plans, legal and tax requirements for a retirement plan, assessing and forecasting financial needs in retirement, distribution rules, and integration of retirement plans with government benefits. **Prerequisites:** FINC 298, FINC 354 or enrolled in a Certificate Program.

FINC 375 - Estate Planning 3 hours

This course is an overview of the family estate and gift planning process from a financial planning perspective. Topics covered include: introduction, basic estate planning documents, types of property interests, the probate process, gift and estate taxes, transfer during life and at death, and the utilization of estate and gift planning strategies and tools. This course will also provide case practice and discussion and collaboration activities that facilitate students' learning and practicing their knowledge and skills. **Prerequisites:** FINC 298 or enrolled in a Certificate Program.

FINC 395 - Financial Markets and Institutions 3 hours

Examination of the risks faced by managers of financial institutions and the methods and markets through which these risks are managed. Consideration is given to a wide array of financial institutions including commercial banks, credit unions, investment banks, securities firms, insurance companies, and investment companies. **Cross-listed** as ECON 395 . **Prerequisites:** ACCT 281; MATH 110 or MATH 150; ECON 293, ECON 294; FINC 350.

FINC 396 - Corporate Finance 3 hours

Analysis of financial and accounting information and its impact on financial decision-making and profit planning. Topics include: financial planning and control tools, leverage and capital structure, investment banking, dividend policy, corporate restructuring, risk management and international financial management. **Prerequisites:** ACCT 281 and MATH 150 or MATH 110; FINC 350.

FINC 397 - Principles of Real Estate 3 hours

An introduction to the principles and practices of real estate. Topics include the real estate profession and industry, home ownership, real estate financing, real estate appraisal, real estate contracts and real estate investment as it relates to personal financial planning objectives.

FINC 398 - Real Estate Finance 3 hours

An introduction to real estate finance including basic real estate finance concepts, legal issues in real estate finance, time value of money and mortgages, and residential and commercial financing. **Prerequisites:** MATH 110 or MATH 150; FINC 397.

FINC 399 - Internship: Finance 1-3 hours

Internships in Finance provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** junior standing with CGPA of 2.5 or better including completion of FINC 350 .

FINC 400 - Financial Management in Healthcare 3 hours

An Examination of financial decisions and constraints unique to the healthcare industry. **Cross-listed** as MGMT 400. **Prerequisite:** FINC 350.

FINC 410 - Sports Finance 3 hours

An integrated course that incorporates concepts from economics, finance, statistics and operations research in approaching decision making in sports management. **Prerequisites:** ECON 293, ECON 294, FINC 350, MATH 110 or MATH 150, MATH 250.

FINC 495 - International Finance 3 hours

Understanding and application of the concepts of corporate finance, financial markets, and investments in an international context. Specific topics include an overview of the international monetary system, international financial markets (currency, equity and bond markets), the "parity conditions" of international finance, foreign exchange risk management, global investing, international capital budgeting, and global working capital management. **Cross-listed** as ECON 495. **Prerequisites:** ECON 293, FINC 350.

FINC 496 - Advanced Financial Management 3 hours

Application of various financial management decision-making techniques as they apply to complex business problems. **Prerequisite:** FINC 396.

FINC 498 - Comprehensive Financial Planning 3 hours

A study of the principles and practices of professional financial planning using an integrated planning mode. Case studies allow students to simulate real-world experience by integrating tax, insurance, and investment planning strategies into comprehensive financial plans. This investments course provides a foundation in modern portfolio theory and portfolio management with special consideration given to retirement planning. **Prerequisite:** FINC 354.

FINC 499 - Internship: Finance 1-3 hours

Internships in Finance provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** Completion of an FINC 399 internship. Senior standing with CGPA of 3.0 or better including completion of FINC 350 .

AFCS 101 - African Culture and Society I 3 hours

An interdisciplinary survey of institutions, politics, cultures and societies in Africa from roughly 1800 to the present (emphasis on the period following the Second World War). This

course is designed to be taken in sequence with AFCS 102 as an intensive study of the people of Africa.

AFCS 102 - African Culture and Society II 3 hours

This course continues an interdisciplinary survey of institutions, politics, cultures and societies in Africa from roughly 1800 to the present (emphasis on the period following the Second World War). It is designed to be taken in sequence with AFCS 101 as an intensive study of the people of Africa. Taking AFCS 101 first will enhance your experience of this course.

FRCS 101 - French Culture and Society 3 hours

The course provides an intensive survey of French culture and society.

ITCS 101 - Italian Culture and Society 3 hours

The course provides an intensive survey of Italian culture and society.

LACS 201 - Latin American Cultures and Society I 3 hours

This course begins a survey of the cultures of Latin America. It is designed to be taken in sequence with LACS 202 as an intensive study of the people of Latin America. Taught in English.

LACS 202 - Latin American Cultures and Society II 3 hours

This course continues a survey of the cultures of Latin America. It is designed to be taken in sequence with LACS 201 as an intensive study of the people of Latin America, but can be taken on its own as well. Taught in English.

LACS 203 - Latine U.S.!: Identities, Expressions, and Negotiations 3 hours

Analysis and exploration of the major themes of Hispanic/Latine/Chicano-a artistic and literary accomplishments in the U.S. The course facilitates appreciation of varied aesthetics and increases understanding of immigrant cultural values and lifestyles. Taught in English.

LACS 304 - Afro-Latinos: Culture, Power, and the People 3 hours

This course explores the culture, history, and power of Afro-Latinos. Topics include historical background of African-descendant peoples in the Spanish-speaking Americas; racial ideologies and formation of Afro-Latinos in Latin America and the U.S.; exploration of what it means to be racially Black and ethnically Latine; and cultural expression through Afro-Latino poetry and music. Taught in English.

LACS 305 - Indigenous Resistance in Latin America 3 hours

This course examines the development, strategies, and political impact of indigenous peoples' movements in Latin American. Through the use of case studies, the course focuses on the regions with the highest concentration of indigenous populations in Mesoamerica (Mexico and Guatemala) and the Andes (Bolivia, Peru, and Ecuador). Taught in English.

LACS 307 - Contemporary Latin American Art: Towards the Now 3 hours

This course surveys the artistic production of Latin America from post-World War II to the present. Topics include experiments with abstraction, pop, conceptualism, and performance; the incorporation of indigenous, European, and U.S. art practices; the influence of social and political revolutions and counter-revolutions on art; and the effects of globalization on Latin American Art. Taught in English. **Prerequisites:** LACS 202.

MECS 101 - Middle Eastern Culture and Society I 3 hours

This course begins a survey of Middle Eastern culture. It explores formative events and institutions that have shaped Middle Eastern culture with an emphasis on the manner in which East and West meet and perceive their respective cultures. The course is designed to be taken in sequence with MECS 102 as an intensive study of the people of the Middle East.

MECS 102 - Middle Eastern Culture and Society II 3 hours

This course continues a survey of Middle Eastern culture. It explores formative events and institutions that have shaped Middle Eastern culture with an emphasis on the manner in which East and West meet and perceive their respective cultures. The course is designed to be taken in sequence with MECS 101 as an intensive study of the people of the Middle East. Taking MECS 101 first will enhance your experience of this course.

RUCS 101 - Russian Culture and Society 3 hours

This course surveys Russian culture and society from early medieval times to the present. It explores the origins of Russian mentality and basic elements unique to Russian civilization using a combination of sources from history, literature, visual arts, music, religion, and philosophy.

SACS 101 - South Asian Culture and Society I 3 hours

This course begins a survey of the cultures of South Asia, including India, Pakistan, Sri Lanka, Maldives, Nepal, and Bhutan. It examines the cultural, religious, and historic influences that have shaped the South Asian region throughout the centuries and which continue to play a key role within contemporary South Asian societies. The course is designed to be taken in sequence with SACS 102 as an intensive study of the people of South Asia.

SACS 102 - South Asian Culture and Society II 3 hours

An exploration of the societies and cultures of South Asia, including India, Pakistan, Sri Lanka, Bangladesh, Nepal, and Bhutan. This course will allow the students with a theoretical knowledge of South Asia to examine the diversity and realities of a number of South Asian societies. Students will gain a more in-depth understanding of South Asian social norms, social hierarchy, religious practice, political conflict, immigration and folklore. It is strongly recommended that students take SACS 101 before taking this class.

FREN 101 - Elementary French I 3 hours

French 101 emphasizes elementary proficiency in listening comprehension, oral expression, reading, and writing of French, as well as basic understanding of French-speaking cultures. **Note:** Not open to native speakers or students who have had three or more years (six semesters) of high school French.

FREN 102 - Elementary French II 3 hours

French 102 is a direct continuation of French 101, with further development of the four language skills and continued introduction to French-speaking cultures. Not open to native speakers. **Prerequisites:** FREN 101 with a grade of C or higher or two years (four semesters) of high school French.

FREN 103 - Intermediate French I 3 hours

French 103 reinforces and expands the skills of listening comprehension, oral expression, reading, writing, and cross-cultural understanding. Not open to native speakers. **Prerequisite:** FREN 102 with a grade of C or higher or four years (eight semesters) of high school French.

FREN 104 - Intermediate French II 3 hours

French 104 focuses on advanced French grammar, composition, and conversation, as well as the exploration of French-speaking cultures via selected readings and media clips. The class is taught in French. Emphasis is on reading, conversation, and writing. Not open to native speakers. **Prerequisite:** FREN 103 with a grade of C or higher.

FRSC 100 - Reasoning in Forensic Science 3 hours

Forensic science is the application of scientific methods to matters of legal concern. This course will provide students with an overview of forensic science and establish the role it plays in the criminal justice process. Students will gain an understanding of general concepts in forensic science through the application of the scientific method to the analyses of various types of evidence.

The laboratory component of the course will address basic methodologies and techniques used in the analysis of forensic evidence. Activities will provide students the opportunity to frame investigative questions and, in turn, to analyze evidence. Students will use data appropriately, interpret results and evaluate the significance of their findings by generating conclusions appropriate to the forensic context. **Prerequisite:** C or better in MATH 106 or higher.

FRSC 210 - Introduction to Forensic Science 3 hours

An introduction to forensic science, including discussion of the role of the forensic scientist in the criminal justice system, forensic evidence, basic techniques and instrumentation used to analyze forensic evidence.

FRSC 305 - Forensic Anthropology 3 hours

Anthropological principles and knowledge applied within the legal system. Examination of the basics of bone biology, methods of skeletal analysis, signs of pathology and trauma, and postmortem interval. **Prerequisites:** FRSC 210 or CJAD 203.

FRSC 310 - Professional Issues in Forensic Science 3 hours

Examination of professional topics and current issues relevant to the forensic scientist including professional standards in forensic science. This course is only open to Forensic Science majors or minors unless an exception is granted. **Prerequisite(s)**: FRSC 210;

FRSC 315 - Forensic Microscopy 3 hours

Examination of the theoretical foundations of microscopy, with an emphasis on stereomicroscopy and polarized light microscopy. Techniques are applied to the analysis of forensic evidence. **Prerequisites**: FRSC 210 and CHEM 110 or alternatively, FRSC 210 with **Corequisite** of PHYS 112 or PHYS 212.

FRSC 327 - Introduction to Friction Ridge Skin Evidence 3 hours

A foundation in friction ridge skin and its uses in forensic science. The history of friction ridge skin is explored. Methods in the classification, collection of prints (live and postmortem), latent print processing techniques, and latent print comparisons are highlighted.Testimony is practiced and challenges in the court room are evaluated. **Prerequisites**: FRSC 210 or CJAD 203.

FRSC 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in forensic science. Topics are approved by the Department of Physical and Biological Sciences.

FRSC 399 - Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Cross-listed as CHEM 399/ENVS 399/FRSC 399. **Prerequisite(s) / Corequisite(s)**: Declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, and Molecular Biology. Junior standing. Students must have completed with a grade of C or higher 15 hours in their major prefix.

FRSC 400 - Digital Forensics 3 hours

An interdisciplinary approach to learning about best practices in digital and networking evidence preservation and processing involving computers, storage media and mobile devices. This course was formerly CISS 400. Cross-listed with CYSC 400. **Prerequisites:** One of FRSC 210, CISS 301, CISS 302, COSC 370, or COSC 410.

FRSC 406 - Expert and Scientific Evidence 3 hours

Examination of the role and function of expert and scientific evidence in the legal system, and critical evaluation of the standards governing the integration of law and science. Topics include the Frye, Daubert and other standards governing scientific evidence; ethical issues concerning expert testimony; the interface between the scientific, legal and law enforcement communities; and particularized consideration of evidentiary issues connected with specific scientific techniques. **Cross-listed** as CJAD 406. **Prerequisites:** junior standing.

FRSC 415 - Forensic Biology 4 hours

An introduction to the methods, instrumentation, and special considerations used in the forensic analysis of biological evidence, such as blood and other human bodily fluids. Introduction to DNA extraction, quantitation and amplification, as well as statistical interpretation of the data. **Prerequisite:** BIOL 254.

FRSC 424 - Forensic Chemistry 4 hours

A study of the methods and instrumental techniques commonly used in the analysis of chemical evidence such as sampling, instrumentation, drugs and toxicology, fires and explosives, firearms, textiles, paints, and coatings. The laboratory component will include the application of the major techniques and instruments used in the analysis of chemical forensic evidence, including microscopy, thin-layer chromatography, gas chromatography, UV-visible spectroscopy, infrared spectroscopy, Raman spectroscopy, and mass spectrometry. **Prerequisite(s):** C or better in CHEM 312 and CHEM 312L, and in CHEM 335. 1 hour

FRSC 430 - Physical and Chemical Methods in Forensic Science 3 hours

A survey of physical, chemical and trace evidence encountered in the forensic laboratory and the methods used to analyze such evidence. Techniques utilized in the collection, preservation and interpretation of impression and physical match evidence will be

discussed. The analysis of chemical and trace evidence, such as hairs, fibers and paint evidence, will be assessed. **Prerequisites:** CHEM 312, CHEM 312L, FRSC 210. **Corequisite:** FRSC 430L.

FRSC 430L - Physical and Chemical Methods in Forensic Science Laboratory 2 hours

The laboratory component of Physical and Chemical Methods in Forensic Science. A hands-on introduction to the methods used to analyze physical, chemical and trace evidence. Techniques utilized in the collection, preservation and interpretation of impression and physical match evidence will be employed. Chemical and trace evidence, such as hairs, fibers and paint evidence, will be analyzed. **Prerequisites**: CHEM 312, CHEM 312L, FRSC 210. **Corequisite**: FRSC 430.

FRSC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in forensic science. Topics are approved by the Department of Physical and Biological Sciences.

FRSC 445 - Forensic Pathology 3 hours

Analysis of systems and methods of determining time, cause, and means of death in criminal investigation and trials. **Prerequisites**: FRSC 210 or CJAD 203.

FRSC 475 - Senior Seminar in Forensic Science 1 hours

A seminar course is required as a culminating experience for all seniors majoring in Forensic Science. This capstone course integrates prior learning while exploring current research and contemporary issues in forensic science. Completion with a passing grade is required. This class is Pass/Fail (S for satisfactory, U for unsatisfactory). **Prerequisite(s):** Senior standing; Forensic Science major.

FRSC 499 - Advanced Science Internship 1-3 hours

Field experience working as an intern in a private or public agency. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Students may register for no more than 6 science internship credits (399 and 499 combined) during their time at Columbia College. Grades are assigned as S (satisfactory) or U (unsatisfactory). **Cross-listed** with BIOL 499/CHEM 499/ENVS 499/FRSC 499.

Prerequisites/Corequisites: Three hours of BIOL 399/CHEM 399/ENVS 399/FRSC 399. Minimum 15 hours of coursework in the major with a grade of C or better, senior standing, declared major in Biology, Biochemistry, Chemistry, Environmental Science, Forensic Science, or Molecular Biology, minimum 3.0 GPA in major core classes at the time of registration of internship.

GEOG 101 - Introduction to Geography 3 hours

This course offers an introduction to geographic patterns of human distribution and activities around the world. Particular attention is given to the ways in which people relate to their physical environment, and how this relation has evolved as a result of demographic growth, social changes, and global economic and political forces. The course explores the sustainability of human systems on earth and the solutions that humans have developed to address global challenges.

GEOG 220 - Introduction to Atmospheric Sciences 3 hours

An introduction to the study of weather and climate. **Cross-listed** as ENVS 220. **Prerequisites**: C or higher in GEOG 101 or BIOL 115/ENVS 115.

GEOG 223 - Environmental Disasters 3 hours

Introduction to environmental hazards and disasters. Emphasis on causes of extreme natural events, their geographic distribution and human responses/ adjustments. **Cross-listed** as ENVS 223. **Prerequisites**: C or higher in GEOG 101 or ENVS 115.

GEOG 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in geography. Topics are approved by the Psychology and Sociology Department.

GEOG 251 - Resource Management 3 hours

An introduction to the range of natural resources, their management and resource management fields. **Cross-listed** as ENVS 251. **Prerequisites**: BIOL 112 or GEOG 101 or ENVS 115.

GEOG 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in geography. Topics are approved by the Psychology and Sociology Department.

GEOG 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOG 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of geography. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of geography courses, and a cumulative GPA of 3.0 or higher.

GEOL 111 - Applied Geology 4 hours

An introduction to earth's materials, geophysical processes acting on them and the resulting landforms and landscapes with accompanying laboratory experiences. G.E. **Prerequisites**: None.

GLST 101 - Introduction to Global Studies 3 hours

This course examines the increasingly interdependent and interconnected nature of global politics, economics, culture and environment. The course investigates and seeks to address global issues and challenges from a multidisciplinary perspective.

GLST 325 - Conflict, War and Peace 3 hours

This course examines the causes and consequences of interstate wars and civil conflicts, as well as the conditions for peace. **Cross-listed** as POSC 325. **Prerequisites**: GLST 101 or POSC 292 or HIST 112.

GLST 327 - International Human Rights 3 hours

Course examines the conceptual, political and practical dimensions of human rights. The course traces the development of human rights from a legal and philosophical perspective and evaluates mechanisms for the promotion and protection of human rights in the world today. **Cross-listed** as POSC 327. **Prerequisites**: GLST 101 or POSC 292 OR SOCI 111.

GLST 335 - Global Political Economy 3 hours

This course studies the interplay of politics and economics in a globalizing world. **Cross-listed** as ECON 335/POSC 335. **Prerequisites**: GLST 101 or POSC 292 or ECON 293.

GLST 399 - Global Studies Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a government agency, in a non-profit agency, or with a company in the United States or abroad in a position related to global issues or that involves significant interaction with people from countries outside the United States. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 internship credits (399 and 499 combined) during their time at Columbia College. **Prerequisites**: GLST 101, Junior standing, at least a 2.5 GPA.

GLST 490 - Global Studies Seminar 3 hours

Culminating experience for the BA in Global Studies. Students synthesize prior learning, explore current research and issues in global studies, and apply research tools to produce a research report. **Prerequisites**: Senior standing, PSYC/SOCI 225 or ANTH/PSYC/SOCI 327.

GLST 499 - Advanced Global Studies Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a government agency, in a non-profit agency, or with a company in the United States or abroad in a position related to global issues or that involves significant interaction with people from countries outside the United States. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 internship credits (399 and 499 combined) during their time at Columbia College. **Prerequisites:** Minimum 9 hours of global studies coursework, senior standing, minimum 3.0 gpa.

HIST 111 - Ancient Worlds: A Global Story 3 hours

This course surveys the major developments that have shaped the human experience from the earliest civilization to 1500 CE. The course examines overall patterns of early global history, characteristics of the world's major premodern civilizations, and the relationships and exchanges among these societies. Major themes include humans and their environment, culture, politics and government, economics and social structures. Students also gain insight into the historical roots of many of the world's major cultural traditions.

HIST 112 - Making the Modern World 3 hours

Our world is the result of a process unfolding since 1500 CE. This course highlights the experiences of the world's peoples as they grappled with the beginnings of globalization, the rise and expansion of technologically advanced societies, vast movements of peoples and goods, the age of total wars, and the promises and perils of modern life. In learning about past experiences, students will enhance skills in understanding and working with different peoples in the present. This course also develops proficiency in reading, writing and critical thinking. Finally, it hones skills in note-taking, library research, and information- and digital-literary.

HIST 121 - American History to 1877 3 hours

A survey of institutions, politics, culture, and society in America from colonization to reconstruction.

HIST 122 - American History Since 1877 3 hours

A survey of institutions, politics, culture, and society in America from reconstruction to the present.

HIST 300W - The World since 1945 3 hours

This course explores key moments in the history of the world since World War II, helping students understand how historical events in the post-1945 period have shaped the contemporary world. It explores a broad range of social, economic, political, and cultural events and trends, against a backdrop of three inter-related themes: the Cold War; decolonization; and globalization. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 303W - Science, Technology, and Humanity: A History 3 hours

This course offers an introduction to the ways in which humans have practiced science and used technology to alter their world. The course historicizes such endeavors, exploring how human social and cultural values have interacted over time with the practice of science and with technological change. In doing so, it asks big questions about who we are and where we might be going. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 304W - History of Latin America 3 hours

Analysis of Latin American history from the colonial period to the present. The class examines indigenous cultures, colonial structures, demographic patterns, independence movements, post-colonial challenges, economic dependency, and political instability. It also considers the relationship between Latin American nations and the United States as well as the search for order across the hemisphere. It highlights the nations of Argentina, Brazil, Chile, Colombia, Cuba, El Salvador, Guatemala, Honduras, Mexico, Nicaragua, Panama, Peru, Uruguay, and Venezuela. **Prerequisites:** Any 3 hours of a HIST course and ENGL 133W.

HIST 314W - Modern China 3 hours

This course traces the transformation of China from the late Qing Dynasty in the 19th century to the present, focusing on the profound social, gender, and sexual changes that have shaped Chinese society. It examines key historical developments such as the Opium Wars, the fall of imperial China, the rise of the Communist Party, the Cultural Revolution, and China's recent emergence as a global power, with special emphasis on how these events impacted family structures, gender roles, and sexual norms. **Prerequisite(s):** Any 3 hours of HIST and ENGL 133W.

HIST 316W - Modern Japan 3 hours

This course traces the transformation of Japan from the late Tokugawa period in the 19th century to the present, focusing on the profound social, gender, and sexual changes that have shaped Japanese society. It examines key historical developments such as the Meiji Restoration, and Japan's imperial expansion, with special emphasis on how these events impacted family structures, gender roles, and sexual norms. **Prerequisite(s):** Any 3 hours of HIST and ENGL 133W.

HIST 318W - The U.S. and the Vietnam War 3 hours

Analysis of American involvement in the Vietnam War from 1954 to 1975. The armed conflict in Vietnam reveals political, diplomatic, military, social, and economic factors that shaped the United States in the Cold War. This course considers the deployment of U.S. armed forces to Southeast Asia in addition to the mobilization of antiwar demonstrations on the home front. Significant attention will be given to the rise of American power, the making of a military quagmire, and the fall of South Vietnam. **Prerequisite:** Any 3 hours of HIST and ENGL 133W.

HIST 319W - The Modern Middle East 3 hours

As an introduction to the social, political, religious and intellectual history of the Middle East from the 1700s to the present day, this course pays particular attention to the following topics: the nature of the Middle Eastern social and political institutions; tensions between reform and purifying impulses in Islamic religious currents; the Ottoman period, western imperialism; paths of modernization; the Arab-Israeli conflict; the historical context for the emergence of political Islam. This course is designated Writing-Intensive. **Cross-listed** as ANTH 319W. **Prerequisites**: Any 3 hours of HIST; and ENGL 133W.

HIST 322W - Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meanings of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. **Cross-listed** as WMST 322W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 330W - The Struggle for Modern Europe 3 hours

This course introduces students to the history of Europe since 1789. Between the French Revolution and the present, European society has undergone vast and sometimes violent changes, ranging from industrialization, to demands by excluded groups such as women and workers for membership in the political nation, to collapse into world war during the first half of the most recent century. Europe thereafter saw Cold War division and the loss of empires, before moving into a present era of pressures driven by globalization, immigration, and efforts to integrate while creating a more pluralistic society. **Prerequisites:** Any 3 hours of HIST; and ENGL 133W.

HIST 333W - Death, Dying, and Death Investigations in U.S. History 3 hours

The course will provide an overview of a new and growing subfield of U.S. history. Students will examine a variety of topics, including mass death events, violent deaths (such as suicides and homicides), the growth of medicine and its impact on death, dying, death investigations, and attitudes toward death and dying. The course will especially emphasize social location in terms of death history by analyzing death, dying, and death investigations through the lenses of race, class, and gender. **Prerequisites:** ENGL 133W, and any 3 hours of 100-level HIST or higher.

HIST 334W - The European Enlightenment 3 hours

This course traces the transformation of European culture and society between the last decades of the 17th century and the end of the 18th century. Texts include political and philosophical essays, theological works, and examples from the "literary underground" of the 18th century. While drawing significantly on select major writers such as Voltaire, Diderot, Condorcet and the Scottish moralists, the course also examines figures who are sometimes overlooked in introductory surveys, such as Daniel Defoe, Richard Price and Mary Wollstonecraft. The overall goal of the course is to provide both an extended contact with the works of one particular historical period, and to survey the different ways in which historians have approached the period. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

HIST 337W - Europe, Fascism, and the Holocaust 3 hours

This course explores how and why the Holocaust happened. It traces how fascist groups achieved power in several European states during the early 20th century. Topics include political mobilization, social engineering, resistance and collaboration, racism and anti-Semitism. Gender policies, foreign policy, imperial aims are also covered. At the center of the course lies the mass murder of approximately two-third of Europe's Jewish population

by the Nazis and their collaborators. The course concludes by tracing the legacies fascists left behind for Europe and the world, including the recent resurgence of far-right political movements. **Prerequisites**: Any 3 hours of HIST; and ENGL 133W

HIST 342W - American Civil War 3 hours

Analysis of the American Civil War during the nineteenth century. The course assesses the causes and the consequences of the sectional conflict between the North and the South. In particular, it examines the role of chattel slavery, the crisis of the federal Constitution, the campaigns of the Union and Confederate forces, and the plans for postwar reconstruction. Furthermore, significant themes of politics, labor, gender, and violence will be considered. **Prerequisites**: Any 3 hours of HIST and ENGL 133W.

HIST 347W - World War I 3 hours

Analysis of the causes and consequences of the First World War from a transnational perspective. This course examines the major events of the armed conflict from 1914 to 1918 while featuring the remembrances of men and women around the globe. The impact of "total war" on modernity will be considered, as will the geopolitical re-alignment of the post-war world. **Prerequisites**: Any 3 hours of a HIST course, ENGL 133W.

HIST 348W - World War II 3 hours

Analysis of the causes and consequences of the Second World War from a transnational perspective. This course examines the major events of the armed conflict from 1937 to 1945 while featuring the remembrances of combatants and non-combatants in Europe and Asia. The impact of "total war" on modernity and the geopolitical realignment of the globe will be considered. **Prerequisites**: Any 3 hours of HIST and ENGL 133W.

HIST 350W - American Revolution 3 hours

Analysis of the American Revolution during the eighteenth century. This course considers the causes and the consequences of the colonial rebellion against the British Empire in North America. In particular, it focuses upon the cultural, economic, military, and constitutional issues shaping the struggle for independence. Significant attention will be given to the clash of values, interests, arms, and ambitions that established the United States by 1789. **Prerequisites**: Any 3 hours of HIST and ENGL 133W.

HIST 352W - American Environmental History 3 hours

Analysis of America's environmental history from the colonial period to the present. This course considers the interrelationships between human society and the natural world in different bioregions of North America, focusing upon how ideas, institutions, and technologies have evolved over time. It traces American Indian ecology, agricultural land use, natural resource conservation, and recent environmental activism. It offers special attention to the significance of wilderness in the American past. **Cross-listed** as ENVS 352W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

HIST 353W - Missouri History 3 hours

Survey of Missouri's history from colonization to the present. This course examines the contributions of Missouri and its inhabitants to the development of the U.S. In particular, it will highlight the state's government over the years. **Prerequisites:** Any 3 hours of a HIST course and ENGL 133W.

HIST 358W - Modern Britain: Empire and After 3 hours

Exploration of the most important social, economic and political developments in Britain since the beginning of the 18th century covers topics including the rise of industrial society, Victorian ideas and attitudes, British feminism, the rise and fall of the British Empire, the emergence of the Labour Party and British socialism, the impact of the two world wars and postwar political and social changes. Certain themes are stressed, such as the relationship between elite and popular politics, the development of the state, changing configurations of empire, and transformations in social and gender relations. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

HIST 359W - History of the British Empire 3 hours

This course traces the emergence of the British empire, which from the 1600s to the near-present facilitated a vast and violent movement of goods, peoples, technologies, diseases, cultural artifacts, and cultural practices. Attention is paid to issues of negotiation, domination and resistance; the effects of gender across cultures; politicization, identity formation, and nationalism; the complications and uses of race; and the empire's effects on Britain. **Prerequisites:** Any 3 hours of a HIST course; and ENGL 133W .

HIST 360W - The History of Immigration in the United States 3 hours

The course introduces students to the history of immigration in U.S. history from European colonization through the present day. Topics will include forced and voluntary migration from Europe, Asia, and Africa to the New World, immigration in the colonial and early

republican eras, changes in immigration in the nineteenth and twentieth centuries, and present-day immigration patterns and policies. The course will examine immigration policies as well, the lived experiences of forced and voluntary immigrants, and the social and cultural impact of immigration. **Prerequisites**: Any 3 hours of HIST and ENGL 133W.

HIST 362W - History of the American West 3 hours

Analysis of Western America from colonization to the present. The course traces the imperial, commercial, intellectual and social relationships constituting the trans-Mississippi region. In particular, it appraises the interactions of diverse populations in a frontier borderland over the course of several generations. Furthermore, significant attention is given to territorial acquisition, population mobility, economic development and popular culture. **Prerequisites**: Any 3 hours of HIST and ENGL 133W .

HIST 370W - American Military History 3 hours

Analysis of the military history of the United States from the colonial period to the present. This course considers the role and use of armed forces in relation to the social, cultural, political, economic, and technological development of the United States. It will not only address such themes as wartime strategy, operational tactics, and combat technology, but also the impact of warfare on society and on the remembrances of ordinary men and women in uniform. Significant attention will be given to the evolution of civil-military relations, the advent of professionalism in the military, the non-military uses of the military, and the military's role as a tool for global power. **Prerequisites**: Any 3 hours of HIST and ENGL 133W .

HIST 371W - History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms in North America. It will focus upon the free enterprise system, wherein corporations assumed a dominant position in the economic development of the United States. Significant attention will be given to the managerial revolution in American business. **Cross-listed** as MGMT 371W . **Prerequisites**: Any 3 hours of HIST and ENGL 133W

HIST 372W - Native American History 3 hours

Analysis of Native American history from prehistory to the present. The course considers the integrity and viability of indigenous societies in North America, the dynamic process of cultural persistence and change, and the clash of cultures that began with European

conquest. In particular, it traces the formation and operation of U.S. government policy toward the "first peoples" over the course of generations. Particular attention will be given to the pre-contact traditions, survival strategies, and tribal sovereignty exemplified by native communities in the U.S. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

HIST 373W - Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy, and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. **Cross-listed** as WMST 373W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 374W - African American History 3 hours

This course explores the major themes in African American history, from its roots in 15th-century West Africa to contemporary U.S. society. Course materials cover the major political, economic, social and cultural factors that have shaped the African and African American experience in the United States. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 375W - The History of Sexuality in the United States 3 hours

The course introduces students to the history of sexuality in U.S. history from European colonization through the present day. Topics will include sexuality, dating and marriage, LGBTQ experiences and rights, abortion and contraception, sex education, regulations of sexual practices, and attitudes toward sex. The course will cover several major eras in U.S. history, including colonization and early America, the American Revolution, the Civil War and Reconstruction eras, The Gilded Age and Progressive Era, and modern America. The course will also examine the social and cultural impact of attitudes and policies regarding sex, sexual orientation, and contraception. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

HIST 376W - Death, Dying, and Death Investigations in U.S. History 3 hours

The course provides an overview of a new and growing subfield of U.S. history. Students examine a variety of topics, including mass death events, violent deaths (such as suicides and homicides), the growth of medicine and its impact on death, dying, and death investigations, and attitudes toward death and dying. Course especially emphasizes social location in terms of death history by analyzing death, dying, and death investigations through the lenses of race, class, and gender. **Prerequisites:** ENGL 133W and any 3 hours of HIST.

HIST 377W - U.S. Women's Movements: A History 3 hours

The course provides an overview of the history of U.S. women's movements and the origins of feminism by examining "waves" of feminism from 1848 to the present day as well as related movements and opposition to women's rights. Topics include abolitionism, temperance, suffrage, first through fourth-wave feminism, and peace movements as well as the rise of antifeminism and postfeminism. The course emphasizes the ways in which women's movements varied by social location, particularly by race, class, gender, region, sexual orientation, and religion. **Cross-listed** as WMST 377W. **Prerequisites:** ENGL 133W and any 3 hours of HIST.

HIST 381W - History of Christianity: Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. This course is designated Writing-Intensive. **Cross-listed** as RELI 381W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 382W - Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. **Cross-listed** as RELI 382W. **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

HIST 392W - Modern Russia 3 hours

This course examines the social, political, and cultural transformations in Russia from the Decembrist Revolt of 1825 to the contemporary period. Key topics include the autocratic Russian Empire, revolutionary movements, the rise and fall of the Soviet Union, the

experience of World War Two, Cold War developments domestically and abroad, the role of political dissent, and post-Soviet developments including the development of Vladimir Putin's autocracy. **Prerequisite(s):** ENGL 133W and 3 hours of HIST-prefix coursework.

HIST 399 - History Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 history internship credits (HIST 399 and HIST 499 combined) during their time at Columbia College. The seminar is the culminating experience for graduation as a history major. Completion with a grade of C or higher required. **Prerequisites:** Three hours of history credit; junior standing; minimum 2.5 cumulative GPA at time of registration of internship.

HIST 494 - Senior Seminar in History 3 hours

The Senior Seminar in History is dedicated to the research and writing of a senior thesis. All participants are expected to apply the techniques of scholarship as generally accepted by the historical profession. This capstone seminar is the culminating experience for graduation as a history major. Completion with grade of C or higher is required. **Prerequisites:** HIST 121; HIST 122;HIST 111; HIST 112; HIST 294 and nine hours of HIST electives at the 300 or 400 level.

HIST 499 - Advanced History Internship 1-12 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work at an historical society, archive, historical site or similar agency or organization. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 history internship credits (HIST 399 and HIST 499 combined) during their time at Columbia College. **Prerequisites:** minimum nine hours of history coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration for internship.

HSEC 250 - Homeland Security: An Introduction and Overview 3 hours

A comprehensive overview of the Homeland Security function and professional field. Topics examined include counterterrorism, infrastructure, information, transportation, and border security tactics and methods. United States homeland security policies and statutes are reviewed.

HSEC 320 - Legal and Ethical Issues Related to Homeland Security 3 hours

A comprehensive survey of the important legal and ethical issues for practitioners in the field of Homeland Security. Provides a broad conceptual and practical understanding of issues with moral and legal implications related to policymakers, whistleblowers and reform. Review of relevant US statutes. **Prerequisites**: HSEC 250.

HSEC 325 - The Intelligence Function in Homeland Security 3 hours

Examines the basic concepts of intelligence gathering including availability of information, reliability and sources. Provides an explanation and guideline for how intelligence information is analyzed. Includes a review of relevant case studies. **Prerequisites**: HSEC 250.

HNRS 310 - Honors Service 1 hour

All students participating in the Honors Program must complete this course prior to graduation. Students must design a community service activity, choose a professor to direct that activity, and perform the project. Requires 45 hours of service activity. **Prerequisite:** eligibility for Honors Program.

HNRS 340 - Schiffman Ethics in Society Lecture 3 hours

Each year a renowned scholar or public figure is invited to the main campus to speak on the role of ethics in society. This course is a careful review of the writings by this year's speaker as well as an investigation of the literature surrounding the topic of the guest's presentation. **Prerequisite**: eligibility for Honors Program. May be repeated.

HNRS 350 - Topics 3 hours

An investigation of some great idea or ideas in the liberal arts and sciences, a focus on an epoch or trend in cultural history, an in-depth study of an alternative culture or a myopic biography. Examples: Beauty, Chaos Theory, Evolution & Fundamentalism, The Civil Rights Movement, What Are Numbers?, theories of humor, redefining photographic truth, etc. **Prerequisite:** eligibility for Honors Program. May be repeated.

HNRS 484 - Honors 3 hours

Open to students who have been accepted as candidates for degrees with Distinction and who are registering for their final semester of coursework. **Prerequisite**: admittance to the Honors Program required.

HUMS 105 - Introduction to Human Services and Ethical Practice 3 hours

Introduction to the profession, ethical practice, and career options of Human Services profession.

HUMS 110 - Introduction to Social Justice 3 hours

This course examines social justice principles and advocacy strategies essential for human services practice. Students explore the historical and theoretical foundations of social justice while analyzing systems of power, privilege, and oppression in contemporary society. **Prerequisites**: HUMS 105

HUMS 200 - Human Behavior in Context 3 hours

This course provides an overview of human behavior and development across the lifespan through the lens of social systems theory. Students will learn about the interrelationships among biological, psychological, social, cultural, and spiritual dimensions that shape human growth and behavior within an ecological context. Special attention is given to the impact of poverty, discrimination, and oppression on the ability to reach optimal health and wellbeing. **Prerequisites**: HUMS 110 and PSYC 101

HUMS 230 - Introduction to Trauma Informed Care

This course provides an overview of trauma and its impacts across the lifespan. Students will learn about different types of trauma, neurobiological effects, risk and protective factors, and evidence-based treatment approaches. The course will cover developmental, sociocultural, and legal/ethical considerations in trauma work. An emphasis is placed on developing trauma-informed care principles applicable across disciplines. **Prerequisites:** HUMS 200

HUMS 240 - Social Policy and Advocacy 3 hours

Examines social policy development and implementation, with emphasis on comparing policy approaches across welfare, healthcare, family services, and other social issues. Students analyze how policies impact service delivery and develop advocacy strategies to influence policy change. Includes critical evaluation of current and proposed policies and their effects on diverse populations. **Prerequisites**: HUMS 200 and PSYC 210

HUMS 300W - Introduction to Research Methods 3 hours

This course introduces students to fundamental research methods essential for evidence-informed practice in human services. The course covers research methods, ethical considerations, evidence-informed practice, basic data collection and analysis, and program evaluation. Students will gain practical experience in locating, reading, and writing critiques of research relevant to human services. Emphasis on becoming informed consumers of research to improve service delivery and client outcomes **Prerequisites**: ENGL 133W and HUMS 200 or PSYC 210.

HUMS 305 - Advanced Generalist Practice 3 hours

This practice-oriented course prepares students to assess and intervene effectively at the entry level of helping professions. Students will explore foundational theories of human behavior and change while developing practical skills through extensive hands-on learning. The course emphasizes skill development through role-play exercises, simulated client interactions, and supervised practice opportunities. Students will learn basic assessment techniques and intervention strategies appropriate for entry-level positions in human services, while building a strong foundation for future graduate-level study. Class sessions integrate theoretical knowledge with experiential learning, ensuring students gain confidence in applying helping methods in real-world contexts. **Prerequisites**: HUMS 240 and PSYC 210

HUMS 310 - Military Case Work 3 hours

Examination of the unique challenges and opportunities facing veterans, active duty military and their families. Topics include programs and services specific to these populations. **Prerequisites**: sophomore standing.

HUMS 325 - Fundamentals of Case Management 3 hours

This course provides a comprehensive foundation in case management theory and practice for human services professionals. Students will explore evidence-based models, develop essential skills in assessment, service planning, coordination, and advocacy, while learning to work effectively with diverse populations. Content includes trauma-informed approaches, cultural competency, interdisciplinary collaboration, ethical decision-making, and psychotropic medication considerations. Through practical application and case studies, students will gain the competencies needed to navigate complex service systems and promote positive client outcomes in contemporary human services settings. **Prerequisites**: HUMS 305 and PSYC 210

HUMS 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in human services. Topics are approved by the Criminal Justice Administration and Human Services Department.

HUMS 335 - Group Process and Practice 3 hours

This course examines group dynamics, facilitation techniques, and leadership skills for human service professionals. Students explore theoretical foundations of group work while developing practical competencies in planning, facilitating, and evaluating various group interventions. Emphasis on therapeutic groups, support groups, psychoeducational groups, and task groups across diverse populations and settings. **Prerequisites**: HUMS 305 and PSYC 210.

HUMS 340 - Working with Families 3 hours

This course examines culturally competent practice approaches for working with diverse individuals and families in human services settings. Students explore the intersection of culture, race, ethnicity, gender orientation, and family dynamics across the lifespan. Using tools such as the Culturagram and intersectional frameworks, students learn to assess and intervene effectively with families from various racial/ethnic backgrounds. **Prerequisites:** HUMS 305

HUMS 345 - Working with Communities and Organizations 3 hours

The values, knowledge and skills of human service practice in the context of communities and organizations. **Prerequisite**: HUMS 105 or PSYC 101 (courses may be taken as corequisite).

HUMS 350 - Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. **Cross-listed** as SOCI 350. **Prerequisites**: junior standing.

HUMS 375 - Disabilities 3 hours

This course offers a critical interdisciplinary examination of disability as a social construct that informs identities, social locations, and serves as a platform for social movements. **Prerequisites**: Junior standing.

HUMS 380 - Foundations of Addiction and Recovery 3 hours

Examination of substance use and abuse and the progressive nature of addiction. Factors leading to regular and problematic use will be explored. An overview of the pharmacological effects of drugs within major drug categories, theories of addiction, intervention, treatment methods, and prevention are examined. **Prerequisites**: HUMS 305 and PSYC 210.

HUMS 385 - Mental Health 3 hours

This course provides a look at mental health problems from a diagnostic perspective. Students learn diagnostic criteria for mental health disorders, psychotropic medications and the role of the family. **Prerequisites**: PSYC 101, sophomore standing.

HUMS 390 - Child Welfare 3 hours

This course begins with an historical overview of child welfare services in American society, establishes a framework for both policy and practice, and examines current trends in the field of child welfare. Special emphasis is placed on evaluating the needs of high-risk populations of children/youth and families. **Prerequisites**: sophomore standing.

HUMS 399 - Internship 3-6 hours

Students complete 135 hours of supervised field experience for three hours of credit, targeted to behaviorally implementing the objectives of the Human Services program in a human service agency. Permission must be obtained one semester prior to the internship. Prerequisites: Senior standing, HUMS 495 as a prerequisite or corequisite, all core HUMS requirements. Evaluation: Satisfactory/Unsatisfactory.

HUMS 495 - Senior Seminar 3 hours

Required senior seminar. Capstone course synthesizing prior learning and exploring current issues in the field of human services, counseling, and social work. **Prerequisites**: Human Services major, senior standing, and all core major requirements completed (or currently enrolled).

HUMS 499 - Internship 3 hours

Students complete 45 hours of experiential work for each credit hour. Students typically work in a non-profit social service agency under the direct supervision of a designated agency employee. Grades are assigned as S (satisfactory) or U (unsatisfactory). A monthly seminar examines professional and developmental issues related to the experience and assists students in integrating the knowledge, values and skills of practice in the human services field. **Prerequisites**: senior standing; HUMS 495 taken previously or concurrently; completion of all HUMS core requirements; and a minimum of 2.0 cumulative GPA at time of registration of internship.

JAPA 101 - Beginning Japanese I 3 hours

JAPA 101 emphasizes elementary proficiency in listening comprehension, oral expression, reading, writing and cultural understanding. **Prerequisite**: Not open to native speakers or students who have had three or more years of high school Japanese.

JAPA 102 - Beginning Japanese II 3 hours

Continuation of JAPA 101, with further development of language skills and cultural understanding. **Prerequisite**: JAPA 101 with a grade of C or higher or three years of high school Japanese. Not open to native speakers or students who have had four years of high school Japanese.

JAPA 103 - Intermediate Japanese I 3 hours

Continuation of JAPA 102, with further development of language skills and cultural understanding. Not open to native speakers. **Prerequisite**: JAPA 102 with a grade of C or higher or three years of high school Japanese.

JAPA 104 - Intermediate Japanese II 3 hours

Continuation of JAPA 103, with further development of language skills and cultural understanding. Not open to native speakers. **Prerequisite**: JAPA 103 with a grade of C or higher or three years of high school Japanese.

LEAD 200 - Introduction to Leadership Concepts 3 hours

An examination of the theory, evolution, practice and dynamics for leadership in contemporary society.

LEAD 499 - Applied Leadership Internship 3 hours

Students complete 45 hours of experiential work for each credit hour. Students work in conjunction with a faculty sponsor on approved learning goals. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students completing any major may earn credit from an approved internship that involves applied leadership. In addition, earned credit from ELI, Mock Trial, Model UN, or appropriate MSCI, ASCI, and NSCI experiences is acceptable. **Prerequisites:** senior standing, minimum 3.0 GPA in major core classes at time of registration for internship. Internship must be in same department as student's major.

LGST 301 - Alternative Dispute Resolution 3 hours

Examination of negotiation, mediation and arbitration as alternatives to the formal trial process in resolving legal disputes. **Prerequisites:** junior standing.

LGST 425W - Legal Research and Writing 3 hours

Application of systems and methods of legal research to problems and issues in the justice system. Cross-listed as CJAD 425W. **Prerequisites:** ENGL 133W; junior standing.

MGMT 150 - Introduction to Business 3 hours

Comprehensive survey of the major areas of business and its environment. Concepts, issues and vocabulary are emphasized.

MGMT 152 - Business Mathematics 3 hours

Development of an understanding of and skill in using arithmetic calculations in business-oriented problems.

MGMT 211 - Introduction to Supply Chain Management 3 hours

Introduction to Supply Chain Management provides and introduction to principles, concepts, and tools of supply chain management. The course examines the role of supply chain management in creating and sustaining a competitive advantage for organizations.

The course covers the entire spectrum of supply chain management, including the design, planning, execution, control, and monitoring of supply chain activities.

MGMT 230 - Principles of Management 3 hours

Survey of principles of management. Familiarity with the history and evolution of the field and with modern principles and their application. **Prerequisites**: sophomore standing or registration in a Certificate or Associates degree.

MGMT 233 - Topics 1-3 hours

An overview of key business research methods and resources.

MGMT 254W - Business Communication 3 hours

Development of written, oral and interpersonal skills for effective communication in the business world. Emphasis on clear, effective business correspondence, improved interpersonal skills and public speaking. Students learn appropriate real-world skills and strategies to increase their abilities to apply this knowledge. **Prerequisite**: ENGL 133W.

MGMT 261 - Introduction to Human Resource Management 3 hours

This is a foundational course introducing students to the functional areas of Human Resource Management and the competencies needed to be a successful Human Resources professional. **Prerequisites**: sophomore standing.

MGMT 265 - Business Law I 3 hours

Fundamental principles of law relating to business activity. Use of cases. **Prerequisites**: sophomore standing.

MGMT 278 - Introductory Business Analytics 3 hours

Provides a framework that enables students to recognize, understand and apply the language, theory and models of the field of business analytics. Cross-listed as ACCT 278 .

MGMT 300 - The American Healthcare System 3 hours

A study of the evolution of the healthcare system in the United States and characteristics of the current system.

MGMT 311 - Public Administration and Policy 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. **Cross-listed** as PADM 311/POSC 311.**Prerequisites:** POSC 111 or HIST 122.

MGMT 312 - Procurement and Sourcing 3 hours

Procurement and Sourcing examines business centered issues related to purchasing goods/services, identification and evaluation of suppliers, contract negotiation, and supplier relationship management, key procurement issues, industry specific procurement, corporate social responsibility related to procurement, and objectives and development of procurement processes. **Prerequisites:** MGMT 211.

MGMT 314 - American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy and more. **Cross-listed** as PADM 315/POSC 315. **Prerequisites**: ENGL 133W,POSC 111.

MGMT 315 - Comparative Healthcare Systems 3 hours

A study of various healthcare systems in practice, throughout countries in the industrialized world, will be examined. This includes how health care systems are influenced by culture, and the religious and political philosophies of the regions/countries. Students will establish metrics for conducting quality comparisons across systems to evaluate pros and cons among the various systems.

MGMT 316 - Project Human Resource Management 3 hours

Projects, by their nature, are organized and staffed differently than operational departments. They often use resources from both inside and outside of the organization, on a temporary basis, and with the project manager lacking full administrative control over those resources. This course will analyze the challenges of setting up temporary project organizations, addressing staffing constraints, and effectively communicating with key stakeholders. **Prerequisites**: MGMT 385 and junior status or registration in a certificate.

MGMT 317 - Project Performance Management 3 hours

Developing the project plan is a foundational skill for every project manager. This involves identifying tasks, developing estimates, and sequencing tasks. Skillful project management then requires effectively tracking progress against the plan, managing changes and how they impact the plan, and reporting progress to key stakeholders.This course will focus on a number of skills related to these successful project management objectives. **Prerequisites**: MGMT 385 and junior status or registration in a certificate.

MGMT 318 - Project Cost Management 3 hours

A phrase you will always hear related to projects is whether they were "on time and on budget." Cost management is a foundational project management skill, because meeting the project budget is always one of the primary objectives. This course will cover the key components of developing and managing a project's budget. In addition, special attention will be given to managing procurement, whether related to human or physical resources, and whether those resources are obtained internally within the organization or externally through contracted resources. **Prerequisites**: MGMT 385 and junior status or registration in a certificate.

MGMT 319 - Project Risk Management 3 hours

All projects are inherently risky, and especially complex ones can potentially be the downfall for the most experienced project manager. From technical challenges to human resources to project schedules, many things can endanger a successful project. This course will cover the sources of risk and approaches for identifying and managing risks. Risk management is an essential skill for any project manager. **Prerequisites**: MGMT 385 and junior status or registration in a certificate.

MGMT 321 - Human Resources Analytics 3 hours

This course covers data analytics in support of central human resources decision making and management. Students will learn how to leverage analytical techniques and processes to support decision making for recruiting, workforce planning, compensation, performance evaluation, hiring, promoting, training and development, and retention. **Prerequisites**: ACCT 278/MGMT 278, CISS 202, MGMT 331.

MGMT 322 - Business Logistics and Transportation Processes 3 hours

Business Logistics and Transportation Processes provides an overview of the principles and practices of logistics management in business. Students will gain an understanding of the logistics processes, including transportation, warehousing, inventory management, and order fulfillment. The course will cover topics such as logistics strategy development, supply chain design, and logistics performance measurement. The course will also examine the impact of global logistics on businesses, including the challenges of managing logistics operations across borders and managing international trade regulations. **Prerequisites:** MGMT 211.

MGMT 323 - Leadership and Human Relations in Organizations 3 hours

This course examines leadership and human relations in organizations, focusing on theories and practices that foster trust, guide teams, and resolve conflicts. Students develop communication and relationship-building skills to foster collaboration, influence behavior, and support high-performing workplaces in a global context.

MGMT 325 - Operations Management and Quality in Healthcare 3 hours

A study of aspects of operations management specific to the healthcare industry.

MGMT 331 - Data Visualization for Business Analytics 3 hours

This course covers the effective use of visual representation for business decision making and problem solving. Students will learn best practices in design and formatting of data in support of business practices. Spreadsheet software and online tools are utilized to incorporate visualizations into effective presentations and reports of analytical data. **Prerequisites:** ACCT 278/MGMT 278, CISS 202.

MGMT 334 - Supply Chain Management Analytics and Modeling 3 hours

Supply Chain Management Analytics and Modeling provides an in-depth exploration of how data analytics can be used to improve supply chain management. Students will learn to analyze and interpret data to identify trends, patterns, and optimize Supply Chain Management activities. The course explores the use of standalone and integrated technology in supply chain management and practical analytical techniques to assess, evaluate, and improve supply chain processes and procedures. **Prerequisites:** MGMT/ACCT 278.

MGMT 335 - Sports Analytics 3 hours

This course explores the use of data analysis applied to the context of sport. Students will learn to locate, collect, clean, and manipulate data to make data driven decisions regarding sports management. A variety of sport contexts are examined including football, baseball, basketball, and others. **Prerequisites:** ACCT/MGMT 278.

MGMT 338 - International Business 3 hours

Exploration of the challenges involved in multinational and international business. **Prerequisites:** junior standing, MGMT 230.

MGMT 339 - Diversity in Organizations 3 hours

Successful inclusion is the outcome sought from good diversity management. Students will develop interpersonal skills needed to manage varying diverse work groups and the impact of cultural factors influencing behavior. Students will understand the business case for diversity leading to better problem solving. **Prerequisite:** MGMT 230.

MGMT 340 - Introduction to Healthcare Management 3 hours

Introduction to fundamental healthcare management principles; issues and considerations unique to a healthcare setting that influence management decisions. **Prerequisite:** MGMT 230.

MGMT 341 - Introduction to Entrepreneurship 3 hours

The focus of this course is to explore the development of innovative thinking, opportunity recognition, and idea generation as it pertains to the creation of new businesses. **Prerequisites:** junior standing.

MGMT 345 - Intrapreneurship: Corporate Entrepreneurship 3 hours

To sustain and grow in today's hypercompetitive and global society, firms must practice continuous innovation. This course offers students the opportunity to study the process of creating and managing ventures within stable, possibly bureaucratic settings. **Prerequisite:** junior standing.

MGMT 348 - International Business Law 3 hours

This course will provide an overview of international rules, laws and regulations impacting business. This will include international law, international contracts and sales, international organizations, foreign trade, international marketing, international e-

commerce, international labor and employment, and international intellectual property. **Prerequisite:** MGMT 265 Business Law.

MGMT 350 - Business Clinic 3 hours

The purpose of this class is for students to gain experience helping clients of the Columbia College Business Clinic who are entrepreneurs, nonprofit organizations, and small businesses not only in the Columbia, MO area, but also around the country. Throughout the course, students would be working for one or multiple clinic clients through project-based work from start to finish: initial client needs meeting; project timeline development and task delegation; completion of tasks at a high level; and final project presentation to the client. Students will complete work for Business Clinic clients under the guidance of a Faculty member who will have weekly meetings with the students to assess project progress. The student's performance would be assessed on the student's ability to meet deadlines, perform tasks at a high level, ability to work within a team, and overall professionalism. Prerequisite: Junior Standing and Instructor approval.

MGMT 353 - Legal and Ethical Aspects of Healthcare 3 hours

An overview of key laws and ethical issues that affect the delivery of health care. **Prerequisites:** MGMT 265, MGMT 368W.

MGMT 354 - Public Relations Writing 3 hours

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners, emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. **Prerequisites:** MGMT 254W.

MGMT 360 - Organizational Theory 3 hours

Examination of the foundations, theories, models, and literature for designing effective organizations. Extensive library research and case work required. **Prerequisite:** MGMT 230.

MGMT 362 - Organizational Behavior 3 hours

Provides a strong conceptual framework for understanding organizational efficiency as the result of the interactions of people and organizations. **Prerequisite:** MGMT 230 or PSYC 101.

MGMT 363 - Operations Management 3 hours

This course introduces students to the important functional area of operations management, in both manufacturing and service contexts. **Prerequisite:** MGMT 230.

MGMT 364 - Recruitment, Staffing, and Performance Management 3 hours

This course explores how organizations strategically plan for changes in their workforce. This includes identifying talent acquisition strategies and selection systems to identify the best talent for their businesses. Staffing planning strategies include forecasting, gap analysis, retention, and succession planning. Approaches to performance management consider criteria and types of measurement. **Prerequisite:** MGMT 261.

MGMT 365 - Compensation and Benefits 3 hours

The focus of this course is "Total Compensation." Direct and indirect compensation systems are evaluated to determine how organizations design the appropriate systems for their businesses. Topics include base pay systems, variable pay, executive compensation, benefit options, and government-mandated benefit. **Prerequisite:** MGMT 261.

MGMT 367 - Business Law II 3 hours

Continuation of Business Law I. **Prerequisite:** MGMT 265.

MGMT 368W - Business Ethics 3 hours

Analysis of principles used to evaluate ethical issues facing today's business community as well as to formulate possible solutions. This course satisfies the General Education Ethics requirement for Business Administration, Management Information Systems and Computer Information Systems majors. **Prerequisite:** MGMT 230 and ENGL 133W.

MGMT 369 - Introduction to Sports Management 3 hours

Comprehensive survey of the major areas of sports management. Concepts, issues and vocabulary are emphasized.

MGMT 370 - Real Estate Negotiation 3 hours

This course builds on concepts of conflict and negotiation as applied to a real estate setting. Advanced concepts explore foundational theories in an applied setting and the application of a variety of negotiation strategies and tactics. **Prerequisite(s):** ORGL 370

MGMT 371W - History of American Business 3 hours

Analysis of American business from the colonial period to the present. The course traces the entrepreneurial adventures of small as well as large firms in North America. It will focus upon the free enterprise system, wherein corporations assumed a dominant position in the economic development of the United States. Significant attention will be given to the managerial revolution in American business. Cross-listed as HIST 371W . **Prerequisites:** Any 3 hours of HIST and ENGL 133W

MGMT 372 - Crisis Management 3 hours

This course introduces students to the fundamental principles of effectively preventing and responding to crises in organizations. Students focus on the skills required for effective crisis management and to the processes engaged in crisis intervention. Crisis at both the individual and systems level are examined. Students learn protocols for conducting crisis audits and assessments and methods for action planning and implementation and post-crisis evaluation. **Prerequisite:** MGMT 230.

MGMT 374 - Spreadsheet Modeling and Decision Analysis 3 hours

Spreadsheet Modeling and Decision Analysis covers the use of spreadsheet software to create and maintain models to address organizational data analysis needs and solve business problems. Students will learn to leverage spreadsheet tools, functions, and mathematical models to analyze organizational data. Decision analysis techniques including optimization, forecasting, sensitivity analysis, regression, data mining and others are utilized to address business needs in a data informed manner. **Prerequisites:** MGMT 278/CISS 202.

MGMT 375 - Labor Relations 3 hours

The focus of this course is learning about the labor relations process and the role of management and labor unions. Study of management approaches to collective labor agreements. Extensive study of negotiation, grievances and agreement administration. **Prerequisite:** MGMT 365.

MGMT 376 - Managerial Consulting 3 hours

This course provides a comprehensive overview of management consulting as a discipline, including its role within contemporary organizations and its contribution to organizational strategy, change, and problem-solving. Students will develop critical skills for diagnosing organizational challenges, framing and communicating recommendations, managing client relationships, and applying structured consulting processes.

MGMT 377 - Legal Aspects of Sports 3 hours

An introduction to the legal and ethical issues affecting sport organizations, including contracts, liability, compliance, and risk management.

MGMT 385 - Business Project Management 3 hours

Whether one is a practitioner of project management or a participant in projects, understanding and applying project management skills and techniques is a fundamental need in today's world. This course addresses both managerial concepts and hands on application of software tools. Emphasis is placed on the key knowledge areas that are recognized within the discipline: project integration, scope, time, cost, quality, human resources, communication, stakeholder, risk and procurement management. Upon successful completion of the course, students will be able to apply project management techniques and use project management software to develop time lines, network diagrams and critical path analyses. Examinations, assignments and/or projects will be used to demonstrate understanding of course objectives. **Prerequisites:** junior Standing or registration in certificate program. Completion of MGMT 230 is highly recommended.

MGMT 390 - Real Estate Leadership Strategy Practicum 4 hours

This real estate leadership strategy practicum integrates knowledge and skills from earlier courses in the Certificate in Real Estate Leadership as applied to professional experience through completion of a practicum project tied to a real organization. Students will apply concepts of leadership in a practical setting utilizing leadership theory and applied strategic tools. **Prerequisite(s):** FINC 397 , MGMT 230 , and completion of or concurrent enrollment in LEAD 200 and/or MGMT 362

MGMT 391 - Human Resource Management in the Public Sector 3 hours

This course introduces students to the administrative, legal, and political context of human resource management in public and nonprofit organizations. Topics include laws and policies, compensation, recruitment, retention, performance management, diversity, training, leadership, ethics, communication, change management, decision-making, and

conflict resolution. Students develop the skills to address public service challenges and to contribute as HR leaders in government and nonprofit organizations.

MGMT 393 - Business Information Systems 3 hours

Emphasis on management and technical concepts fundamental to business applications and management control of information systems. Coverage includes management information and decision support systems which aid in planning, organizing and controlling business activities. **Prerequisites:** MGMT 230 (may be taken concurrently).

MGMT 395 - Real Estate Negotiation Strategy Practicum 4 hours

This real estate negotiation strategy practicum integrates knowledge and skills from earlier courses in the Certificate in Real Estate Negotiation as applied to professional experience through completion of a practicum project tied to a real organization. The course will further explore the application of negotiation strategy and technique to create value in a given organization in the real estate industry.
Prerequisite(s): FINC 397 , MGMT 230 , ORGL 370 and completion of or concurrent enrollment in MGMT 370 .

MGMT 399 - Internship: Management 1-3 hours

Internships in Management provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** junior standing with CGPA of 2.5 or better including completion of MGMT 230 . (For Human Resource internships, MGMT 261 strongly recommended; for Healthcare Management internships, MGMT 340 strongly recommended; for International Business internships MGMT 338 strongly recommended).

MGMT 400 - Financial Management in Healthcare 3 hours

An Examination of financial decisions and constraints unique to the healthcare industry. **Cross-listed** as FINC 400 . **Prerequisite:** FINC 350.

MGMT 411 - Global Supply Chain Management 3 hours

Global supply chains are more important that ever in an increasingly complex international context. Global Supply Chain Management provides an in-depth examination of the key concepts, strategies, and issues involved in managing supply chain operations in a global

environment. Examining issues such as global sourcing, logistics, inventory management, and supply chain risk management, students will gain an understanding of the impact of cultural, political, economic, and technological factors that provide challenges for supply chains in a global environment.

MGMT 421 - Sustainability in Supply Chain Management 3 hours

Sustainability in supply chain management examines the practices in creating a sustainable supply chain. The course covers key topics related to sustainable supply chain management, including environmental impact, social responsibility, and economic viability. Students will learn about the importance of sustainability in the context of global supply chains and explore strategies for creating sustainable supply chains that benefit both organizations and society.

MGMT 422 - Small Business Management 3 hours

Students will learn about organizational structure, strategy development and management of a small business. They will create a business plan and learn how to pitch their plan to various types of stakeholders. **Prerequisite:** MGMT 341.

MGMT 430 - Management Science 3 hours

Management Science is a discipline that integrates mathematical modeling and quantitative analysis into the managerial decision-making process. The goal of the course is to provide students with a background in mathematical modeling to augment their problem-solving skills. **Prerequisites:** MATH 110 or MATH 150; MATH 250 or PSYC/BIOL/SOCI 224.

MGMT 431 - Power Business Intelligence 3 hours

This course examines the use of business intelligence to assist in decision making in an organizational context. Students will learn to use business intelligence software with a focus on Microsoft Power BI. Students will learn to format, transform, and deploy data from a variety of sources in the creation of business dashboards and reports to support data driven decisions. **Prerequisites:** ACCT/MGMT 278, MGMT 374.

MGMT 433 - Topics 1-3 hours

Specialized inquiry into topics not covered in the curriculum.

MGMT 440 - Real Estate Law 3 hours

This course is a study of real estate law as recognized in the United States. Key real estate law principles will be covered throughout the course. The approach is a practical one, taking a transactional perspective from the beginning of a "deal" through closing from a legal vantage point. Case law will be referenced and studied throughout the course and made relevant and tangible. Prerequisites: MGMT 265 ; FINC 397 .

MGMT 461 - Training and Development 3 hours

Study of learning, training and development and the alignment with strategic goals of an organization for achieving goals and talent management. The course focuses on individual development, organizational development, and change management and performance management. This course explores the methods of identifying training needs, designing and implementing successful training programs and evaluating organizational training systems. Also, this course covers the process of planning and implementing interventions to create interpersonal, group, inter-group or organization-wide change. **Prerequisite:** MGMT 261.

MGMT 475 - Strategic Decision-Making with Analytics 3 hours

Strategic Decision-Making with Analytics is the culminating course for business analytics majors. Students will apply a variety of analytical techniques and skills to address applied organizational issues. Students will utilize spreadsheet modeling, statistical methods, visualization software, and other analytical tools to support strategic business decision making in an organizational setting. **Prerequisites:** Taken in the last session/semester of BS in Business Analytics degree.

MGMT 477 - Strategic Supply Chain Management 3 hours

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Strategic Supply Chain Management is a culminating course that integrates and applies the concepts, theories, and practices learned in earlier courses related to supply chain management. This capstone course provides an opportunity for students to develop a comprehensive understanding of strategic supply chain management and to apply this knowledge to real-world case studies. Students will analyze case studies that showcase best practices and effective strategies in supply chain management. The case studies will focus on a range of industries and sectors. Students will work in teams to analyze the cases and develop recommendations for improving supply chain performance and resilience. **Prerequisites:** MGMT 211, MGMT 411, MGMT 421- Taken in last two semesters of study for the BS in Supply Chain Management.

MGMT 479 - Strategic Management 3 hours

Culminating experience capstone course for majors in business administration. Requires case/report writing and the ability to integrate material from previous courses to analyze and resolve complex business strategic planning problems. Completion with a grade of C or higher required. **Prerequisites:** senior standing, completion of a minimum 33 hours of core requirements, including FINC 350, and at least six hours of upper-level courses within the identified major.

MGMT 480 - Case Studies in Healthcare Management 3 hours

Capstone Course for Healthcare Management Majors. Student will apply concepts learned throughout their program of study to case study scenarios. **Prerequisites:** MGMT 300 and MGMT 340.

MGMT 490 - Strategic Human Resource Management 3 hours

This is the capstone course for students completing the HR major. Students will understand the strategic role HR contributes to organizational objectives and complete a capstone project related to the functional areas of HR Management. **Prerequisites:** senior standing.

MGMT 499 - Internship: Management 1-3 hours

Internships in Management provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** Completion of an MGMT 399 internship. Senior standing with CGPA of 3.0 or better including completion of MGMT 230 . (For Human Resource internships, MGMT 261 strongly recommended; for Healthcare Management internships, MGMT 340 strongly recommended; for International Business internships MGMT 338 strongly recommended).

MKTG 210 - Principles of Marketing 3 hours

Survey of principles for providing value to consumers by segmenting and selecting target markets, assessing consumer needs, conducting marketing research, selling and servicing, and developing products and services all amidst the marketing environment. **Prerequisites:** sophomore standing or registration in a Certificate or Associates degree.

MKTG 327 - Retail Management and Strategies 3 hours

Development of policies, methods, and managerial strategies to accommodate the rapidly changing retail environment. **Prerequisites:** MGMT 150, junior standing.

MKTG 331 - Consumer Behavior 3 hours

Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. **Prerequisite:** MKTG 210.

MKTG 332 - Public Relations 3 hours

Policies, strategies and procedures available to an enterprise in establishing and controlling its communications with its many publics. **Prerequisites:** MKTG 210.

MKTG 335 - Advertising and Sales Promotion 3 hours

Study of marketing activities that stimulate consumer purchasing and dealer effectiveness. Emphasis on elements and process of developing effective advertising programs using integrated marketing communications. **Prerequisite:** MKTG 210.

MKTG 352 - Sales and Sales Management 3 hours

This course overviews techniques and skills of strategic selling in various offline and online environments using varied approaches. It also covers managing the customer experience function and honing service management skills in different environments. Sales and Customer Service Management presentations required. **Prerequisite:** MKTG 210.

MKTG 354 - Public Relations Writing 3 hours

The primary goal of the course is to help students develop the professional writing skills expected of beginning public relations practitioners emphasizing the different approaches required for particular audiences and media. The course covers all forms of writing for public relations, including press releases, public service announcements, magazine queries, securing television and radio interviews, coverage memos, media alerts, features, trade press releases, newsletters, backgrounders, and public relations presentations. **Prerequisite:** MGMT 254W.

MKTG 360 - Digital Marketing 3 hours

This course explores how the internet can be used effectively to strategically enhance the marketing activities of corporate enterprises, non-profits and government agencies. **Prerequisite:** MKTG 210.

MKTG 370 - Social Media 3 hours

The course researches, discusses, explores and demonstrates the ability to use emerging social media and marketing technologies for marketing and public relations uses within a for-profit or not-for-profit firm. Scholarly research writings from marketing and PR professional are reviewed and discussed. Students apply the online marketing and PR concepts in real time social media and marketing usage. Topics covered may include: blogs, Twitter, Facebook, wikis, podcasts, social bookmarking, RSS feeds, viral video, and other emerging web technologies. Introduction to individual and environmental determinants of the behavior of consumers. Use of knowledge of consumers' behavior to plan, implement and control marketing activities. **Prerequisite:** MKTG 210.

MKTG 378 - Marketing Communication Practicum 3 hours

Students will conclude this course with a basic understanding of marketing design principles as well as practical skills in the areas of writing, photography, and video for marketing purposes. These real-world skills will give students the tools needed to create basic marketing communication materials in a marketing environment. **Prerequisite:** MKTG 210.

MKTG 398 - Real Estate Digital Marketing Strategy Practicum 4 hours

This real estate digital marketing strategy practicum integrates knowledge and skills from earlier courses in the Digital Marketing for Real Estate Certificate as applied to professional experience through completion of a practicum project tied to a real organization. **Prerequisite(s):** FINC 397 , MKTG 210 , and completion of or concurrent enrollment in MKTG 360 and/or MKTG 370

MKTG 399 - Internship: Marketing 1-3 hours

Internships in Marketing provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-profit. **Prerequisites:** junior standing with CGPA of 2.5 or better including completion of MKTG 210 .

MKTG 410 - Global Marketing 3 hours

Survey of current international marketing strategy including the historical context of global marketing and current environmental issues and marketing management techniques. **Prerequisite:** MKTG 210.

MKTG 441 - Marketing Research and Analytics 3 hours

This course will provide an understanding of how organizations can provide value by researching various aspects of the marketing environment using various data and sources. **Prerequisites:** MKTG 210 and either MATH 110 or MATH 250 or ACCT 278/MGMT 278.

MKTG 460 - Public Relations Campaigns 3 hours

This is the capstone course for the Public Relations (PR) major. Students synthesize all that has been learned in prior marketing and public relations courses to develop a PR campaign for an actual client. This course is designed to help develop and refine critical thinking on the part of the student in selecting, creating and applying tools, techniques and principles of public relations to a variety of managerial cases and problem situations. Use of real-life case studies, tracking of current public relations issues, and creation of a full-scale public relations plan for an actual "client" are planned. This course is for those students close to graduation, who have mastered most or all of the skills courses and are ready to apply themselves to a genuine public relations problem. **Prerequisite:** MKTG 332.

MKTG 478 - Strategic Marketing 3 hours

Examination of the role of the marketing manager in analyzing, planning, implementing and controlling the marketing programs of an enterprise. Case work is used. **Prerequisites:** MKTG 210 and senior standing.

MKTG 480 - Sports and Event Marketing 3 hours

Examination of the role of marketing in analyzing, planning, implementing and controlling the marketing programs of a sports enterprise. **Prerequisite:** MKTG 210.

MKTG 499 - Internship: Marketing 1-3 hours

Internships in Marketing provide academic field experience by combining theory and practice in a business setting. Internship opportunities may be taken in a broad range of organizations: public and private; large and small; profit and non-

profit. **Prerequisites:** Completion of an MKTG 399 internship. Senior standing with CGPA of 3.0 or better including completion of MKTG 210 .

MATH 104 - Beginning Algebra 3 hours

Introduction to the fundamental concepts of algebra. Review of fractions, decimals and signed numbers. Methods for solving linear equations, linear inequalities, and systems of linear equations. Thorough treatment of graphing lines and linear equalities in the plane. Introduction to rules of exponents. Real-world applications are integrated throughout the course.

MATH 106 - Intermediate Algebra 3 hours

Second course in a three-course sequence in algebra. Review of graphing lines. An introduction to solving systems of linear equations, exponents, polynomial expressions, square roots, zeros of polynomials, quadratic equations, and graphs of parabolas. **Prerequisites:** a passing score on the Columbia College math placement exam or MATH 104 with a grade of C or higher or a score of 19 or higher on the math portion of the ACT or a score of 460 or higher on the math portion of the SAT.

MATH 110 - Quantitative Reasoning 3 hours

The purpose of this course is to provide a comprehensive overview of the skills required to navigate the mathematical demands of modern life and prepare students for a deeper understanding of information presented in mathematical terms. Topics of the course include percentages and ratios, proportional reasoning, probability, descriptive statistics, financial mathematics, linear and exponential modeling. Prerequisite: Grade of C or higher in MATH 104 or higher level MATH course, or a score of 20 or above on the math portion of the ACT or a score of 480 or above on the math portion of SAT, or an appropriate score on the Columbia College math placement exam.

MATH 150 - College Algebra 3 hours

Fundamental algebraic concepts are examined in the context of real world applications. Linear, quadratic, polynomial, exponential, and logarithmic functions are explored with emphasis on their numerical, graphical, and algebraic properties. **Prerequisites:** grade of C or higher in MATH 106 or a score of 21 or above on the math portion of the ACT (or if the ACT

was taken before September 1989, a score of 20) or a score of 500 or above on the math portion of the SAT, or a passing score on the Columbia College math placement exam.

MATH 180 - Precalculus 3 hours

Precalculus is a preparatory course for calculus and covers the following topics: algebraic, exponential, logarithmic, trigonometric and inverse trigonometric functions; trigonometric equations and trigonometric identities. **Prerequisites:** Grade of B or higher in MATH 150, or a score of 26 or higher on the math portion of the ACT or a score of 610 or higher on the math portion of the SAT.

MATH 201 - Calculus and Analytic Geometry I 5 hours

The first part of the three-part calculus series. Topics include: review of algebra and trigonometry; functions and limits; derivatives and their applications; the integrals and their applications. **Prerequisites:** grade of C or higher in MATH 180 or a score of 28 or higher on the math portion of the ACT or a score of 660 or higher on the math portion of the SAT.

MATH 201L - Calculus I Recitation 1 hour

This course provides supplemental instruction in algebra and trigonometry and additional problem-solving practice for students in MATH 201. The use of technology to support conceptual understanding and math study skills will also be addressed. **Prerequisites:** Concurrent enrollment in MATH 201.

MATH 215 - Differential Calculus 3 hours

First of a four-session sequence covering calculus and analytic geometry. Focus on functions, limits, and use of derivatives to solve practical problems. **Prerequisites:** grade of C or higher in MATH 180 or a score of 28 or higher on the math portion of the ACT or a score of 660 or higher on the math portion of the SAT.

MATH 222 - Calculus and Analytic Geometry II 5 hours

The second part of the three-part calculus series. Transcendental functions, techniques of integration, improper integrals, infinite series and power series, parametrized curves and polar coordinates. **Prerequisite:** MATH 201 with grade of C or higher.

MATH 222L - Calculus II Recitation 1 hour

This course provides supplemental instruction in algebra and trigonometry and additional problem-solving practice for students in MATH 222. The use of technology to support conceptual understanding and math study skills will also be addressed. **Prerequisites:** Concurrent enrollment in MATH 222.

MATH 225 - Discrete Mathematics I 3 hours

This course provides a foundation in formal mathematics and theorem-proving. Topics include functions, relations, sets, simple proof techniques, propositional logic, elementary number theory, the fundamentals of counting, recursion, and an introduction to algorithms. **Prerequisite:** grade of C or higher in MATH 201.

MATH 226 - Integral Calculus I 3 hours

Second course of a four-session sequence. Focus on the use of integrals to solve a variety of practical problems. Topics include derivatives of exponential, hyperbolic, trigonometric functions and partial derivatives. **Prerequisite:** MATH 215 with a grade of C or higher.

MATH 235 - Integral Calculus II 3 hours

The third course in a three class calculus sequence. Topics include: Improper integrals, applications of integration, parametric equations and polar curves, series and sequences. **Prerequisite:** MATH 226 with a grade of C or higher.

MATH 250 - Statistics I 3 hours

Introduction to descriptive and inferential statistics. Topics include collection of data, numerical and graphical descriptive methods, linear correlation and regression, probability concepts and distributions, confidence intervals and hypothesis testing for means and proportions. **Prerequisite:** Grade of C or higher in MATH 104 or higher level MATH course, or a score of 20 or higher on the math portion of the ACT, or a score of 480 or higher on the math portion of the SAT, or a passing score on the Columbia College math placement exam.

MATH 251 - Statistics II 3 hours

This course is a continuation of Statistics I. Topics include hypothesis testing, regression, correlation, statistical decision theory, analysis of variance and nonparametric methods. **Prerequisites:** MATH 250.

MATH 280 - Financial Mathematics 3 hours

An introduction to fundamental financial concepts, mathematical equations, and techniques essential for analyzing and making informed decisions in various financial contexts. This course prepares students for the Society of Actuaries exam FM (Financial Mathematics). **Prerequisite(s)**: MATH 201 with a grade of C or higher **OR** FINC 350.

MATH 300 - Multivariate Calculus 3 hours

Two and three dimensional vectors, partial derivatives, multiple integrals, line and surface integrals. **Prerequisite**: MATH 222 or MATH 235.

MATH 303 - Linear Algebra 3 hours

Vector spaces, linear transformations, matrices and determinants, with applications to systems of linear equations, geometry and other selected topics. **Prerequisite**: grade of C or higher in MATH 201.

MATH 304 - Introduction to Abstract Algebra 3 hours

Introduction to algebraic systems, their motivation, definitions and basic properties. Primary emphasis is on group theory (permutation and cyclic groups, subgroups, homomorphism, quotient groups) and is followed by a brief survey of rings, integral domains and fields. **Prerequisites**: grade of C or higher in both MATH 222 and MATH 225.

MATH 305 - Number Theory 3 hours

The goal of this course is to provide a modern treatment of number theory. The student learns more about integers and their properties, important number-theoretical ideas and their applications. The course emphasizes reading and writing proofs. **Prerequisites**: grade of C or higher in both MATH 222 and MATH 225.

MATH 325 - Discrete Mathematics II 3 hours

This course continues the discussion begun in Discrete Mathematics I (MATH 225) and serves to develop students' understanding of the discrete mathematical concepts that underlie computer science. Topics in this second course include recurrence relations, graphs, paths and circuits, trees and optimization and matching theory. **Prerequisite**: grade of C or higher in MATH 225.

MATH 330 - History of Mathematics 3 hours

The goals of this course are to develop knowledge of the contributions made by mathematicians and the influence these contributions have made to the development of human thought and culture over time. The course provides a chronological tracing of mathematics from the ancient Chinese into modern times, with an emphasis on problems and the individuals who formulated and solved them. **Prerequisite:** grade of C or higher in MATH 222.

MATH 331 - Foundations of Geometry 3 hours

This course provides students with the opportunity to broaden and deepen the understanding of Euclidean Geometry usually encountered in a high school geometry course. The course extends the geometric experience to non-Euclidean topics and serves to unify the study of geometry as the result of a system of axioms. **Prerequisite:** grade of C or higher in MATH 222.

MATH 338 - Mathematical Statistics and Probability 3 hours

A calculus-based introduction to statistical methods starting with basic probability, distribution theory, confidence intervals, hypothesis tests and sampling. **Prerequisite:** MATH 250 and MATH 222; or MATH 235.

MATH 340 - Introduction to Probability Theory 3 hours

Probability spaces; random variables and their distributions; repeated trials; probability limit theorem. **Prerequisites:** Grade of C or higher in MATH 222.

MATH 350 - Short Term Actuarial Mathematics 3 hours

An introduction to the fundamental principles and techniques used by actuaries in the insurance and financial industries; actuarial mathematics equations useful in Actuarial modeling; and the principles of rate making and reserving for short-term coverage.

This course prepares students for the Society of Actuaries exam FAM-S (Fundamentals of Actuarial Mathematics - Part I). **Prerequisite(s):** MATH 338 and MATH 340 with a grade of C or higher.

MATH 351 - Long Term Actuarial Mathematics 3 hours

This course covers a wide range of topics in actuarial science, offering both theoretical basis of contingent payment models and its application to insurance and other financial risks. Emphasis is placed on preparing students for the Society of Actuaries exam FAM-L

(Fundamentals of Actuarial Mathematics - Part II). **Prerequisite(s):** MATH 280, MATH 338 and MATH 340 with a grade of C or higher.

MATH 362 - *Introduction to Automata Theory, Languages and Computation 3 hours

The study of formal languages, grammars, abstract computer models and computability. Different models of computation and their relationships with formal languages as well as capabilities and limitations of these models are studied from a theoretical perspective. This course was formerly CISS 362. Cross-listed as COSC 362. **Prerequisites:** MATH 225 and COSC 240 or CISS 243 .

MATH 370 - Differential Equations 3 hours

Ordinary differential equations and systems with application to the sciences and engineering. **Prerequisite:** grade of C or higher in MATH 222 or MATH 235.

MATH 371 - Introduction to Complex Variables 3 hours

Introduction to the basic tools of the theory of complex variables, such as complex differentiation and the Cauchy-Riemann equations, analytic functions, complex series, complex contour integration, residues, poles and conformational mapping. **Prerequisite:** grade of C or higher in MATH 222.

MATH 380 - Advanced Calculus 3 hours

Rigorous development of some central ideas in analysis including limits, continuity and differentiability. **Prerequisites:** grade of C or higher in MATH 222 or MATH 235; and C or higher in MATH 225.

MATH 399 - Math Teaching Internship 1-6 hours

This course is recommended for those students who plan to attend graduate school or who plan to teach secondary school mathematics. Students complete 45 hours of experiential work for each credit hour. Students will assist full-time day faculty members in teaching any 100- or 200-level mathematics course. The directing faculty member must approve the internship placement and will determine the role the intern will play in the observed course. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites:** MATH 222 and MATH 225 with a grade of B or higher, junior standing, minimum 3.0 GPA in major

core classes at time of registration for internship. Students may register for no more than 6 mathematics internship credits during their time at Columbia College.

MATH 450 - Advanced Short-Term Actuarial Mathematics 3 hours

This course builds on Math 350 and prepares students for the SOA Advanced STAM exam. We cover advanced severity and aggregate models (including extreme value theory and generalized Pareto), and study the impact of deductibles, limits, coinsurance, and inflation. Students learn both classical and Bayesian parameter estimation, along with credibility theory. The course also focuses on pricing and reserving for short-term insurance using methods such as chain-ladder, Bornhuetter-Ferguson, and Mack's model, along with tools like trend analysis and loss ratios. **Prerequisite**: grade of C or higher in MATH 350

MATH 451 - Introduction to Cryptography and Computer Security 3 hours

An introduction to cryptography and computer security. Topics include cryptographic methods, hash functions, key exchange, secure communication, message authentication, digital signatures, network security, system security, modern day security protocols and standards. **Cross-listed** as COSC 451. This course was formerly CISS 451. **Prerequisites**: MATH 225 and COSC 245 or CISS 243.

MATH 493 - Senior Seminar in Mathematics for Teachers 3 hours

A seminar course required as a culminating experience for mathematics majors who are seeking certification to teach at the elementary, middle or secondary levels. Students analyze problems from elementary, middle and high school mathematics from an advanced perspective and explicitly make connections between the concepts taught in elementary, middle and secondary and their more abstract analogues encountered in undergraduate mathematical courses. A grade of C or higher is required. **Prerequisites**: senior standing, admission to the Teacher Certification Program, EDUC 358 or EDUC 360.

MATH 494 - Senior Seminar in Mathematics 3 hours

A seminar course required as a culminating experience for mathematics majors. Students prepare and present a portfolio following departmental guidelines to document achievement of the learning goals for the mathematics major. Additionally, students present a lecture on a topic not covered in core courses in consultation with the instructor and take the Major Field Test for Mathematics. Grade of C or higher required. **Prerequisites:** senior standing.

MSCI 1100 - Foundations of Officership 1 hour

Introduces students to issues and competencies that are central to a commissioned officer's responsibilities. Establish framework for understanding officership, leadership, and Army values followed and "life skills" such as physical fitness and time management.

MSCI 1110 - Introductory Military Science Laboratory I 1 hour

Field application of skills taught in Military Science 1100, to include leadership, land navigation, tactical skills and basic soldier skills. **Prerequisite:** MSCI 1100.

MSCI 1120 - Basic Leadership 1 hour

Establishes foundation of basic leadership fundamentals such as problem solving, communication, briefings and effective writing, goal setting, techniques for improving listening and speaking skills and an introduction to counseling.

MSCI 1130 - Introductory Military Science Laboratory II 1 hour

Field application of skills taught in Military Science 1120, to include leadership, land navigation, tactical skills and basic soldier skills. **Prerequisite:** MSCI 1120.

MSCI 1140 - Introduction to Outdoor Adventure Skills 2 hours

This course is an entry-level outdoor education program designed to introduce students to general skills in outdoor adventure-type activities, team-building, leadership and physical fitness. This program emphasizes the importance of the individual's role within a team, problem-solving through critical thinking, improving oral and written communication skills, physical and mental resilience and demonstrating a commitment to lifelong learning. This course introduces students to several general concepts within outdoor education. Students will gain an understanding and appreciation of life-development skills through a series of real-world training labs. Subject materials will range from individual empowerment abilities to life-saving techniques. Through the usage of the experiential learning model, students will be introduced to new topics each week and then will apply this knowledge in a practical application format. Graded on A-F basis only.

MSCI 2200 - Individual Leadership Studies 2 hours

Students identify successful leadership characteristics through observation of others and self through experimental learning exercises. Students record observed traits (good and bad) in a dimensional leadership journal and discuss observations in small group settings.

MSCI 2210 - Intermediate Military Science Lab I 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as squad-level offensive and defensive operations. First aid topics and drill and ceremony are also taught. **Prerequisite:** MSCI 2200.

MSCI 2220 - Leadership and Teamwork 2 hours

Study examines how to build successful teams, various methods for influencing action, effective communication in selling and achieving goals, the importance of timing the decision, creativity in the problem solving process, and obtaining team buy-in through immediate feedback.

MSCI 2230 - Intermed. Military Science Lab II 1 hour

Progressively more challenging leadership scenarios presented in a field and classroom environment. Students practice basic military skills such as platoon-level offensive and defensive operations. Practical application of night land navigation. **Prerequisite:** MSCI 2220.

MSCI 3163 - U.S. Military History in the Western Tradition 3 hours

Analysis of United States military history from the Colonial period to the present, (1609-2012). It is a comprehensive look into the evolution of warfare in America, military traditions and heritage, and technology. This course analyzes the following: American Revolution, War of 1812, Mexican American War, Civil War, Indian Wars, Spanish American War, World War I, Inter War Period, World War II, Korean War, Vietnam War, Gulf War, Afghanistan and Iraq. All cadets are required to take this course for commissioning. May be repeated for credit.

MSCI 3230 - Leadership and Problem Solving 3 hours

Students conduct self-assessment of leadership style, develop personal fitness regimen, and learn to plan and conduct individual/small unit tactical training while testing reasoning and problem-solving techniques. Students receive direct feedback on leadership abilities. **Prerequisite:** departmental consent.

MSCI 3240 - Leadership and Ethics 3 hours

Examines the role communications, values, and ethics play in effective leadership. Topics include ethical decisionmaking, considerations of others, spirituality in the military, and

survey Army leadership doctrine. Emphasis on improving oral and written communication ability. **Prerequisite:** MSCI 3230.

MSCI 3250W - Leadership and Management 3 hours

Develops student proficiency in planning and executing complex operations, functioning as a member of a staff, and mentoring subordinates. Students explore training management, methods of effective staff collaboration, and developmental counseling techniques. **Prerequisite:** MSCI 3240.

MSCI 3260 - Officership 3 hours

Study includes case study analysis of military law and practical exercises on establishing on ethical command climate, service as an officer; capstone exercise. Leadership lab. Students must complete a semester long senior Leadership Project that requires them to plan, organize, collaborate, analyze, and demonstrate their leadership skills. **Prerequisites:** MSCI 3250W.

MSCI 3270 - Advanced Transition to Lieutenant I 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. **Prerequisites:** MSCI 1100, MSCI 2200, MSCI 3230, and MSCI 3250W or department chair permission.

MSCI 3280 - Advanced Transition to Lieutenant II 3 hours

Independent research, analysis and monthly discussion on related military topics. Personal, academic and professional goals and objectives, development and maintenance of an officer evaluation report support form. **Prerequisites:** MSCI 1100, MSCI 2200, MSCI 3230, and MSCI 3250W or department head permission.

MUSI 101 - Music Seminar 0 hours

Zero-credit, pass/fail course requires that students enrolled in applied music lessons attend two Music Program convocations, music major cohort meetings as scheduled and a minimum of 6 department or community recitals per semester. Pass/fail is determined by attendance.

MUSI 120 - Music and the Human Experience 3 hours

This course explores classical music in the Western tradition as it relates to the broad spectrum of human experience from 1400 CE to modern times.

MUSI 134 - Music Theory I 3 hours

Introduction to the fundamental materials of music. Includes a review of music fundamentals, the tonic, dominant, subdominant and leading tone triads, the triad in inversion, and the C clefs. **Corequisite:** concurrent enrollment in MUSI 135.

MUSI 135 - Aural Skills I 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. **Corequisite:** concurrent enrollment in MUSI 134.

MUSI 160 - Jane Froman Singers 1 hour

The Jane Froman Singers, a select choral ensemble, is dedicated to the performance of advanced music ranging from Renaissance to contemporary works. Membership in the ensemble requires extensive rehearsal, performance, and travel. Students must complete four semesters of MUSI 160 or have obtained junior standing in order to take MUSI 360.

MUSI 170 - Show Choir 1 hour

This lightly choreographed show choir ensemble performs music ranging from popular standards to contemporary works written especially for the group. Numbering around 12-16 voices, this group requires frequent performance at events on campus and in the community, as well as in featured cabaret style concerts each semester. **Prerequisite:** previous musical experience; audition required.

MUSI 171 - Applied Lessons I - Piano for the non-Music Major 1 hour

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 172 - Applied Lessons Piano 1 hour

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 179 - Applied Lessons I - Piano 1 hour

The study of piano proficiency and proper techniques of performance for the music major as appropriate to the first year of study. **Prerequisites**: Student must be a declared music major or minor or have completed two semesters of MUSI 273.

MUSI 180 - Chamber Choir 1 hour

The Chamber Choir serves as the primary lab choir for the beginning conducting class. The choir prepares and performs literature written for SSAA choirs (women) in odd spring semesters and TTBB choirs (men) in even spring semesters. Previous musical experience; audition required.

MUSI 181 - Applied Lessons I - Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the music major as appropriate to the first year of study. Course may be repeated. Prerequisite: Student must be a declared music major or music minor.

MUSI 183 - Musical Theater/Opera Workshop 1-3 hours

Provides practical experience in the performance of opera and/or musical theater. The material to be performed is selected according to the abilities and potential of the students. **Prerequisite**: audition required.

MUSI 185 - Applied Lessons I - Voice for non-music majors 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the non-music major or minor as appropriate to their first year of study. Course may be repeated. Prerequisite: Instructor or departmental approval.

MUSI 220W - Exploring the Music of World Cultures 3 hours

This course is the study of music as a culture, introducing students to a study of music from an international and cross-cultural perspective. The course will explore commonalities in how music is defined, valued, and utilized in cultures around the world. The cultures and music of Western Europe, Africa, Australia, Asia, South America, and the US will be explored. **Prerequisites**: ENGL 133W

MUSI 223 - Music History I 3 hours

The History, style and musical forms of the Middle Ages, Renaissance, and the Seventeenth and Eighteenth centuries. Part I of II. **Prerequisites:** MUSI 134, MUSI 135.

MUSI 236 - Music Theory II 3 hours

A continuation of MUSI 134, expanding the tertian vocabulary to include all diatonic triads and secondary dominants, non-harmonic tones, diatonic seventh chords, and elementary modulation. Instruction includes binary and ternary forms. **Prerequisites:** a grade of C or higher in MUSI 134 and MUSI 135. **Corequisite:** concurrent enrollment in MUSI 237.

MUSI 237 - Aural Skills II 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation, and part singing. A continuation of MUSI 135. **Prerequisites:** a grade of C or higher in MUSI 134 and MUSI 135. **Corequisite:** concurrent enrollment in MUSI 236.

MUSI 273 - Applied Lessons II - Piano for the non-Music Major 1 hours

The study of proper techniques of piano playing. Students must successfully complete each level twice before advancing to the next level.

MUSI 279 - Applied Lessons II - Piano 1 hour

The study of proper techniques of piano performance for the music major as appropriate to the second year of study.

Prerequisites: Student must have completed piano proficiency and two semesters of MUSI 179 with the grade of C or above.

MUSI 280 - Applied Lessons II - Voice for non-music majors 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the non-music major or minor as appropriate to their second year of study. Course may be repeated. **Prerequisites:** Instructor or departmental approval. Student must have completed two semesters of MUSI 185 with the grade of C or higher.

MUSI 282 - Applied Lessons II - Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the music major as appropriate to the second year of study. Course may be repeated.

Prerequisite: Successful completion of two semesters of MUSI 181 with the grade of C or above. Student must be a declared music major or music minor.

MUSI 300 - Diction for Singers 3 hours

This course introduces singers to the basic pronunciations of Italian, German, French and English as it applies to singing. Students will learn the International Phonetic Alphabet.

MUSI 323W - Music of the United States 3 hours

This course is designed to study the characteristics and historical significance of the music of the United States. This will include genres such as folk music, early American sacred music, blues, jazz, rock and roll, musical theater, film scores, and fine art music. **Prerequisite(s):** ENGL 133W

MUSI 326 - Music History II 3 hours

The history, style and musical forms of the early Romantic through the 20th century and after. Part II of II. **Prerequisites:** A grade of C or higher in MUSI 134, MUSI 135, MUSI 223, MUSI 236, and MUSI 237.

MUSI 338 - Music Theory III 3 hours

A continuation of MUSI 236, expanding the tertian vocabulary to all of the harmonic materials of tonal music. All diatonic and chromatic resources will be applied in creative projects. Instruction includes the formal structures of rondo, fugue, and sonata-allegro. **Prerequisites:** grade of C or higher in MUSI 236 and MUSI 237. **Corequisites:** concurrent enrollment in MUSI 339.

MUSI 339 - Aural Skills III 1 hour

Students will pursue the development of musical independence, including sight singing, ear training, rhythmic reading, dictation and part singing. A continuation of MUSI 237, to include the singing of more difficult tonal music to include modal, ethnic, and 19th and 20th century materials. **Prerequisites:** grade C or higher in MUSI 236 and MUSI 237. **Corequisite:** concurrent enrollment in MUSI 338.

MUSI 352 - Introduction to Vocal and Choral Literature 3 hours

This course is designed to survey vocal and choral music literature from the perspective of historically significant masterworks and the utilitarian perspective of appropriateness for

particular types of ensembles and educational settings. Skills of audition will be developed through guided practice in listening and score study.

MUSI 353 - Basic Conducting 3 hours

This course is an introduction to basic conducting skills with an emphasis on the art and study of conducting, baton technique, left hand technique, non-verbal communication, leadership, conducting terminology, transpositions and score reading. **Prerequisite:** None. **Corequisite:** MUSI 180/MUSI 380 .

MUSI 354 - Choral Rehearsal Techniques 3 hours

This course is organized around competencies every director of choral music should possess. Class readings, projects, activities, and discussions are designed to assist the student in acquiring these skills; concepts of teaching, rehearsing and administrating a choral program. **Prerequisites:** None. **Corequisites:** MUSI 160 /MUSI 360.

MUSI 355 - Advanced Conducting 3 hours

A continuation of the conducting studies begun in MUSI 353 this course addresses the development of advanced choral conducting skills, score preparation, rehearsal techniques, performance practice, and baton technique. **Prerequisite:** MUSI 353.

MUSI 360 - Jane Froman Singers 1 hour

The Jane Froman Singers, a select choral ensemble, is dedicated to the performance of advanced music ranging from Renaissance to contemporary works. Membership in the ensemble requires extensive rehearsal, performance and travel. **Prerequisites:** Students must complete four semesters of MUSI 160 or have obtained junior standing in order to take MUSI 360.

MUSI 370 - Show Choir 1 hour

This lightly choreographed show choir ensemble performs music ranging from popular standards to contemporary works written especially for the group. Numbering around 12-16 voices, this group requires frequent performance at events on campus and in the community, as well as in featured cabaret style concerts each semester. **Prerequisite:** previous musical experience; audition required.

MUSI 379 - Applied Lessons III - Piano 1 hour

The study of proper techniques of piano performance for the music major as appropriate to the third year of study. Course may be repeated.

Prerequisites: Successful completion of two semesters of MUSI 279 with the grade of C or above.

MUSI 380 - Chamber Choir 1 hour

The Chamber Choir serves as the primary lab choir for the beginning conducting class. The choir prepares and performs literature written for SSAA choirs (women) in odd spring semesters and TTBB choirs (men) in even spring semesters. **Prerequisites:** previous musical experience; audition required.

MUSI 383 - Opera/Musical Theatre Workshop 1-3 hours

Provides practical experience in the performance of opera and/or musical theater. The material to be performed is selected according to the abilities and potential of the students. **Prerequisite:** audition required.

MUSI 384 - Applied Lessons III: Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the music major as appropriate to the third year of study. Course may be repeated. **Prerequisite:** Successful completion of two semesters of MUSI 282 with the grade of C or above. Student must be a declared music major or music minor.

MUSI 400 - Recital 1 hour

This course is designed as the third year recital experience for the music major. All recitals are preceded by a recital hearing six weeks prior to the recital date. A passing grade for the hearing does not ensure a passing grade for the recital. The third year recital should include 30 minutes of memorized art song, including two to three languages from the standard classical repertoire. Additional selections may be performed at the discretion of the instructor.

MUSI 440 - Music Theory IV: Arranging and Orchestration 3 hours

A continuation of MUSI 338, including an introduction to techniques of the modern era with an emphasis on analysis of traditional structured procedures. **Prerequisites:** grade of C or higher in MUSI 338 and MUSI 339. **Corequisite:** concurrent registration in MUSI 441.

MUSI 441 - Aural Skills IV 1 hour

Students will pursue the development of musical independence, including sightsinging, ear training, rhythmic reading, dictation and partsinging. A continuation of MUSI 339 to include singing more difficult tonal music including modal, ethnic and modern materials. Aural study, including dictation of more complex rhythm, melody, chromatic harmony and extended tertian structures. **Prerequisites:** grade of C or higher in MUSI 338 and MUSI 339. **Corequisite:** concurrent registration in MUSI 440.

MUSI 479 - Applied Lessons IV - Piano 1 hour

The study of proper techniques of piano performance for the music major as appropriate to the fourth year of study. Course may be repeated.

Prerequisites: Successful completion of two semesters of MUSI 379 with the grade of C or above.

MUSI 484 - Applied Lessons IV - Voice 1 hour

The study of proper vocal techniques to enhance the production of the singing voice for the music major as appropriate to the fourth year of study. Course may be repeated. **Prerequisite:** Successful completion of two semesters of MUSI 384 with the grade of C or above. Student must be a declared music major or music minor.

MUSI 490 - Capstone 1 hour

This course is designed as the culminating experience for the music major. All recitals are preceded by a recital hearing six weeks prior to the recital date. A passing grade for the hearing does not ensure a passing grade for the recital. The Bachelor of Arts in Music degree requires one 45 minute senior recital. In the senior recital four languages must be presented, including but not limited to, Italian, French, German, and English art song or arias. Additional selections may be performed at the discretion of the instructor.

NSCI 1100 - Introduction to Naval Science 3 hours

This course serves as an introduction to the organization of the Naval Service, the varied career opportunities available, the long held customs and traditions of the service and the duties of a Junior Officer.

NSCI 1200 - Seapower and Maritime Affairs 3 hours

Seminars examine the application of seapower as an instrument of foreign policy by the major nations of the world. Emphasis placed on role of the Navy.

NSCI 2110 - Naval Ships Systems I 3 hours

Ship construction, stability and damage control, basic thermodynamics, the steam cycle and engineering plant, including introduction to gas turbine, diesel and nuclear-powered systems.

NSCI 2130 - Evolution of Warfare 3 hours

Evolution of strategy, tactics, weapons and leadership from earliest beginning through the Vietnam period. Development of military policy, the impact of warfare on the political, social and economic structure of nations.

NSCI 2210 - Naval Ships Systems II 3 hours

Naval weapons systems, their employment and control, including the basic fire control problem, with emphasis on new systems.

NSCI 3120 - Marine Navigation 3 hours

Theoretical and practical application of the principles of marine navigation. Includes fundamentals of dead reckoning, piloting, tides and current, celestial navigation and electronic navigation.

NSCI 3130 - Amphibious Warfare 3 hours

History and development of amphibious warfare, principles of amphibious warfare techniques; their application in selected examples from modern.

NSCI 3140 - Leadership and Management 3 hours

This course provides a basic understanding of the interrelationship between authority, responsibility and accountability within a task-oriented organization. Students learn to apply leadership and management skills to prioritize competing demands and to attain mission objectives. Students learn the importance of planning and follow-up. They develop a basic understanding of communication and counseling as it pertains to personnel management. Students gain basic understanding of effective leadership traits and how they should be applied to ensure accomplishment of a unit's objectives. Graded on A/F basis only. **Prerequisites**: NSCI 3220 or NSCI 3130; sophomore standing.

NSCI 3220 - Naval Operations 3 hours

Principles and concepts of naval operations: rules of the road, command and control in naval operations, communications, ASW warfare, international maritime law, and practical solution of relative motion problems. **Prerequisite:** NSCI 3120.

NSCI 4940W - Leadership and Ethics 3 hours

The curriculum provides a foundation in leadership, ethical decision making, the Law of Armed Conflict and the military justice system. Course explores ethical theories and helps students to build an ethical framework for decision making. Topic areas include: Kant, Utilitarianism, Stoicism, Constitutional Pardigm, Uniform Code of Military Justice and Law of Armed Conflict. Designed as a capstone course for juniors and seniors enrolled in NROTC it is open to all MU students. **Prerequisites:** junior standing.

HEAL 101 - Community Health Worker I 4 hours

This course will introduce the student to the roles, responsibilities and core competencies of the community health worker (CHW). The evolution of the CHW in the United States and throughout the world will be explored. Students will examine the topics of health, public health, social determinants of health and cultural humility. This course will cover the concepts of population health, disease prevention and health promotion. The role of CHWs in overcoming health inequalities and promoting social justice will be discussed. The student will learn how health care services are financed and public policy is made in the United States. Students will apply concepts learned in this course through home visits, client centered interviews and counseling as well as home environmental assessments in the community.

HEAL 102 - Community Health Worker II 4 hours

This course will introduce the student to the roles, responsibilities and core competencies of the community health worker (CHW). Students will examine the key concepts of health, public health, and population health as they relate to disease prevention and health promotion. Students will apply concepts learned in this course through home visits and client centered interviews in the community. Prerequisites: HEAL 101.

HEAL 103 - Community Health Worker Practicum 5 hours

This course is a practicum course designed to apply the knowledge and skills learned in the Community Health Worker I and II courses. Students will be engaged in the community in a

variety of clinical settings such as the public health department, client homes, and health care facilities to name a few. Students will establish proficiency in the Community Health Worker Core Competencies throughout this practicum experience. **Prerequisite:** HEAL 102.

HEAL 110 - Introduction to Healthcare Professions 3 hours

This course will provide an overview of the health care system in the United States including population health, healthcare services, payment systems, medical and information technology as well as demographic changes. Students will explore the many different health care careers that are available today.

HEAL 130 - Medical Administrative Assistant I 3 hours

This course will provide the student with the knowledge, skills and behaviors required of a medical administrative assistant in today's healthcare arena. The medical administrative assistant's role related to the scope of practice will be explored. Students will learn how to use therapeutic communication across the life-span. Medical law and ethics will be examined. The student will gain an understanding of how the medical administrative assistant plays a key role in administration functions, technology, handling telephone calls and scheduling in a medical practice.

HEAL 131 - Medical Administrative Assistant II 3 hours

This course will build on the knowledge gained in the Medical Administrative Assistant I course to provide the student with the knowledge, skills and behaviors required of a medical administrative assistant in today's healthcare arena. The basic principles of pharmacology related to the practice of the medical assistant will be explored. The student will gain an understanding of how the medical administrative assistant plays a key role in administrative functions, the health record, coding, health insurance and medical billing procedures in a medical practice. This course will also ensure that the medical assistant maintains competency in safety and emergency practices. **Prerequisite:** HEAL 130.

HEAL 132 - Medical Billing and Electronic Health Records 3 hours

This course provides the student a simulated experience in the various workflows that a medical assistant will encounter in most medical offices. Students will gain the knowledge and skills required in front office, clinical care as well as coding and billing responsibilities in a simulation-based software environment.

HEAL 133 - Introduction to Pharmacology 1 hour

This course will give students a basic understanding of pharmacology in the healthcare setting. Students will explore pharmacologic principles and a gain an understanding of the responsibility of administering medications in a safe manner and achieve proficiency in drug calculations. Multisystem and individual body system related drugs will be explored. **Prerequisite:** HEAL 131.

HEAL 134 - Medical Administrative Assistant Practicum 3 hours

This practicum course will provide hands-on experiences in the health care setting as a medical administrative assistant. The student will apply the knowledge, skills and behaviors learned throughout the medical assistant curriculum to a variety of outpatient and ambulatory care settings. Students will demonstrate mastery of key clinical procedures required of the medical administrative assistant.

NURS 211 - Mental Health Nursing 2 hours

This course is designed to provide the foundation for entry-level competence in mental health nursing across the lifespan. Interpersonal, behavioral, psychosocial and communication concepts provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence-based practice concepts are applied and analyzed. Emphasis is placed on selected pathophysiology and related care using the nursing process. Therapeutic communication skills within the nurse-patient-family relationship will be highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Other topics integrated throughout the course are legal-ethical issues, patient education, pharmacological, and sociocultural principles. Alternative therapies and treatments are investigated and discussed, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations as resources and support mechanisms.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 212 .
Corequisite(s): NURS 211L

NURS 211L - Mental Health Nursing Lab 1 hour

This course involves supervised application for assessment of mental health patients. Application of interpersonal, behavioral, psychosocial and communication concepts that provide the basis for effective and therapeutic mental health nursing. Critical thinking skills and evidence-based practice concepts are applied and analyzed. Therapeutic

communication skills within the nurse-patient-family relationship will be highlighted in the care of patients with psychosocial, substance dependence and other mental health deviations. Alternative therapies, treatments, health promotion and wellness, and stress management are discussed and incorporated, as well as the roles and responsibilities of the professional nurse, including collaboration with other disciplines and organizations as resources and support mechanisms.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 212.
Corequisite(s): NURS 211.

NURS 212 - Pharmacology for Nursing 3 hours

This course is designed to introduce students to nursing pharmacology and the administration of medications. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics, and pharmacokinetics are presented. Emphasis is placed on learning drug classification by categories affecting various body systems and disease states. Legal aspects of drug administration, including nursing safeguards, are included. Students who have had a previous Pharmacology course for nurses may apply for a course waiver. If the student has not had a previous Pharmacology course, with faculty approval, the student may complete the test-out process, take this course in-seat, or take the course online.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; CHEM 109 or CHEM 110.

NURS 222 - Applied Pharmacology 3 hours

This course is designed to build upon the previous pharmacology course. The basics of core drug knowledge, including pharmacotherapeutics, pharmacodynamics, and pharmacokinetics are presented. Emphasis is placed on learning additional drug classifications by categories affecting various body systems and disease states.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 212.

NURS 230 - Pathophysiology Foundations 3 hours

This pathophysiology course introduces human pathophysiologic disruptions of normal human body function. The course is designed to promote the understanding and application of disease processes. General concepts of disease include etiology, pathogenesis, and clinical significance. Pathophysiological concepts include foundational concepts of cellular injury, genetics, acid-base, electrolytes, and fluid balance and functional alterations of the immune, musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological, neurological, reproduction, and endocrine systems. A grade of C or higher is required in this course prior to admission into the ASN program. For the traditional BSN program, the NURS 230 **or** NURS 311 can be taken. A grade of C or higher is required for the BSN program.

Prerequisite(s): BIOL 110.

NURS 300 - Foundations of Professional Nursing 3 hours

This course is designed to provide the foundation for the role of the registered professional nurse as a provider of patient-centered care. Content includes the fundamental concepts of nursing practice. A systematic framework for decision-making and critical thinking. Nursing as a profession, nursing standards and legal-ethical issues in nursing are explored. Foundational communication principles, nutrition and patient teaching continues to be discussed. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations.

Prerequisite(s): Admission to the Associate or the Bachelor Level Nursing program.

Corequisite(s): NURS 300L.

NURS 300L - Foundations of Professional Nursing Lab 3 hours

This course is designed to provide the foundation for the role of the registered professional nurse. Nursing skills lab and clinical experiences are designed to increase the knowledge, judgment, skills level and professional behaviors in the nursing student. Principles of medication administration, math as applied to medication administration, intravenous therapy and physical assessment skills are also covered. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing situations. General principle of caring for patients across the lifespan with common medical surgical health deviations are the clinical focus.

Prerequisite(s): Admission to the Associate or the Bachelor Level Nursing. program.

Corequisite(s): NURS 300.

NURS 301 - Medical Surgical Nursing I 3 hours

This course is designed to integrate knowledge and skills from previous nursing courses to develop a progressing knowledge base in medical surgical nursing across the lifespan. Fluid and electrolytes and acid/base concepts are introduced. Common medical surgical health deviations are reviewed with an emphasis on pathophysiology, health promotion and nursing interventions. Principles of communication, patient teaching, pharmacology, nutrition and culture/ethnic/socially diverse concepts are integrated with these topics to develop critical thinking skills in patient care. Introduction to leadership and management theories is presented.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 212, NURS 300, NURS 300L.

Corequisite(s): NURS 301L.

NURS 301L - Medical Surgical Nursing I Lab 3 hours

This course covers the clinical and observation portion in the medical-surgical clinical environment. Direct patient care and working with registered nurses and other medical disciplines in a health care facility are the main components of the course. Simulation labs are also covered in this course, covering medical-surgical scenarios to prepare nursing students for patient care. Simulations are high and middle-fidelity experiences and labs with mannequins or real actors/actresses. Observations are in health care facilities in the emergency, operating room, catheterization laboratory, wound care team, respiratory therapy, intensive care unit, radiology, medical-surgical floors, and clinics. Clinical, lab, and observational experiences provide the student with an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 212, NURS 300 , and NURS 300L.

Corequisite(s): NURS 301.

NURS 302 - Medical Surgical Nursing II 3 hours

This course is designed to introduce students to critical care specialty areas and technology associated with the care of medical-surgical and intensive care patients. Emphasis is placed on developing skills needed to plan, manage, and provide patient-centered care to critically ill patients using the nursing process. Critical thinking skills and evidence-based practice concepts are applied to multiple nursing scenarios.

Communication, legal-ethical concepts, patient education, and pharmacological, nutritional, and sociocultural principles are integrated throughout the course.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 301, NURS 301L.

Corequisite(s): NURS 302L.

NURS 302L - Medical Surgical Nursing II Lab 3 hours

This course covers the clinical and observation portion in the medical-surgical and intensive care clinical environment. Direct patient care and working with registered nurses and other medical disciplines in a healthcare facility are the main components of the course. Simulation labs are also covered in this course, covering critical care/medical-surgical scenarios to prepare nursing students for patient care. Simulations are high and middle-fidelity experiences and labs with mannequins or real actors/actresses. Observations are made in healthcare facilities in the emergency room, operating room, catheterization laboratory, wound care team, respiratory therapy, intensive care unit, radiology, clinics, and medical-surgical critical care floors. Clinical, lab, and observational experiences provide the student with an opportunity to apply theoretical concepts and implement safe care to patients and selected groups in a variety of settings.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 301, NURS 301L.

Corequisite(s): NURS 302.

NURS 303 - Women's and Infants' Health 3 hours

This course is designed to provide the foundation for entry-level competence in women's and infants' health. Critical thinking skills and evidence-based practice concepts will be applied to multiple nursing scenarios. Emphasis is placed on developing nursing care for a woman with an uncomplicated or complicated pregnancy, the normal and high risk infant and women's reproductive and post-reproductive health and health deviations. Communication, legal-ethical concepts, patient education and pharmacological, nutritional and socio-cultural principles are integrated throughout the course.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 300, and NURS 300L.

Corequisite(s): NURS 303L.

NURS 303L - Women's and Infant's Health Lab 1 hour

The maternal-child health nursing course is intentionally structured to enhance a nurse's role as an entry-level healthcare provider. Its primary focus is on the practical aspects of NURS 303 Women's and Infants' Health course, encompassing observation, clinical practice, and simulation components. This comprehensive course delves into the biological, psychological, and sociological aspects that pertain to the fundamental needs of families, particularly in the context of childbirth and neonatal care. The clinical and simulation experiences explore various critical subjects, such as the physiological changes associated with pregnancy, fetal development, and the nursing care required during labor and delivery. Students are exposed to clinical experiences that stress the importance of safe, compassionate, and proficient nursing practices, along with the development of essential communication skills and professionalism, all within a range of maternal-child healthcare settings.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 300, NURS 300L.

Corequisite(s): NURS 303.

NURS 310 - Professional Nursing Practice 3 hours

The focus of this course is to transition the student nurse to a professional nursing practice. Personal values, philosophy, and goals are examined as part of the process of creating a professional portfolio. Content includes historical, ethical, legal, and theoretical foundations of nursing, social justice and diversity, and professional nursing issues and trends. This course requires significant writing. **Prerequisite(s):** Admission to the Online RN to BSN.

NURS 311 - Advanced Pathophysiology 3 hours

This pathophysiology course provides an in-depth study of human pathological processes and their effects on homeostasis. The course is designed to promote the understanding and application of disease processes in clinical settings. General concepts of disease include etiology, pathogenesis, and clinical significance. Pathophysiological concepts include cell injury, necrosis, inflammation, wound healing, and neoplasia. These concepts are applied in a systems-oriented approach to disease processes affecting musculoskeletal, cardiopulmonary, renal, nervous, gastrointestinal, immune, hematological, neurological, and endocrine systems. **ASN Program:** A grade of C or higher is required in this course prior to admission into the ASN program. BSN Program: For the

traditional BSN program, NURS 230 or NURS 311 can be taken. A grade of C or higher is required for the BSN program.

Prerequisite(s): Admission to the Online RN to BSN Nursing program; BIOL 110.

NURS 312 - Principles and Applications of Human Nutrition 3 hours

This course emphasizes the basic principles of human nutrition related to nutrients and food sources and how they are utilized in the human body for growth and health throughout the lifespan. This course includes the study of assessment data, nutritional support, food and drug interactions, herbal remedies, weight management, and nutritional interventions for various disease processes. This course also assesses contemporary nutrition issues. **Prerequisite(s)**: Admission to the Online RN to BSN or the Bachelor Level Nursing Program, BIOL 110.

NURS 313 - Health Assessment 3 hours

This course builds on pre-licensure nursing education to further develop the professional registered nurse for health assessments related to complex medical conditions and diverse populations of patients. By applying the nursing process, the registered nurse will develop assessment skills that expand clinical decision-making with an emphasis on primary and secondary prevention strategies. Assessment across the lifespan related to holistic health will be explored. The course will emphasize the use of clinical reasoning and impact of social determinants of health, genonmics, lifestyle, environmental factors, literacy, and culture will be explored in a comprehensive health assessment in the clinical environment. Thirty clinical hours required in a clinical environment. **Prerequisites**: Admission to the Online RN to BSN Level Nursing program.

NURS 314 - Health Assessment in Nursing Practice 2 hours

This course assists the student to develop skills for health assessment as a registered professional nurse. Assessment skills will be developed for diverse and complex situations. The impact of variables will be addressed, such as nutritional status, developmental stage, cultural and spiritual factors, disease states and nursing concerns such as holistic intervention. By applying the nursing process, the registered nurse will develop assessment skills that expand clinical decision-making with an emphasis on primary and secondary prevention strategies.

Prerequisite(s): Admission to the Bachelor Level Nursing program;

Corequisites(s): NURS 300, NURS 300L, NURS 314L.

NURS 314L - Health Assessment Lab 1 hour

This skills lab course provides students with hands-on practice in performing comprehensive health assessments across the lifespan. Through guided instruction and assessment mastery check-offs, students will develop proficiency in physical examination techniques, data collection, and documentation. Emphasis is placed on integrating assessment findings with knowledge of developmental stages, nutritional status, cultural and spiritual considerations, and disease processes. Students will apply the nursing process to enhance clinical reasoning and decision-making, with a focus on identifying health promotion opportunities and implementing primary and secondary prevention strategies. This lab supports the development of foundational skills essential for safe, effective, and holistic nursing care.

Prerequisite(s): Admission to the Bachelor Level Nursing program;

Corequisites(s): NURS 300, NURS 300L, NURS 314.

NURS 409W - Nursing Research and Evidence 3 hours

This theory course introduces the language and processes of research within the nursing profession. The research competencies to be examined include interpreting and using research in nursing practice, evaluating research, and conducting research. Course content focuses on retrieving, reading, evaluating, disseminating, and using research in nursing practice. This course will focus on current review of nursing literature and research utilization through evidence-based practice.

Prerequisite(s): Admission to the Online RN to BSN or the Bachelor Level Nursing program; ENGL 133W and MATH 250 or BIOL 224/PSYC 224/SOCI 224.

BSN Corequisite(s): NURS 222 , NURS 211, NURS 211L, NURS 301, and NURS 301L.

NURS 410 - Community Health Nursing 3 hours

This course introduces the theoretical basis for community-oriented nursing practice. It emphasizes the application of community/public health concepts applied to promoting and preserving the health of the community. Diverse populations across the lifespan and throughout the continuum of the healthcare environment will be examined. Community assessment, epidemiology, environment, political action, and case management frameworks are used to guide evidence-based nursing care delivery to individuals, families and populations in community settings. This course requires significant

writing. **Prerequisites**: Admission to the Online RN to BSN Level Nursing program; NURS 409W.

NURS 411 - Community Health Assessment Practicum 3 hours

This course introduces the registered nurse to community assessment in nursing. This course requires the student to define a community in which they will observe, assess, analyze and prioritize needs and goals which promote health. Students will use the community assessment data to develop, implement and evaluate a problem focused intervention program in the community. The student will define the community and obtain instructor approval of the project. This course is research-based. This course requires significant writing. Thirty clinical hours required in a clinical setting. **Prerequisites**: Admission to the Online RN to BSN Level Nursing program; NURS 410.

NURS 413 - Leadership and Management in Nursing Practice 3 hours

This course provides an introduction to the fundamental principles of leadership and management pertinent to health care and nursing. Students will explore the interrelated processes of thinking systematically, developing reflective judgment and exercising leadership. Competencies necessary to succeed in a nursing leadership role in organizations and contemporary society are analyzed and applied to clinical scenarios. Students utilize self-reflection to assess their own leadership potential. This is the capstone course to be taken only after all other degree requirements have been met.

Prerequisite(s): NURS 409W

NURS 415 - Cultural Awareness in Nursing Practice 3 hours

This course is designed to improve the holistic awareness, sensitivity and practice of the health care professional with culturally diverse populations. Health care beliefs, practices and traditions focused on health, wellness and illness will be explored from various cultural perspectives. This course will prepare students in their understanding of cultural intricacies to achieve individualized, safe and effective culturally competent care.

NURS 417 - Professional Nursing Leadership 3 hours

This course introduces the professional nurse to the fundamental principles of leadership and management in health care and nursing. Students will explore the interrelated processes of thinking systematically, developing reflective judgment and exercising

leadership. Competencies necessary to succeed in a nursing leadership role in organizations and contemporary society are analyzed and applied to clinical scenarios. Students utilize self-reflection to assess their own leadership potential. Thirty clinical hours required in a clinical setting. This is the capstone course to be taken only after all other degree requirements have been met.

Prerequisite(s): Admission to the Online RN to BSN Level Nursing program; NURS 410, and NURS 411.

NURS 450 - Nursing in the Community 3 hours

This course introduces the theoretical basis for community-oriented nursing practice. It emphasizes the application of community/public health concepts applied to promote and preserve the health of the community. Diverse populations across the lifespan and throughout the continuum of the healthcare environment will be examined. Community assessment, epidemiology, environment, political action, and case management frameworks guide evidence-based nursing care delivery to individuals, families, and populations in community settings. The practicum introduces the student to community-oriented nursing practice. A community assessment/analysis project is completed. Upon completion and analysis of the community assessment, the student can determine priority health objectives.

Prerequisite(s): Admission to the Bachelor Level Nursing program; NURS 302.

Corequisite(s): NURS 450L.

NURS 450L - Nursing in the Community Practicum 2 hours

This community health nursing clinical course provides students with the knowledge and skills to excel in various community-based nursing practices. Focused on holistic care and health promotion, the course strongly emphasizes assessing and analyzing select communities to develop specific interventions and strategies for optimal health outcomes. With 90 clinical hours integrated into the curriculum, students can apply their theoretical knowledge in real-world community settings. By the end of this course, students will be prepared to contribute to enhancing community health, address health disparities, and promote wellness through community-oriented nursing practice. This course equips future nurses with the knowledge and skills necessary to make a meaningful impact in the communities they serve.

Prerequisite(s): Admission to the Bachelor Level Nursing program; NURS 302.

Corequisite(s): NURS 450.

NURS 490 - Senior Nursing Practicum 2 hours

This capstone course is designed to provide the baccalaureate nursing student with an experiential learning practicum in a healthcare setting. The practicum allows the student to integrate practice related knowledge and skills. Students will assimilate knowledge of nursing research and evidence-based practice, leadership and management, and nursing theories to develop and implement a project that is designed to improve client outcomes. The practicum will be designed in collaboration with a faculty member and carried out in an appropriate health care or community-based care setting. This course must be taken in the last term before graduation. **Prerequisites:** Admission to the Bachelor Level Nursing program; NURS 302 and NURS 303 (BSN).

NURS 491 - NCLEX-RN Review 3 hours

This course prepares the student for the professional nurse licensing examination (NCLEX-RN®). As a pre-licensure program, this course is required to expose the student to adaptive testing and review of program content. This course is offered in the last semester of the ASN and BSN program. This course will meet during both programs with an online course adaptation using Kaplan Nursing resources.

Prerequisite(s): Admission to the Associate or Bachelor Level Nursing program; NURS 303.

ORGL 310 - Contemporary and Emerging Leadership Theories 3 hours

This course identifies emerging leadership theories and models. The course includes a general historical overview of leadership theory, gender in leadership, and the cultural/global aspect of leadership. **Prerequisite(s) / Corequisite(s):** LEAD 200 and MGMT 230.

ORGL 320 - Leading Change 3 hours

This course addresses your understanding of change management. You will learn about challenges associated with implementing change in an organization and the role of the leader. **Prerequisite(s)/Corequisites:** LEAD 200.

ORGL 330 - Fiscal Management for Leaders 3 hours

The focus of this course is to provide a basic understanding of finance and accounting concepts, and how managers use finance and accounting data to make key decisions within all areas of an organization. **Prerequisites**: junior standing.

ORGL 370 - Negotiation and Conflict 3 hours

Course focuses on theories, concepts and skills necessary to help students identify and resolve interpersonal and group conflicts through negotiation and conflict management. This course helps students understand dynamics impacting conflict, negotiations, and appropriate problem solving. **Prerequisites**: MGMT 230 .

ORGL 420 - Readings in Leadership 3 hours

Readings in leadership is the capstone course for the Organizational Leadership program. Selected writings from contemporary leadership research are analyzed and applied to modern leadership context. **Prerequisite(s) / Corequisite(s)**: Complete 9 hours of ORGL coursework.

PHIL 101 - Introduction to Philosophy 3 hours

An introduction to the matter and method of philosophy. Topics include the purpose of human existence, the nature of the good life, the existence of God, the purpose of government, the conditions and extent of knowledge, and the relationship between human existence and reality.

PHIL 130 - Thinking about Ethics 3 hours

This course introduces students to the foundational theories and principles of ethics, providing them with the tools to think critically about moral issues and conceptions of the good. Students will explore major ethical frameworks and apply them to specific case studies, developing both a strong theoretical background and practical skills for analyzing complex moral questions.

PHIL 200 - Introduction to Political Philosophy 3 hours

This course is an introduction to political philosophy, offering in-depth investigation of concepts and primary-source material. The course examines the nature of sovereignty, the role of the state, the justification of powers held by the state, critiques and defense of democracy, positive vs. negative rights, justice, and other key concepts. **Cross-listed** as POSC 200.

PHIL 202 - Asian Philosophy and Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. **Cross-listed** as RELI 202.

PHIL 210 - Logic and Critical Thinking 3 hours

Overview of the principles and methods of critical thinking, inductive reasoning and deductive logic. Emphasis on the formulation and evaluation of ordinary language arguments.

PHIL 280 - American Political and Social Thought 3 hours

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. **Cross-listed** as POSC 280. **Prerequisites:** ENGL 133W.

PHIL 302 - Ethics of Disaster 3 hours

Interrogates the moral issues that arise during disasters and emergencies. Students will develop ethical decision-making and moral reasoning to apply to emergency and disaster management situations.

PHIL 310 - Symbolic Logic 3 hours

Study of the principles and methods of formal symbolic logic. Emphases on derivations for sentence and predicate logic. **Prerequisite:** PHIL 210

PHIL 321 - Ancient Philosophy 3 hours

Intensive study of treatises by major philosophers in the ancient world.

PHIL 322 - Modern Philosophy 3 hours

Intensive study of treatises by major philosophers.

PHIL 323 - Marx and Marxism 3 hours

A careful study of the works of Marx, Engels, Lenin, Guevara and others. Focus will be on understanding and evaluating textual arguments and on understanding the lasting impact of Marxism on intellectual traditions. **Prerequisites:** ENGL 212W, POSC 111, SOCI 111, HIST 112 OR PHIL 101.

PHIL 330 - Ethics 3 hours

An examination of the foundations of moral philosophy and a careful study of the three main ethical theories, i.e., consequentialism, deontology, and virtue theory.

PHIL 332 - Environmental Ethics 3 hours

Investigation and discussion of ethical issues that concern the environment. Emphasis will be on recognition of moral problems and their resolution.

PHIL 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in philosophy. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

PHIL 350 - Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. **Cross-listed** as RELI 350. **Prerequisite:** PHIL 101 or RELI 101.

PHIL 358 - Existentialism 3 hours

An investigation of the philosophy of existentialism through works of philosophy and fiction. The class will consider the different views of the self in existentialist thought, the relationship of the self to the world and to others, and the nature of human freedom and responsibility. **Prerequisites:** junior standing.

PHIL 360 - Just War Philosophy 3 hours

The course examines a moral theory of war which distinguishes between justifiable and unjustifiable uses of organized violence. The course will explore when both actions of and actions in war are permissible and when they are not.

PHIL 381 - Philosophy of Love 3 hours

This class will pose the following questions and examine plausible answers: What is love? Is love a good thing? Is loving an important part of the moral life? What role, if any, should vows and promises play in loving?

PHIL 390 - The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. **Cross-listed** as RELI 390. **Prerequisites**: junior standing.

PHIL 401 - Significant Philosophers 3 hours

An in-depth study of a philosopher or small set of philosophers who have made or are making a significant impact on the philosophical world. May be repeated with instruction's permission. **Prerequisites**: 6 hours in PHIL or instructor's permission. May be repeated with instructor's permission.

PHIL 402 - Classical Political Philosophy 3 hours

Study of major writers in political philosophy from Plato to Machiavelli. **Cross-listed** as POSC 402. **Prerequisites**: junior standing.

PHIL 403 - Modern Political Philosophy 3 hours

Study of major writers in political philosophy from Hobbes to the present. **Cross-listed** as POSC 403. **Prerequisites**: junior standing.

PHIL 430 - Philosophy of Law 3 hours

Philosophical investigation into the concept of jurisprudence. The course will cover both analytic jurisprudence, i.e., what law is and how it is distinguished from other normative systems like ethics, and normative jurisprudence, i.e., restrictions on liberty, duties to obey the law, and the role of punishment. **Prerequisites**: Any 3 hours of a PHIL course.

PHIL 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of philosophy. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Philosophy (PHIL) courses, and a cumulative GPA of 3.0 or higher.

PHIL 460 - Biomedical Ethics 3 hours

Investigation of problematic cases in biomedical ethics, with an emphasis on sound philosophical resolution. **Prerequisites**: junior standing.

PHIL 490 - Thematic Seminar in Philosophy 3 hours

Culminating course for Philosophy majors. Each seminar is based upon a specific philosophical issue which is studied in depth. Students write and present a research paper. A grade of C or higher is required. **Prerequisites**: junior standing.

PHED 108 - Beginning Weight Training and Conditioning I 0.5 hours

First eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity.

PHED 109 - Beginning Weight Training and Conditioning II 0.5 hours

Second eight weeks. An activity class designed to improve total fitness through weight training and aerobic activity.

PHED 114 - Advanced Lifesaving 0.5 hour

A Red Cross certified course for people interested in lifeguarding.

PHED 116 - Cardiorespiratory Fitness I 1 hours

First eight weeks. An activity class designed to introduce and improve the cardiorespiratory fitness and understanding of the student.

PHED 117 - Beginning Cardio-Respiratory Fitness II 1 hours

Second eight weeks. An activity class designed to introduce and improve the cardio-respiratory fitness and understanding of the student.

PHED 120 - Advanced Strength and Conditioning 2 hours

Provides students with advanced knowledge of strength and conditioning concepts, application, techniques, and program design.

PHED 130 - Personal Training and Sports Nutrition 2 hours

Provides students with the basic knowledge of personal training and the nutritional needs for all levels of athletes. **Prerequisites:** PHED 120.

PHED 140 - First Aid & Cardiopulmonary Resuscitation (CPR) 2 hours

American Red Cross certification: basic first aid and Cardiopulmonary Resuscitation (CPR) procedures.

PHED 150 - Basic Care and Prevention of Athletic Injuries 2 hours

Introduction to fundamentals of care and prevention of athletic injuries and athletic training.

PHED 350 - Advanced Care, Prevention, and Rehabilitation of Athletic Injuries and Illnesses 3 hours

In-depth study of athletic-training techniques and rehabilitation of injuries and illnesses. **Prerequisites:** PHED 150.

PHYS 108 - Physical Science Survey 3 hours

Examination of the physical world and its basic underlying scientific principles. **Cross-listed** as CHEM 108. **Prerequisites:** C or better in MATH 106 or MATH 150.

PHYS 108L - Physical Science Survey Laboratory 2 hours

Laboratory experiences to complement PHYS 108. PHYS 108 must be completed before PHYS-108L can be used for G.E. credit. **Cross-listed** as ASTR 108L/CHEM 108L . **Prerequisites:** CHEM 108/PHYS 108 or concurrent enrollment.

PHYS 111 - College Physics I 3 hours

First of a two-part algebra-based college physics sequence. Topics include: linear, circular and rotational motion; statics, elasticity, vibrations, waves and sound. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** MATH 150 or MATH 180.

PHYS 111L - Physics I Laboratory 2 hours

Laboratory experiences to complement PHYS 111. Students majoring in Chemistry must earn a grade of C or higher. G.E. when taken with PHYS 111. **Prerequisites:** MATH 150 or MATH 180; PHYS 111 (may be taken concurrently).

PHYS 112 - College Physics II 3 hours

Second of a two-part algebra-based college physics sequence. Topics include: fluids, thermal physics, electricity, magnetism, optics, modern physics and astrophysics (optional). Students majoring in Chemistry must earn a grade of C or higher. **Prerequisites:** PHYS 111.

PHYS 112L - Physics II Laboratory 2 hours

Laboratory experiences to complement PHYS 112. Students majoring in Chemistry must earn a grade of C or higher. **Prerequisite:** PHYS 111.

PHYS 211 - Calculus-Based Physics I 5 hours

First part of a two-part calculus-based college physics sequence. The course covers the following major areas of physics: linear, circular and rotational motion; statics; elasticity; vibrations; waves and sound. **Prerequisite:** MATH 201.

PHYS 212 - Calculus-Based Physics II 5 hours

This is the second of a two-part calculus-based college physics sequence. The course covers the following: electricity, magnetism, optics, modern physics and astrophysics (optional). This course includes laboratory experiences based on the above topics. **Prerequisite:** PHYS 211.

PHYS 401 - Introduction to Physical Chemistry/Chemistry Physics 3 hours

Introduction to physical principles underlying chemical science. Topics include kinetic thermodynamics, chemical kinetics and quantum mechanics. **Cross-listed** as CHEM 401. **Prerequisites:** CHEM 112, MATH 201, PHYS 111 or PHYS 211, PHYS 112 or PHYS 212 (may be a corequisite).

POSC 111 - American National Government 3 hours

Survey of the American political system, with emphasis on the Constitution, governmental structure, the political process and the economic system.

POSC 200 - Introduction to Political Philosophy 3 hours

This course is an introduction to political philosophy, offering in-depth investigation of concepts and primary-source material. The course examines the nature of sovereignty, the

role of the state, the justification of powers held by the state, critiques and defense of democracy, positive vs. negative rights, justice, and other key concepts. **Cross-listed** as PHIL 200.

POSC 215 - State and Local Government 3 hours

Surveys American governments on the sub-national level and focuses on the impact those governments have over citizens' lives.

POSC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 233 - Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. **Cross-listed** as CJAD 233. **Prerequisite:** Must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours.

POSC 250 - Comparative Politics 3 hours

Comparative politics is the study of political institutions and processes around the world. This course explores how countries organize their political and economic systems and examines the impacts of those choices on political freedoms, economic development and other societal outcomes.

POSC 255 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 256 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 257 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 280 - American Political and Social Thought 3 hours

American political thought from the colonial period to the present using writings of notable political figures, scholars and others. **Cross-listed** as PHIL 280. **Prerequisite**: ENGL 133W.

POSC 292 - International Relations 3 hours

Theory and practice of how nations relate to each other.

POSC 311 - Public Administration and Policy 3 hours

Examination of growth, structure, role, methods, and policy of the national bureaucracy and its role in American government and society. **Cross-listed** as MGMT 311/PADM 311. **Prerequisite**: POSC 111 or HIST 122.

POSC 312 - Environmental Politics 3 hours

Study of environmental issues and policies from both a national and global perspective. **Cross-listed** as ENVS 312. **Prerequisites**: ENGL 133W; BIOL 115/ENVS 115 or POSC 111.

POSC 315 - American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions, and the implementation of those decisions. Theoretical models of decision-making are discussed as are specific examples of public policy such as

environmental policy, educational policy, health care policy and more. **Cross-listed** as PADM 315/MGMT 314. **Prerequisites:** ENGL 133W, POSC 111.

POSC 321 - Politics of Developing Nations 3 hours

This course examines theories and processes of political, economic and social development in the Global South. **Prerequisites:** ENGL 133W.

POSC 325 - Conflict, War and Peace 3 hours

This course examines the causes and consequences of interstate wars and civil conflicts, as well as the conditions for peace. **Cross-listed** as GLST 325. **Prerequisites:** GLST 101 or POSC 292 or HIST 112.

POSC 326 - International Law and Organizations 3 hours

Study of the evolution of international law and organizations and their role in global politics in areas such as human rights, environmental protection, collective security and global trade. **Prerequisite:** POSC 292.

POSC 327 - International Human Rights 3 hours

Course examines the conceptual, political and practical dimensions of human rights. The course traces the development of human rights from a legal and philosophical perspective and evaluates mechanisms for the promotion and protection of human rights in the world today. **Cross-listed** as GLST 327. **Prerequisites:** GLST 101 or POSC 292 OR SOCI 111.

POSC 330 - Media and Politics 3 hours

Examination of the impact of the media on political discourse and public opinion in America, as well as examine the ways in which the media is shaped and affected by political forces. **Prerequisites:** ENGL 133W or POSC 111.

POSC 331 - European Politics 3 hours

Analysis of the government and politics of the major European powers, including Britain, France and Germany, as well as the European Union. **Prerequisites:** ENGL 133W.

POSC 332 - The American Presidency 3 hours

Presidential powers and their use and impact on American political life. **Prerequisite:** POSC 111 or HIST 122.

POSC 333 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 333 - Topics: Mock Trial 1 hour

Available to members of the Columbia College Mock Trial Team. Requires participation beginning in the Fall when the team begins preparing the case through the end of the mock trial season. **Cross-listed** as CJAD 333. **Prerequisite:** Student must be a full-time Columbia College student. Course may be repeated five times for a total of six semester hours. Offered Fall and Spring.

POSC 333 - Topics: Model United Nations 2 hours

Available to Members of the Columbia College United Nations team. Requires participation beginning in the fall when the team begins preparing for the spring Model United Nations simulation. Course may be repeated two times.

POSC 335 - Global Political Economy 3 hours

This course studies the interplay of politics and economics in a globalizing world. **Cross-listed** as ECON 335/GLST 335. **Prerequisites:** GLST 101 or POSC 292 or ECON 293.

POSC 340 - The American Justice System 3 hours

Study of the state and federal court systems and the impact those systems have on American politics and society. **Prerequisites:** POSC 111.

POSC 350 - Congressional Politics 3 hours

Study of Congress, its structure, procedures, role, and impact in American government. **Prerequisite:** POSC 111 or HIST 122.

POSC 353 - Asian Politics 3 hours

Analysis of the government and politics of selected Asian countries and their economic and social systems. **Prerequisites**: ENGL 133W.

POSC 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: Completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 360 - U.S. Foreign Policy 3 hours

Examination of the historical context of U.S. foreign policy, the institutions and processes of foreign policy-making and contemporary foreign policy issues and challenges. **Prerequisites**: POSC 111 or POSC 292 or HIST 122.

POSC 361 - American Political Parties 3 hours

Practical and theoretical study of the American party system. **Prerequisites**: POSC 111 or HIST 122.

POSC 370 - Dynamics of Terrorism 3 hours

This course surveys contemporary terrorism, especially international terrorism. The course will examine controversies in defining terrorism; explore the historical roots of terrorism; examine terrorist motivations, organization and strategies; and explore ways in which countries can respond to the threat of terrorism. **Cross-listed** as CJAD 370. **Prerequisites**: ENGL 133W or registration in a certificate program.

POSC 395 - Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. **Cross-listed** as PADM 395. **Prerequisites**: Three previous courses in political science or public administration.

POSC 399 - Political Science Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Students may register for no more than 12 political science internship credits (POSC 399 and POSC 499 combined) during their time at Columbia College. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). **Prerequisites**: POSC 111; junior standing; minimum of 2.5 cumulative GPA at time of registration for internship.

POSC 402 - Classical Political Philosophy 3 hours

Study of major writers in political philosophy from Plato to Machiavelli. **Cross-listed** as PHIL 402. **Prerequisites**: junior standing.

POSC 403 - Modern Political Philosophy 3 hours

Study of major writers in political philosophy from Hobbes to the present. **Cross-listed** as PHIL 403. **Prerequisites**: junior standing.

POSC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in political science. Topics courses must be approved by the chair of the History, Philosophy, and Political Science Department.

POSC 440W - Constitutional Law 3 hours

Study of the Constitution's evolution through Supreme Court decisions. **Prerequisites:** ENGL 133W and POSC 111 or HIST 122.

POSC 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 456 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of political science. This course requires the approval of the chair of the History, Philosophy, and Political Science Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of Political Science (POSC) courses, and a cumulative GPA of 3.0 or higher.

POSC 495 - Senior Seminar in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. **Cross-listed** as PADM 495. **Prerequisites:** POSC 395 or PADM 395.

POSC 499 - Advanced Political Science Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office, in a non-profit agency which lobbies government, in an attorney's office, or in other similar positions promoting an understanding of American national, state or local government. The directing faculty member must approve the internship placement. Grades are assigned as S (Satisfactory) or U (Unsatisfactory). Students may register for no more than 12 political science internship credits (POSC 399 and POSC 499 combined) during their time at Columbia College. **Prerequisites**: minimum nine hours of political science coursework; senior standing; minimum 3.0 GPA in major core classes at time of registration of internship.

PSYC 101 - General Psychology 3 hours

Introduction to the field of psychology and the major sub-areas including the biological basis of behavior, sensation, perception, learning, memory, motivation, emotion, personality, stress, as well as abnormal, developmental and social psychology. Students majoring in Psychology must earn a grade of C or higher.

PSYC 210 - Helping Skills 3 hours

This course will provide students with an understanding of the foundations underlying basic clinical helping skills. It will introduce students to the ethical principles that guide best practices, the ethical dilemmas beginning helping clinicians are likely to face, and models for how to resolve such dilemmas. Further, students will grapple with the challenges and significant issues faced when engaging in cross-cultural clinical interactions. Students will be asked to apply their knowledge of multicultural therapeutic models and related research. Considerable emphasis will then be given to learning the stages of clinical intervention and the critical skills that accompany each stage. Students will become familiar with the research supporting the use of "helping skills," small interventions frequently used in most therapeutic interactions. They will practice these skills and record their own progress in using them. Students will be asked to document their progress and their increased familiarity with when and how to use the helping skills. **Prerequisite(s)/Corequisite(s)**: PSYC 101 or HUMS 105.

PSYC 220 - Cognitive Psychology 3 hours

A study of human mental processes. The course covers concepts such as neurocognition, pattern recognition and attention, the function (and malfunction) of memory in its various forms, language, decision making, and problem solving. **Prerequisites**: PSYC 101.

PSYC 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as BIOL 224 /SOCI 224. **Prerequisites**: grade of C or higher in MATH 110 or MATH 150 or higher level math course (excludes MATH 200).

PSYC 225 - *Quantitative Research Methods 3 hours

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. **Cross-listed** as SOCI 225. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites**: Grade of C or higher in PSYC 224/SOCI 224.

PSYC 230 - Educational Psychology 3 hours

The study of psychological principles in educational environments. Emphasis is on the scientific approach to teaching and learning. Students learn to plan, deliver, evaluate and report instructional outcomes. **Cross-listed** as EDUC 230 . **Prerequisite**: PSYC 101.

PSYC 233 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in psychology. Topics are approved by the Psychology and Sociology Department.

PSYC 235 - Social Psychology 3 hours

Theories, methods and research on the nature and causes of individual behavior in social situations. **Cross-listed** as SOCI 235. **Prerequisites**: PSYC 101.

PSYC 250 - Psychological Disorders 3 hours

Major categories of behavior disorders are considered in terms of theory, etiology, symptoms, and treatment. Fundamental questions related to diagnosis, definitions of disorders and reaction of society are discussed.

PSYC 260 - Introduction to Applied Psychology 3 hours

An introduction to Applied Psychology, including uses of psychology in personal adjustment across the lifespan, in education, interpersonal relationships, marriage, family and parenting, work, physical and psychological health, and in identifying and treating psychopathology. A service learning component may be used as a means of providing students with practical experience with applied psychology. Students are exposed to major theoretical perspectives in applied psychology and methods and findings based in scientific psychology.

PSYC 270 - Psychology of Emotion 3 hours

Study of brain based, sociocultural, and cognitive approaches to emotion, their structure and function and regulation within the social context, the influence of emotion on learning and memory, judgment process, attention, and emotion regulation. The course introduces theory and research in the study of emotion through archival research, writing, and presentation to peers. **Prerequisite:** PSYC 101 or PSYC 260.

PSYC 275W - Introduction to Social Science Writing 3 hours

An introduction to professional writing within the social sciences. Cross-listed as SOCI 275W. **Prerequisites:** PSYC 101 or SOCI 111 and ENGL 133W.

PSYC 280 - Psychology of Sport 3 hours

Study of the impact of psychology in sport at both the coaching/teaching level and the athlete/participant level. The course will examine motivation, goal setting, anxiety and developmental changes that impact physical performance. **Prerequisites:** PSYC 101 or PSYC 260.

PSYC 301 - Positive Psychology 3 hours

This course will provide students with an understanding of the key concepts of positive psychology and how they can be applied to their own lives. It will introduce theories and research findings in the areas of well-being, positive emotions, human strengths, goal setting, creativity, wisdom, fulfilling relationships, and optimism. Considerable emphasis will be given to the practice of mindfulness and its interplay with positive psychology. Students will be asked to research and design interventions that can be used to promote positive psychology on personal, system, and institutional levels. **Prerequisite(s):** PSYC 101.

PSYC 304 - Personality Theory 3 hours

Examination of the major personality theories, including those proposed by Freud and his followers, learning theorists, trait theorists, social-learning theorists and humanists. Current research into personality, using modern methods, also reviewed. **Prerequisites:** PSYC 101; PSYC 275W/SOCI 275W.

PSYC 309 - Animal Behavior 3 hours

Basic principles of animal behavior with an emphasis on the evolutionary forces that shape behavior. **Cross-listed** as BIOL 309. **Prerequisites:** Six hours of PSYC coursework or six hours of BIOL coursework.

PSYC 320 - Psychological Testing and Measurement 3 hours

Study of informal and standardized test development, administration and evaluation including the history of testing, concepts of reliability, validity, utility and psychometrics of intelligence, personality, clinical, counseling, neuropsychological assessment and career testing using the normative and criterion-referenced approaches. **Prerequisites:** BIOL 224/PSYC 224/SOCI 224 and nine hours of PSYC coursework.

PSYC 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. **Cross-listed** as ANTH 327/SOCI 327. **Prerequisites:** junior standing.

PSYC 328 - Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Course may be repeated two times to complete research cycle. **Cross-listed** as SOCI 328. **Prerequisites:** junior standing, 3.0 GPA, PSYC 224, PSYC 225.

PSYC 330 - Lifespan Developmental Psychology 3 hours

The study of physiological, environmental and interactive variables influencing human development from conception to death. **Prerequisites**: PSYC 101.

PSYC 333 - Topics 3 hours

Specialized inquiry into a defined concept, topic, theory or application in Psychology. Topics are approved by the Psychology and Sociology Department.

PSYC 336 - Industrial/Organizational Psychology 3 hours

Examination of humans and work. Investigates both theoretical models and application of principles in relation to personnel, psychology, organizational psychology, and the work environment. **Prerequisite**: PSYC 101.

PSYC 355 - Directed Study

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 356 - Directed Study

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 371 - Neuroscience 3 hours

Comprehensive survey of the physiological processes and structures underlying human and animal behavior, including sensation, movement, emotion, learning, memory, sleep, drugs and abnormal behavior. **Cross-listed** as BIOL 371. **Prerequisites**: Six hours of PSYC courses or six hours of BIOL courses.

PSYC 372 - Sensation and Perception 3 hours

Introduction to the study of human senses and higher-order perceptual processes. **Cross-listed** as BIOL 372. **Prerequisites:** six hours of BIOL or six hours of PSYC courses and junior standing.

PSYC 381 - History and Systems of Psychology 3 hours

Overview of the historical antecedents and major theoretical and historical systems within psychology. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites:** PSYC 101, PSYC 275W/SOCI 275W, and sophomore standing.

PSYC 385 - Human Sexuality 3 hours

Exploration of sexuality from psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. **Cross-listed** as SOCI 385. **Prerequisite:** PSYC 101 or SOCI 111.

PSYC 391 - Child Psychology 3 hours

The study of children from conception to puberty. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the child. **Cross-listed** as EDUC 391 . **Prerequisite:** PSYC 101.

PSYC 392 - Adolescent Psychology 3 hours

The study of youth from puberty to young adulthood. Students study maturational and environmental factors that shape the physical, cognitive, and social development of the youth. Special emphasis is focused on the transescent stage of development. **Cross-listed** as EDUC 392. **Prerequisite:** PSYC 101.

PSYC 395 - Adult Psychology 3 hours

Physiological, behavioral, and cognitive changes that occur in adulthood and old age, discussed from a psychological/developmental perspective. **Prerequisite:** PSYC 101.

PSYC 396 - Child and Adolescent Development 3 hours

The study of children and adolescents from conception to young adulthood. Students study the maturational and environmental factors that shape the physical, cognitive, and socio-emotional development of the individual. **Prerequisite:** PSYC 101 Cross-listed with EDUC 396 .

PSYC 399 - Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 399 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (Satisfactory) or U (Unsatisfactory). **Prerequisites**: PSYC 101; 2.5 cumulative GPA. **Corequisite**: junior standing.

PSYC 410 - Learning Theories 3 hours

In-depth study of major theories of learning, including classical, operant, social, experiential and constructivist theories and their relationship to applied and theoretical psychology. **Prerequisites**: six hours of PSYC coursework, junior standing, and PSYC 275W/SOCI 275W.

PSYC 421 - Psychology of Grief 3 hours

This course is a full-spectrum psychological survey of grief and the relationships persons, cultures, and age groups have with grief within a seminar classroom model. Students will deconstruct grief to better understand the behaviors that are exhibited around death, loss, and growth. **Prerequisite(s)/Corequisite(s)**: PSYC 101, PSYC 275W/SOCI 275W (previously or concurrently).

PSYC 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in psychology. Topics are approved by the Psychology and Sociology Department.

PSYC 455 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 456 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 457 - Directed Study 3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of psychology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

PSYC 460 - Introduction to Clinical and Counseling Psychology 3 hours

Contemporary theory and practices in clinical and counseling psychology. Psychotherapy interventions are studied from the psychoanalytic, cognitive, family, behavioral and existential perspectives. Research, legal and ethical issues are examined as they relate to the counselor as a person and as a professional. **Prerequisites**: junior standing; PSYC 275W/SOCI 275W; 3 additional hours of PSYC courses.

PSYC 472 - Psychopharmacology 3 hours

Introduction to psychopharmacology and the mechanisms of drug action in the brain and on the body, including: the fundamentals of pharmacokinetics, pharmacodynamics, neuroanatomy, neurotransmission, tolerance and dependence. Major drug classes covered are sedative-hypnotics, anxiolytics, psychostimulants, opiates, hallucinogens, antipsychotics, antidepressants and mood stabilizers. **Cross-listed** as BIOL 472. **Prerequisites**: junior standing and six hours of BIOL or six hours of PSYC courses.

PSYC 480 - Group Process 3 hours

Psychotherapeutic techniques used in small and large-group interventions, including reviews of the current research, legal, and ethical issues associated with paraprofessional and professional practices. **Prerequisites**: PSYC 101 and PSYC 460.

PSYC 495W - Integrative Psychology 3 hours

Required as a culminating experience prior to graduation. Capstone course integrating prior learning, exploring current research and contemporary issues in psychology. Writing intensive. Grade of C or higher is required for this course and all prerequisite courses. **Prerequisites**: senior standing, Psychology major; PSYC 101 , PSYC 275W/SOCI 275W , PSYC 224/BIOL 224/SOCI 224 , PSYC 225/SOCI 225 , PSYC 381 ; and ENGL 133W .

PSYC 499 - Advanced Psychology Internship 1-3 hours

An opportunity for students to practice acquired skills under close supervision in a professional environment. Permission to enroll in an internship must be obtained from a full-time psychology instructor at least one semester prior to enrollment. Maximum of three hours of PSYC 499 allowed per semester, with a maximum of six hours over the course of the degree. Students must complete 45 hours of experiential work for each semester hour. Course is graded S (S) or U (Unsatisfactory). **Prerequisites**: Nine hours of PSYC coursework; 3.0 GPA in PSYC courses; cumulative 3.0 GPA. **Corequisite**: senior standing.

PADM 311 - Public Administration & Policy 3 hours

Examination of the growth, structure, role, methods and policy of the national bureaucracy and its role in American Government and society. **Cross-listed** as MGMT 311/POSC 311. **Prerequisites**: POSC 111 or HIST 122.

PADM 315 - American Public Policy 3 hours

The various ways the American political system decides what issues deserve attention, how it makes policy decisions and the implementation of those decisions. Theoretical models for decision-making are discussed as are specific examples of public policy such as environmental policy, educational policy, health care policy, and more. **Cross-listed** as POSC 315/MGMT 314. **Prerequisites**: ENGL 133W, POSC 111.

PADM 320 - Non-Profit Organization and Management 3 hours

Managers in the non-profit sector face unique challenges. This course exposes students to essential skills facing managers in the non-profit sector such as grant writing, fundraising, managing technology, managing finances, working with private boards, public advocacy and more. **Prerequisites/corequisites**: MGMT 311/PADM 311/POSC 311.

PADM 325 - Public Financial Resources Management 3 hours

Exposes students to the budgetary process for public-sector managers with a focus on political and legal constraints on these budgets, cash and risk management, budgetary forecasting, and more. **Prerequisite/corequisite:** PADM 311/POSC 311/MGMT 311 .

PADM 330 - Public Human Resources Administration 3 hours

Course focuses on human resources management in the public sector and addresses issues such as the recruitment, selection and evaluation of employees as well as topics such as collective bargaining, employee discrimination, employee development and more. Prerequisite/corequisite: PADM 311/POSC 311/MGMT 311.

PADM 335 - Methods of Public Decision Making 3 hours

How theoretical, philosophical, scientific, political, and social factors influence decision making in the public sector and methods used by public sector managers to make those decisions. **Prerequisite/Corequisite:** PADM 311/MGMT 311/POSC 311.

PADM 340 - Values and Ethics in Public Administration 3 hours

Course covers issues related to the ethical practices of public administrators including the proper role of unelected bureaucrats in government and how they relate to citizens. Students are exposed to philosophical arguments related to ethical behavior. Course does not satisfy the general education ethics requirement. **Prerequisite/corequisite:** PADM 311/POSC 311/MGMT 311.

PADM 395 - Political Science and Public Administration Research Methods 3 hours

An introduction to the research processes used by political science and public administration. The scope of political science and public administration research and the methods used to address political and policy questions are studied. **Cross-listed** as POSC 395. **Prerequisite:** three previous courses in political science or public administration.

PADM 399 - Public Administration Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. Students typically work in a governmental office responsible for administering public policy on the national, state, or local level or in the office of a non-profit organization. Students pursuing the Bachelor of Arts in Public Administration must enroll for three semester hours and students pursuing the Bachelor of Science must enroll in six hours. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U

(unsatisfactory).**Prerequisites**: POSC 111; MGMT 311/PADM 311/POSC 311; junior standing; minimum 2.5 cumulative GPA at time of registration of internship.

PADM 495 - Senior Seminar in Political Science and Public Administration 3 hours

Culminating experience for graduation with a B.A. in Political Science and B.A. or B.S. in Public Administration. Requires original research project and final paper. Grade of C or higher required. **Cross-listed** as POSC 495. **Prerequisites**: PADM 395 or POSC 395.

RELI 101 - Religion and Human Experience 3 hours

Provides an objective setting to encourage students to examine religion and various religious traditions in the world, with opportunities to understand religion in the context of their own experiences.

RELI 124 - The Bible as Literature 3 hours

A literary and historical approach to major biblical selections and their influence on western literature, culture and philosophy.

RELI 201 - Religious Classic Texts 3 hours

Introduction to the classic primary sources of world religions. From ancient Mesopotamia to modern classics of religious experience, the student reads, analyzes and compares the written accounts of human contemplation of the divine across time and culture.

RELI 202 - Asian Philosophy & Religion 3 hours

Examination of philosophy, religion, and belief systems of Eastern cultures, past and present. Students study the various traditional "systems of thought" from India, China, Tibet and Japan. **Cross-listed** as PHIL 202.

RELI 350 - Philosophy of Religion 3 hours

Philosophical exploration of the classical issues of theistic religious thought, such as the reality of God, the problem of evil, religious language, life after death and the pluralism of religious traditions. **Cross-listed** as PHIL 350 . **Prerequisite**: PHIL 101 or RELI 101.

RELI 381W - History of Christianity: Early Church 3 hours

Development of Christianity from its origins to the eve of the Reformation. Emphasis is on the evolution of theology within the context of Western civilization. Specific subjects include ancient Hebrew thought, Hellenism, gnosticism, the historical Jesus, the Trinity, Augustine, medieval theology, heresies, etc. This course is designated Writing-Intensive. **Cross-listed** as HIST 381W. **Prerequisites**: Any 3 hours of HIST and ENGL 133W .

RELI 382W - Christianity in the Modern World 3 hours

Development of Christian thought from the late Middle Ages to the present. Emphasis is on the confrontation of Christian theology with modernity. Specific subjects are: the Reformation, Counter-Reformation, the scientific revolution, the Enlightenment, Liberal Theology, the Theology of Crisis, etc. **Cross-listed** as HIST 382W. **Prerequisites**: Any 3 hours of HIST and ENGL 133W .

RELI 390 - The Buddha and Buddhism 3 hours

Introduction to the study of Buddhist philosophy and religious traditions, beginning with the life of Siddhartha Gautama, through the development of Buddhism in ancient India-Theravada and Mahavana, the spread of Buddhism to China, Tibet, and Japan. The course concludes with the examination of the coming of Buddhism to the West. **Cross-listed** as PHIL 390. **Prerequisites**: junior standing.

SCIN 110 - Essential Biology for Non-Majors (with lab) 4 hours

Principles of general biology from the cellular, organismal, and population levels. This course provides a foundation in biological sciences and basic laboratory skills for non-natural sciences students. Includes 2 hour lecture and 2 hour laboratory.

SCIN 112 - Essential Chemistry for Non-Majors (with lab) 4 hours

Principles of general chemistry with a focus on atomic structure, balancing and using chemical reactions, molecular bonding, the properties of gases and solutions, and chemical problem-solving. Includes a 2-hour lecture and a 2-hour laboratory. **Prerequisite(s)**: C or higher in MATH 106.

SOCI 101 - Social Justice 3 hours

Exploration of issues surrounding social justice, including human rights, democracy, freedom, happiness, equality, peace, violence, tolerance, and social responsibility. Introduction to reasoning and logic. Intellectual empathy.

SOCI 111 - General Sociology 3 hours

Introductory study of small and large scale human social interaction and social organizations.

SOCI 112 - General Anthropology 3 hours

This course explores the diversity of humanity both in the past and in the present. Anthropology provides a uniquely broad understanding of humankind by integrating the study of human evolution, ancient civilizations, languages, and cultures from around the world. Based on a wide range of case-studies, this course explores what it means to be human, and how it is differently experienced in societies and cultures around the world. **Crosslisted** with ANTH 112.

SOCI 210 - The Sociology of Gender 3 hours

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education and politics. **Cross-listed** as WMST 210.

SOCI 212 - Cultures in the World 3 hours

This course explores the concept of culture and its diversity in the world. Taking a comparative approach based on case studies from different world regions, and paying particular attention to how cultures change over time, this course explores some of the major themes of cultural anthropology, including the cultural construction of reality, identity, language, social hierarchy, art, and kinship and gender relations. **Cross-listed** as ANTH 212.

SOCI 214 - Family 3 hours

Survey of structures, functions, processes, and problems in the contemporary family.

SOCI 216 - American Social Problems 3 hours

Nature and impact of contemporary social problems.

SOCI 218 - Social Deviance 3 hours

Introduction to theories and models of deviant behavior. Reinforcement of the sociological perspective on human behavior. Social control and the construction of categories of deviance. Analysis of social conditions which impacts rates of deviance including violence, sexual deviance, mental illness, substance abuse, street crime and white collar crime. Societal responses to deviance. The uses of stigma to label deviants.

SOCI 224 - Statistics for the Behavioral and Natural Sciences 3 hours

The study of parametric and nonparametric statistics commonly used in the behavioral and natural sciences. Included are analyses of relationship and variance, as well as effect sizes associated with each. Students majoring in Biology, Psychology or Sociology must earn a grade of C or higher. **Cross-listed** as PSYC 224/BIOL 224 . **Prerequisites**: grade of C or higher in MATH 110 or MATH 150 or higher level math course (excludes MATH 200).

SOCI 225 - *Quantitative Research Methods 3 hours

Study of applied research in the behavioral sciences, with an emphasis on design, methodology, results interpretation and theory building. Quantitative approaches are addressed, employing both parametric and nonparametric statistics. **Cross-listed** as PSYC 225. Students majoring in Psychology must earn a grade of C or higher. **Prerequisites**: Grade of C or higher in PSYC 224/SOCI 224.

SOCI 230 - Sports and Society 3 hours

Survey of social theories and projected role of the patterns of sports and heroism in society.

SOCI 235 - Social Psychology 3 hours

Theories, methods and research on the nature and causes of individual behavior in social situations. **Cross-listed** as PSYC 235. **Prerequisites**: PSYC 101.

SOCI 270 - Diversity and Society 3 hours

Survey of historical and contemporary minority-majority relations among various racial, ethnic and gender groups. Focus on the social construction of race and ethnicity. Course meets multicultural graduation requirement. **Cross-listed** as ANTH 270 .

SOCI 275W - Introduction to Social Science Writing 3 hours

An introduction to professional writing within the social sciences. **Cross-listed** as PSYC 275W . **Prerequisites:** PSYC 101 or SOCI 111 and ENGL 133W.

SOCI 310 - Women and Society 3 hours

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. **Cross-listed** as WMST 310.

SOCI 321 - Criminology 3 hours

Emphasis on sociological theories concerning the nature, sources, control, and prevention of crime. Topics include current trends in U.S. crime rates; media coverage of crimes; patterns of victimization; characteristics of property crimes, violent crimes, drug crimes, corporate crimes, political crimes and vice. Critical examination of current law enforcement and correctional policies and practices. **Prerequisites:** junior standing.

SOCI 327 - Qualitative Research Methods 3 hours

Understanding qualitative research and developing qualitative research skills, examining exemplars in the field, exploring the various qualitative research methodologies such as participant-observation and in-depth interviewing and the theoretical and ethical dilemmas associated with each. Data collection, writing field notes and transforming such data into written ethnographic documents are emphasized. **Crosslisted** as ANTH 327/PSYC 327. **Prerequisites:** junior standing.

SOCI 328 - Independent Research 3 hours

Applying qualitative and/or quantitative research methods in applied research to produce manuscripts and academic conference presentations. Conducting archival and experimental or field research to answer research questions. Using appropriate research skills, producing written research findings in APA style and presenting research findings at a conference of academic peers. Course may be repeated two times to complete research cycle. **Cross-listed** as PSYC 328. **Prerequisites:** junior standing, 3.0 GPA, PSYC 224, PSYC 225.

SOCI 331 - Juvenile Delinquency 3 hours

Emphasis on sociological theories concerning the nature, sources, control, and prevention of juvenile delinquency. Topics include current trends in U.S. juvenile crime rates; media coverage of juvenile delinquency; patterns of victimization; characteristics of

crimes committed by juveniles. Critical examination of current juvenile correctional policies and practices. Comparison of various treatment models in juvenile delinquency. **Prerequisites:** junior standing.

SOCI 333 - The Celtic Worlds 3 hours

This course explores the history and culture of the Celts, from the origins of this population to the different forms of Celtic expression today. Spanning over several thousand years, it investigates how the linguistic, socioeconomic, and cultural worlds of Celtic populations became established in Central and Western Europe, how these populations interacted with surrounding cultural groups, and how they changed over time. This journey provides a unique opportunity to examine a range of anthropological methods of investigation (archaeology, forensic anthropology, ethnography, etc.) and critically engage with major topics and concepts in anthropology, including culture and cultural change, identity, and forms of cultural expression. **Cross-listed** with ANTH 333. **Prerequisites:** junior standing.

SOCI 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. **Cross-listed** as ANTH 336 /WMST 336. **Prerequisites:** junior standing.

SOCI 341W - Religion and Society 3 hours

Examines the sources and roles of religion in societies. Offers an introduction to the major sociological theories and concepts about religions and religious movements. Provides a cross-cultural approach to religious systems and practices. Focuses on how religion fosters social integration and community, but also power, oppression and discrimination. These themes are discussed using examples of the religious perspectives on and experiences of women, gays/lesbians, and ethnic minorities. **Crosslisted** as ANTH 341W. **Prerequisites:** ENGL 133W and junior standing.

SOCI 345 - Environment and Society 3 hours

This course explores the interaction between social processes and the natural environment. Taking a multidisciplinary approach (sociology and anthropology), and building on theoretical perspectives and cross-cultural case studies, this course investigates the increasing pressure of human activities on the environment, the globalization of environmental challenges, the privatization of natural resources (water, forests, energy sources, but also genes and genetically modified organisms), the policies encouraging this privatization process, and the recent growth of environmental social movements. **Cross-listed** as ANTH 345. **Prerequisites:** junior standing.

SOCI 350 - Social Gerontology 3 hours

Social, psychological and physical aspects of aging, including the consequences of the societal demographic shifts toward an increasingly aged society. Investigates the research on death and dying and the role of the elderly in our society. Additionally, generates an understanding of the theoretical perspectives on aging. **Cross-listed** as HUMS 350. **Prerequisites**: junior standing.

SOCI 355 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 356 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites**: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 357 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only.

Prerequisites: completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 375 - Social Movements 3 hours

Emphasis on sociological analysis of social movements of twentieth century America. Emphasis on the application of sociological theories to the conditions that facilitate social movements, from their development to how success is measured. Case studies of the Progressive era reform movements, the labor movement, the women's movement, the environmental movement, the gay rights movement, the civil rights movement, ethnic identity movements, anti-globalization movements, Occupy Wall Street, and other movements. **Cross-listed** as AMST 375. **Prerequisites:** junior standing.

SOCI 380 - Mass Media and Society 3 hours

Emphasis on critical examination of contemporary mass media, including television, film, advertising and news. Sociological theories of mass media. History of mass media. Social impacts of mass media. Political influences on mass media. Information flows in democratic societies. Sexism, racism, classism, heterosexism, and ethnocentrism in mass media. Advertising and consumerism. Popular culture. The internet. Offered odd spring. **Prerequisites:** junior standing.

SOCI 381 - Music and Society 3 hours

This course explores music as a social and cultural activity. Taking a global, comparative, and inter-disciplinary approach (sociology and anthropology), it investigates the social dimensions of the production and reception of music. Particular attention will be given to issues of race, gender, identities, and technology. How do music and societies mutually influence and shape each other? How is music related to people's sense of identity, socio-economic structures, and beliefs? Music will be explored as an art form that both reveals and serves as a medium of social change. **Cross-listed** as ANTH 381. **Prerequisites:** junior standing.

SOCI 385 - Human Sexuality 3 hours

Exploration of sexuality from psychological and social perspectives. Critical issues directly and indirectly associated with sexual behavior are addressed. Human sexual behavior is openly discussed in this course and is illustrated in the textbooks. **Cross-listed** as PSYC 385. **Prerequisite:** PSYC 101 or SOCI 111.

SOCI 388W - Fashion and Society 3 hours

Critical examination of fashion as an institution, shaping individual choices, and communicating social values and norms. Attention is paid to how fashion serves as a tool for individual expression and as a way to showcase social affiliation. Fashion is analyzed as both an art form and as a powerful industry. Topics include: Art and industry; Body; Consumerism; Dressing in modern society; Global style; Individual and group identity; Inequality; Social movements; Trends. **Cross-listed** as WMST 388W. **Prerequisite**: ENGL 133W.

SOCI 401W - The City 3 hours

In-depth analysis of the challenges that cities face in the 21st century, including social, economic, political, and environmental issues. **Prerequisites**: ENGL 133W and junior standing.

SOCI 412 - Slavery and Human Trafficking: Past and Present 3 hours

This course explores how slavery and the traffic of human beings have been justified, organized and practiced in different cultures and at different times. Focusing on several world regions (Africa, Asia, the Middle East, and the Americas), and covering both historical and contemporary forms of slavery, the course uses anthropological perspectives to examine definitions and representations of slavery, as well as the economic, political and social forces that shape human exploitation cross-culturally. **Cross-listed** as ANTH 412. **Prerequisites**: junior standing or HSEC 250.

SOCI 421 - Class, Status, and Power 3 hours

Emphasis on social stratification systems and social inequalities, including the areas of economic class, ethnicity, gender and sexuality. Analysis of theories of power in constructing and maintaining systems of social inequality; the creation of wealth and poverty in the U.S. and globally; sources and consequences of ethnic and gender inequalities; and the stratification system surrounding sexualities. **Prerequisites**: junior standing.

SOCI 433 - Topics 1-3 hours

Specialized inquiry into a defined concept, topic, theory or application in sociology. Topics are approved by the Psychology and Sociology Department.

SOCI 455 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 456 - Directed Study 1-3 hours

SOCI 457 - Directed Study 1-3 hours

Individual research project covering a limited and well-focused aspect of theory, concept or application in a selected area of sociology. This course requires the approval of the chair of the Psychology and Sociology Department and is available on the main campus only. **Prerequisites:** completion of at least 45 semester hours of coursework, prior completion of at least 6 semester hours of psychology courses, and a cumulative GPA of 3.0 or higher.

SOCI 480 - Social Theory 3 hours

Survey of classical and contemporary social theory, from the Enlightenment through World War II, to the current era of post-structuralism, and critical theory. **Prerequisite(s):** Junior standing.

SOCI 485 - Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia. Analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. **Cross-listed** as WMST 485. **Prerequisites:** junior standing.

SOCI 495 - Integrative Seminar 3 hours

Culminating experience for the major. A capstone course to apply prior learning to probing major areas of research in sociology. **Prerequisites:** senior standing; Sociology major; SOCI 111, BIOL 224/PSYC 224/SOCI 224 and either PSYC 225/SOCI 225 or ANTH 327/PSYC 327/SOCI 327.

SOCI 499 - Internship 1-3 hours

Involves the application of the student's sociological knowledge and skills in an actual work environment under supervision. Sociology instructor's and field supervisor's permission must be obtained one semester prior to internship. **Prerequisites**: sociology major, senior standing, 3.0 or higher GPA in Sociology courses.

SPAN 101 - Elementary Spanish I 3 hours

Spanish 101 emphasizes elementary proficiency in listening, oral expression, and reading and writing of Spanish, as well as basic understanding of Spanish speaking cultures.

SPAN 102 - Elementary Spanish II 3 hours

Spanish 102 is a direct continuation of Spanish 101 with further development of language skills and continued introduction to Spanish-speaking cultures. Not open to native speakers. **Prerequisites**: SPAN 101 with a grade of C or higher, or two years (four semesters) of successfully completed high school Spanish.

SPAN 201 - Intermediate Spanish I 3 hours

Reinforces and expands the skills of listening comprehension, oral expression, reading, writing and cross-cultural understanding. **Prerequisites**: SPAN 102 with a grade of C or higher.

SPAN 202 - Intermediate Spanish II 3 hours

Focuses on advanced Spanish grammar, conversation and composition, as well as the exploration of the cultures of Spanish-speaking countries based on selected readings. The class is taught in Spanish. Emphasis is on conversation, writing, and reading. **Prerequisites**: SPAN 201 with a grade of C or higher.

SPAN 205 - Spanish Grammar in Context 3 hours

Review and introduction of key grammar aspects of the Spanish language. This required course will expose students to real-life Spanish texts and Spanish language production. Taught in Spanish. **Prerequisite(s)**: SPAN 202.

SPAN 303 - Spanish Conversation and Culture 3 hours

Conversational Spanish using cultural-based materials and readings emphasizing the four skills: speaking, listening, reading, and writing, as well as a review of elementary and intermediate Spanish-level grammatical points. **Prerequisites**: SPAN 205 with a grade of C or higher.

SPAN 310 - Spanish for Healthcare Professionals 3 hours

Further develops written and oral Spanish language skills, with particular attention to medical terminology, as well as gain knowledge of cultural characteristics of Spanish-speaking groups with an emphasis on engagement and interactions in healthcare settings. **Prerequisites**: SPAN 202.

SPAN 311 - Spanish for Law Enforcement Professionals 3 hours

Further develops written and oral Spanish language skills, with particular attention to criminal justice vocabulary, concepts, and situations, as well as knowledge of cultural characteristics of Spanish-speaking groups with an emphasis on engagement and interactions in criminal justice settings. **Prerequisites**: SPAN 202.

SPAN 312 - Spanish for Social Service Professionals 3 hours

Further develops written and oral Spanish language skills, with particular attention to social service vocabulary, concepts, and situations, as well knowledge of cultural characteristics of Spanish-speaking groups with an emphasis on engagement and interactions in social service settings. **Prerequisites**: SPAN 202.

SPAN 313 - Spanish for Business Professionals 3 hours

Further develops written and oral Spanish language skills, with particular attention to Spanish business correspondence, translating technical writing and commercial documents as well as gain knowledge of cultural characteristics of Spanish-speaking groups with an emphasis on engagement and interactions in business settings, including international business transactions. **Prerequisites**: SPAN 202.

SPAN 314 - English-Spanish Translation 3 hours

Key skills, techniques and theories involved in translation to and from both languages, such as news reports, legal statements, commercial advertisements, business letters, and literary works. Taught in Spanish. **Prerequisites**: SPAN 205.

SPAN 316 - Contemporary Latin American Literature: All Change 3 hours

Survey of recent Latin American literature from the late 20th century to the present, with special emphasis on the relationship between literature and social change. Taught in Spanish. **Prerequisites**: SPAN 202.

SPAN 317 - Latin America at the Movies! 3 hours

An analysis of Latin American film from Spanish America and the U.S. organized around topics including migration, gender, ethnicity, and politics. The course includes critique of films in their own cultures. Taught in English and Spanish. **Prerequisites**: SPAN 202.

SPAN 318 - Contemporary Literature and Culture of Spain 3 hours

An interdisciplinary study of literary texts and other cultural artifacts (films, songs, visual art, television, etc.) of the contemporary Spanish society, particularly since the transition to democracy (late 70s) to the present. Taught in Spanish. **Prerequisite(s)**: SPAN 303.

SPAN 401 - Advanced Spanish Conversation and Composition 3 hours

Development of advanced writing and conversational skills with emphasis on comprehension, vocabulary, pronunciation, syntax, and grammar. Taught in Spanish. **Prerequisites**: SPAN 202.

SPAN 402 - Senior Level Spanish Literature 3 hours

This senior-level course focuses on a select group of texts or authors who are central in modern Latin American literature. Taught in Spanish. **Prerequisites**: SPAN 316 or SPAN 318 .

SPAN 404 - Senior Seminar in Spanish Language and Cultures 3 hours

Investigation and completion of a session-long project on a self-chosen topic within Spanish language and culture. This capstone project is the culminating experience for graduation as a Spanish Major. Completion with a grade of C or higher is required. **Prerequisites**: Senior standing, completion of other Spanish program Core classes with a C or higher, and completion of 18 hours in Spanish program electives.

SPAN 499 - Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory). Students may register for no more than 12 Spanish internship credits during their time at Columbia College. **Prerequisite(s)/Corequisite(s)**: Minimum of 9 hours of completed Spanish coursework; Senior standing; minimum 3.0 GPA in Spanish major core courses at the time of registration for internship.

STAT 421 - General Linear Models I - Regression 3 hours

The foundations of theory and practice of linear regression extensions, including testing, estimation, confidence interval procedures, modeling, regression diagnostics and plots, polynomial regression, co-linearity and confounding, model selection, geometry of least squares, etc. The theory will be approached mainly from the frequentist perspective and use of the computer to analyze data will be emphasized. **Prerequisites**: MATH 250 or PYSC 224, and: MATH 300, MATH 303, COSC 145.

STAT 422 - General Linear Models II - Regression 3 hours

The foundations of theory and practice of Analysis of Variance, experimental design, linear estimation theory, decision making using confidence intervals, single and multiple sample analysis, fixed and random effects weighting, MANOVA designs, design diagnostics, etc. Theory will be approached from the frequentist perspective and use of the computer to analyze data. **Prerequisites**: STAT 421.

STAT 494 - Capstone 3 hours

Required capstone for Statistics majors. This course is designed to provide students with the opportunity to integrate and apply the knowledge and skills they have acquired throughout their statistics coursework through the completion of a project. **Prerequisite(s)**: Senior standing.

SUST 201 - Introduction to Sustainability 3 hours

Introduction to the principles relating to environmental sustainability within related disciplines including ethics, economics, natural sciences, and social sciences. **Prerequisite**: Sophomore Standing.

SUST 302 - Climate Change: Natural and Social Science Perspectives 3 hours

Explores the science of climate using evidence-based case studies that integrate natural and social science perspectives. **Prerequisite(s)**: C or higher in BIOL/ENVS 115 and Junior standing.

SUST 399 - Sustainability Internship 1-3 hours

Experience working as an intern in a private or public agency with a sustainability focus. Supervised, on-site work is required. Forty-five clock hours of experiential work are required for each semester hour of credit. The directing faculty member must approve the internship placement. Grades are assigned as S (satisfactory) or U (unsatisfactory).

Students may register for no more than 3 credits at a time, and not more than 6 internship credits in total during their time at Columbia College. **Prerequisite(s)/Corequisite(s):** Declared major or minor in Sustainability. Junior standing. Students must have completed with a grade of C or higher 15 hours in their major core.

SUST 400W - Advanced Environmental Sustainability 3 hours

Advanced concepts in environmental sustainability are explored including energy use, environmental law and policy, sustainable agriculture, and urban planning. **Prerequisite(s):** C or better in SUST 201; Junior standing; and ENGL 133W.

SUST 480 - Sustainability Senior Seminar (Natural Science Focused) 3 hours

Capstone course in Sustainability. This course includes a senior research project. Students will review the scientific literature in the discipline including applied research with special emphasis on experimental design and methodology, data generation and critical analysis, and scientific writing and presentation.

Prerequisite(s): C or higher in SUST 400W Advanced Environmental Sustainability; C or higher in BIOL/PSYC/SOCI 224; C or higher in PYSC/SOCI 275 or ENGL 204W; C or higher in PSYC/SOCI 225 or ANTH/SOCI 327.

SUST 490 - Sustainability Senior Seminar (Social Science Focused) 3 hours

Capstone course in Sustainability. This course includes a senior research project focused on how human social, political, and/or economic activities both affect and are affected by natural systems and processes. Students will ask a central research question related to the social dimension of sustainability, review the scientific literature, and conduct quantitative and/or qualitative research to answer the research question. The results will be presented in a research paper as well as an oral presentation.

Prerequisite(s): C or higher in SUST 400W; C or higher in BIOL/PSYC/SOCI 224; C or higher in PYSC/SOCI 275 or ENGL 204W; C or higher in PSYC/SOCI 225 or ANTH/SOCI 327.

UIUX 218 - Principles of Information Architecture 3 hours

Information Architecture is a field that has evolved from library science, adapting organization, hierarchies, and design for the digital age. In this course, students will explore the evolution of this discipline along with its core principles and fundamentals. Key topics include task analysis, scenario development, taxonomy creation, and designing for findability.

Building on these foundational concepts, students will engage with practical, contemporary applications, and tools to create projects that enhance their professional portfolios. This preparation will equip them for roles in Information Architecture or User Experience within the web design industry.

UIUX 319 - Design Systems and User Interface Patterns 3 hours

This course emphasizes developing and managing design systems and reusable user interface patterns. Students will understand how to create consistent, scalable, and cohesive design systems. The projects and lessons will cover the implementation of style guides, component libraries, component design, pattern taxonomy, and accessibility standards. **Prerequisite(s)/Corequisite(s)**: ARTS 317.

UIUX 320 - Accessibility and Inclusive Design 3 hours

This course emphasizes creating accessible and inclusive digital designs to support users with varying abilities. Students will learn accessibility best practices for diverse user needs to ensure compliance with US and international accessibility standards. **Prerequisite(s)/Corequisite(s)**: ARTS 317.

UIUX 421 - Visual & Interaction Design 3 hours

This culminating course highlights the visual design aspects of UI/UX, with a focus on creating interactive elements. Students will learn to design user interfaces that are both visually appealing and highly functional using HTML, CSS, and JavaScript. Throughout the course, students will develop engaging user interfaces while building their technical skills. **Prerequisite(s)/Corequisite(s)**: UIUX 319.

UIUX 499 - UI/UX Internship 1-3 hours

Students complete 45 hours of experiential work for each semester hour. The internship should be directly related to the UI/UX field. Grades are assigned as S (satisfactory) or U (unsatisfactory). As part of the internship contract (administered by Career Services), the supervising faculty and student will establish three additional learning objectives, and strategies to achieve those objectives, based specifically on the student's internship position and job description. **Prerequisite(s)/Corequisite(s)**: Students must have passed 3 required UI/UX courses with a grade of C or higher before registering for the UI/UX internship course.

WMST 210 - The Sociology of Gender 3 hours

Critical examination of gender as a social construct. The role of gender in socialization, sexuality, family, religion, work, the mass media, education and politics. **Cross-listed** as SOCI 210 .

WMST 310 - Women and Society 3 hours

Analysis of the social and cultural forces that shape women's position in society; explanations and critical analysis of the gendered nature of our reality. **Cross-listed** as SOCI 310.

WMST 322W - Women and Gender in World History 3 hours

This course examines the history of women around the globe from 1500 to the present. This course examines gender as a system of power relations that has been integral to the shaping of national and international politics and public policy and to the development of national and international economies. The class explores the meanings of women's status across continents, cultures and historical periods; examines how women have attempted to define, maintain or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout world history. **Cross-listed** as HIST 322W . **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

WMST 336 - Gender and Globalization 3 hours

Critical analysis of the history and discourse surrounding globalization, with special emphasis on its gendered effect. Attention is paid to the often invisible micro macro connections between individual lives across the globe. The distribution of power and its impact on development processes is examined. The impact of gender dynamics within social institutions: economic, political, and cultural are also examined. **Cross-listed** as ANTH 336/SOCI 336. **Prerequisite:** junior standing.

WMST 343W - Gender Communication 3 hours

Examination of the significant role of gender in human communication behaviors as enacted in social spaces of daily life. **Cross-listed** as COMM 343W. **Prerequisites:** sophomore standing and ENGL 133W.

WMST 373W - Women and Gender in American History 3 hours

This course examines the history of women in the United States from the colonial era to the present. This course examines gender as a system of power relations that has been integral to the shaping of American politics and public policy, and to the development of the American economy. The class explores the meaning of women's status across cultures and historical periods; examines how women have attempted to define, maintain, or gain power in changing historical circumstances; identifies common dilemmas and struggles faced by women; and considers how changing definitions of gender have intersected with ideas about race and ethnicity throughout American history. **Cross-listed** as HIST 373W . **Prerequisites:** Any 3 hours of HIST and ENGL 133W .

WMST 375W - The History of Sexuality in the United States 3 hours

The course introduces students to the history of sexuality in U.S. history from European colonization through the present day. Topics will include sexuality, dating and marriage, LGBTQ experiences and rights, abortion and contraception, sex education, regulations of sexual practices, and attitudes toward sex. The course will cover several major eras in U.S. history, including colonization and early America, the American Revolution, the Civil War and Reconstruction eras, The Gilded Age and Progressive Era, and modern America. The course will also examine the social and cultural impact of attitudes and policies regarding sex, sexual orientation, and contraception. **Prerequisites:** Any 3 hours of HIST and ENGL 133W.

WMST 377W - U.S. Women's Movements: A History 3 hours

The course provides an overview of the history of U.S. women's movements and the origins of feminism by examining "waves" of feminism from 1848 to the present day as well as related movements and opposition to women's rights. Topics include abolitionism, temperance, suffrage, first through fourth-wave feminism, and peace movements as well as the rise of antifeminism and postfeminism. The course emphasizes the ways in which women's movements varied by social location, particularly by race, class, gender, region, sexual orientation, and religion. **Cross-listed** as HIST 377W. **Prerequisites:** ENGL 133W and any 3 hours of HIST.

WMST 388W - Fashion and Society 3 hours

Critical examination of fashion as an institution, shaping individual choices, and communicating social values and norms. Attention is paid to how fashion serves as a tool for individual expression and as a way to showcase social affiliation. Fashion is analyzed as both an art form and as a powerful industry. Topics include: Art and industry; Body;

Consumerism; Dressing in modern society; Global style; Individual and group identity; Inequality; Social movements; Trends. **Cross-listed** as SOCI 388W. **Prerequisite:** ENGL 133W.

WMST 485 - Feminist Theory and Methodology 3 hours

This course analyzes the intellectual debate feminism has inspired in academia, analyzes the specific contributions of feminist researchers across the disciplines, specifically focusing on feminist methods of inquiry, challenges to the traditional science model, dilemmas of feminist research, and feminist theoretical contributions. Standpoint theory, research reflexivity, and questions of objectivity and subjectivity are among the topics covered. **Cross-listed** as SOCI 485. **Prerequisites:** junior standing.

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James Arnold, Vice President of Enrollment Management & Marketing & Athletics

Rob Boone, Chief of Staff

Mary Brown, Senior Executive Assistant to the President & Assistant Secretary to the Board

Patty Fischer, Vice President of Operations & Chief Human Resources Officer

Sam Fleury, Chief Strategic Communications Officer

Sandra Hamar, Ed.D., Provost & Senior Vice President of Academic Affairs

Greg Hulen, Vice President, Advancement

Dave Roberts, Ph.D., Vice President of Student Experience & Dean of Students

Regan Ubiñas, General Counsel

Academic Affairs

Sandra Hamar, Ed.D., Provost & Senior Vice President for Academic Affairs
B.A. Graceland College, M.A. University of Missouri, St. Louis, Ed.D. Grand Canyon University

Kristina L. Clevenger, Ph.D., Dean, School of Public Services
B. A., University of California; M.A., Bowling Green State University; Ph.D., University of Missouri - Columbia

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

Jonathon Moberly, J.D., Dean, Robert W. Plaster School of Business
B.S. Eastern Illinois University, M.B.A. Lindenwood University, J.D. St. Louis University School of Law

Advancement

Greg Hulen, Vice President of Advancement
B.A., Communications, Florida State University, Tallahassee, FL., MBA, Ohio University, Athens, OH., MSA, Ohio University, Athens, OH.

Athletics

Cynthia Potter, Athletic Director
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

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, Associate Head Coach Baseball

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

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

Columbia College Global

Sandra Hamar, Ed.D., Provost & Senior Vice President for Academic Affairs
B.A. Graceland College, M.A. University of Missouri, St. Louis, Ed.D. Grand Canyon University

Tery Donelson, Senior Director, Operations and Projects
B.S., California State Polytechnic University; M.S., U.S. Air Force Institute of Technology

Erin Glover, Senior Director, Academic Operations
B.A., University of Missouri-Columbia; M.B.A., Columbia College

Darin Hand, Ed.D., Senior Director, Columbia College Global-Military Navy, Marines & Coast Guard
B.A., Chapman University; M.S., Chapman University; Ed.D. Brandman University

J. Robert Streit, Senior Director, Columbia College Global-Military Army & Air Force
B.A. History, Columbia College; M.A. History, Southern New Hampshire University

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

Danielle King, Director, Lake of the Ozarks, Osage, Missouri
B.S., Columbia College; M.B.A., Columbia College

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

Savannah Collins, Program Coordinator, Whiteman Air Force Base, Missouri
B.G.S., Columbia College

Jared Opoien, Ph.D., Assistant Director, NASJRB Fort Worth, Texas
B.A., Indiana University, M.A., University of North Texas, Ph.D., University of North Texas

Ellen Parham, Area Director, Fort Stewart, Georgia and Hunter Army Airfield, Georgia
B.S., Saint Leo University; M.A., Webster University

Carthel Starks, Area Director, NAS Jacksonville, Florida and Orlando, Florida
B.S., University of Phoenix; M.S., University of Phoenix

Enrollment Management & Marketing

James Arnold, Vice President, Enrollment Management & Marketing & Athletics

Finance & Business

Allen Schelp, C.P.A., Chief Financial Officer
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, Vice President of Operations & Chief Human Resources Officer

Institutional Compliance

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

Institutional Research

Cammie Moran, Assistant Vice President

Mail, Imaging & Print Services

Daniel Jimenez, Senior Director of Marketing and Mail, Imagining and Print Services
B.F.A., University of Missouri - Columbia

Office of the Registrar

Sara Clark, Registrar
M.A., Southern Illinois University-Edwardsville, M.S., University of Illinois-Urbana Champaign

Online Education

Andi Kenuam, Senior Director of Online Education

Plant and Facilities

Caitlynd Weekley, Senior Director of Plant and Facilities

Brian Wager, Director of Campus Safety

President

Toby Arquette, 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 Division

Jennifer Crump, Associate Vice President, Admissions & Marketing

Student Experience

Dave Roberts, Vice President of Student Experience & Dean of Students
B.S., Valdosta State University; M.Ed., University of South Florida; Ed.D. University of Missouri

Jessica Sprague, Associate Dean for Student Experience
B.S., Wells College

Melissa Hill, Director of Student Accessibility Resources
B.S.W., Wartburg College

Britta L. Wright, Director of International Student Services
B.S., MBA, Columbia College

Amanda Wooden, Director of the Grossnickle Career Services Center
B.S., University of Central Missouri; M.Ed., University of Missouri

Kim Kinyon Coke, Director of TRiO Student Support Services
B.S., University of Missouri; MA in Teaching, Columbia College

Regina Sanders, Director of Residential Life
B.A., Greenville University; M.S., Illinois State University

Kristie Douglas, Title IX & Student Conduct Coordinator I
B.A., Columbia College

Jerrell Brenner, Assistant Director of Academic Achievement Center
B.S., Stanford University; PhD, University of Michigan

Technology Services

Nathan Eatherton, Chief Information Officer

Faculty

Full-Time Faculty at Day Campus

Kenneth Akers, Associate Professor of Business Administration
B.S., M.S., Radford University, Ph.D., University of Missouri-Columbia

Rudy Araujo, Instructor of Business
Masters in Human Resource Management, Truman State University, Masters in Economics, Western Illinois University

Mohamed Aturban, Assistant Professor of Computer Science
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

Breanna Cole, Instructor of Biology
B.A. Biology College of Saint Scholastica; M.S. Molecular Microbiology and Immunology

Stephenson Crain, Instructor of Nursing
B.S.N University of Missouri; M.S.N-Nurse Educator, University of Missouri

Kurt DeBord, Associate Professor of Psychology
B.A., Ball State University; M.A., University of Missouri; Ph.D., University of Missouri

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

Justin Dijak, Assistant Professor of Business
B.S. Agricultural Economics; MBA, University of Missouri-Columbia

Mason Doyle, Instructor of Mathematical Sciences
Associates of Science, Jackson State Community College; Bachelor of Science in Mathematics, University of Tennessee at Martin; Master of Arts in Mathematics, University of Missouri-Columbia

Emily Edgington Andrews, Instructor of Music
B.A. & M.A. in Music - Truman State University, M.M. in Music - University of Missouri

Amy Enderle, Instructor of Communications
Masters in Communication, University of Missouri-Columbia

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

Manda Foster, Assistant Professor of Education
B.S., Judson College; M.S., Capella University, Ed.S. and Ed.D., Northcentral University

Rebekah Freese, Assistant Professor of Human Services
LCSW; 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

Brittany Hagenhoff, Assistant Professor of Chemistry
B.S. University of Central Missouri; Ph.D., University of Missouri-Columbia

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

Dave Hickman, Assistant Professor of Management
DBA, Grand Canyon University; MBA, Columbia College

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

Chad John, Assistant Professor of Accounting
B.S. Accountancy, University of Missouri-Columbia; Master of Accounting, Florida Atlantic University

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

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

Shari Lawson, Assistant Professor of Education
B.S. and M.Ed., University of Missouri-Columbia; Ed.D., Saint Louis University

Naomi Sugino Lear, Professor of Art
B.Mus, B.A., Eastern Illinois University; M.F.A., Wichita State University

Alaina Leverenz, Assistant Professor of Market
B.S., William Woods University; M.A., Indiana University; PhD, University of Missouri

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

James McGuffee, Associate Professor of Cybersecurity
B.S., Louisiana Tech University; Ph.D., Louisiana State University and A&M College

Moenes Mellouli, Assistant Professor of Statistics
B.A., B.S., Drury University, M.A., M.S., University of Missouri-Columbia, MBA, Northamption University, Ph.D., University of Missouri-Columbia

Mary Miller, Associate Professor of Education
B.A., University of Missouri; Ph.D., Vanderbilt University

Peter Monacell, Professor of English
B.A. University of Virginia; M.A., Ph.D., University of Missouri - Columbia

April Murphy, Associate Professor and MSW Program Director
B.S., University of Louisville; MSW, Florida State University; Ph.D., University of Louisville

Ellen Mwenosongole, Associate Professor of Forensic Science
B.S. University of Kwa-Zulu Natal, South Africa; M.S. University of Strathclyde, UK; University of Pretoria, South Africa; Ph.D., Anglia Ruskin University, UK

Jill Myers, Instructor of Nursing
L.P.N.; A.D.N, Moberly Area Community College; B.S.N,University of Missouri; M.S.N, University of Missouri Sinclair School of Nursing

Marieme Ndiaye, Assistant Professor of Nursing
LPN, Health Occupation Center, Columbia, MO; A.D.N., Columbia College; BSN, DNP, University of Missouri, Columbia College

Blake Nielsen, Associate Professor of Psychology
B.A., University of Nebraska-Lincoln; M.A., Ph.D., University of Alabama

Jonathan Oxford, Associate Professor of Psychology
B.A., M.A., Ph.D., University of Missouri

Bryan Page, Assistant Professor of Art
B.F.A., Columbia College; MFA, Washington University

Sarah Parris, Instructor of English
B.F.A., Stephens College; M.A., Missouri State University

Janet Pestle, Assistant Professor of Nursing
B.S.N., University of Missouri-Columbia; M.S.N, University of Missouri-Columbia; D.N.P, American Sentinel University

Karly Poyner-Smith, Assistant Professor of Communications
B.S. Grace College; M.A. Ball State University; Ph.D. The University of Memphis

Mark L. Price, Professor of Philosophy & Althea W. And John A. Schiffman Endowed Chair in Ethics, Philosophy, and Religious Studies
A.A., Dalton College; B.A., University of Georgia; M.S., Ph.D., University of Missouri

Ariel Robinson, Assistant Professor of Education
B.A., Columbia College; M.A., Columbia College; Ph.D., University of Missouri

Catherine Sandstedt, Assistant Professor of Music
B.M. in Vocal & Viola Performance, University of Missouri-Columbia; D.M.A. & M.M. in Vocal Performance, Stony Brook University-Long Island, NY

Bryan Sappington, Instructor of Business
MBA Columbia College, certified Project Management Professional (PMP)

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

Sarah Shawver, Assistant Professor of Biology
B.S., University of Wisconsin; M.S., Tarleton State University; Ph.D., Virginia Tech

Gina Singleton, Associate Professor of Accounting
M.Acc., 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

Paige Spry, Instructor of Nursing
B.S.N., University of Missouri-Columbia; M.S.N. University of Missouri-Columbia

Nicholas Stegmann, Visiting Instructor of Sports Management
B.A. & B.S., Lincoln University, M.S., Missouri Western State University

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

Kruti Surti, Assistant Professor of Psychology
Ph.D., University of Missouri-St. Louis

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

Laura Ursprung Nerling, Assistant Professor of Art
M.A. in Visual Studies - State University of New York at Buffalo; Ph.D. in Art History and Archaeology - University of Missouri

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

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

Diana Suhler, Professor Emeritus of Business Administration
A.A., Otero Junior College; B.S., University of Colorado; M.I.A., Columbia University; Ph.D., University of Maryland

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

Sarah S. Wells, Professor Emeritus of Business Administration
B.A., M.B.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

Advisory Board

Chair	**Jonathan Dudley '10** Jefferson City, MO
Chair Elect	**Debra Carnahan '82** St. Louis, MO
Alumni-Trustee	**Bill Johnston '82** Columbia, MO
Directors	**Allen Butler '07** Wheeling, Illinois
	Whitney Jones '19 St. Louis, MO
	Jeannie Lahman '18 Centertown, MO
	Bill Leeper '04 Fernandina Beach, FL
	Chris Lievsay '09 Blue Springs, MO
	Josh Muder '99 Olathe, KS
	Joe Nicchetta '79 Chicago, IL

Ed Sasan '11
Harvest, AL

Corbin Umstattd '12

Columbia, MO

Carol Winkler '93
Columbia, MO

Ex-Officio Members

Suzanne Rothwell
Associate Vice President of Alumni, Community Relations and Development

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
- Hawaii
- Illinois
- Indiana
- Oklahoma
- Texas
- 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 licensure, 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) Puerto Rico and the U. S. Virgin Islands are authorized as SARA members which allows Columbia College to offer distance education courses to students residing across the United States and territories. 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).

National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

Alabama

Redstone Arsenal

Authorization and Licensure

Columbia College holds an exemption with the Alabama Commission on Higher Education and licensed by the Private School Licensure Division of 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

Columbia College-Redstone Arsenal
J Robert Streit, Sr. Director, CCG-Military Army & Air Force
3495 Patton Rd SW
Huntsville, AL 35805-4324
redstone@ccis.edu
Phone: (256) 881-6181
Fax: (256) 881-2897

Dr. Sandra Hamar, 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

Student Costs

For 2026-2027 tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

2026-2027 Academic Calendars

For the 2026-2027 Academic Calendars, please visit the 2026 - 2027 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/teacher-center/.

Nursing

State approval of a program to offer Alabama licensed nurses opportunities for advanced degrees does not indicate eligibility for approval to practice as an advanced practice nurse in Alabama. Applicants for approval in Alabama are required to meet the Alabama requirements for national certification, graduation from a specific-type program for the advanced practice approval, and completion of the appropriate application. Any program offering a pre-licensure track to Alabama students shall meet the requirements of the Alabama regulations for pre-licensure programs or the graduates may not be eligible to take the national licensure examination required by the Alabama Board of Nursing to enter the practice. www.abn.alabama.gov.

Facilities and Equipment Available to Support Courses or Programs of Study

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive physical and 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. In addition to the Director & Assistant Director, there are two degreed Librarians and a certified archivist who are available to answer research questions via email, video chat, text chat, or phone Monday through Friday 8:00 a.m. - 5:00 p.m. Off hours research assistance is available by request.

The library's collection supports the curriculum of Columbia College with more than 45,000 physical items (books, videos, journals, newspapers, etc.), as well as more than 300,000 electronic books and over 45 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 using a person's MyPortal username and password through a proxy server. Electronic delivery of articles not found in the library databases is also available.

Library resources are requested for purchase by faculty, library staff, students, and college staff. Individual titles may be purchased in either print, electronic, or both formats based upon the academic program need. Subscriptions to online databases of articles, books, videos, or other resources are suggested by faculty or library staff. A trial of the database is set up by library staff to evaluate the content, interface, etc. Depending on trial feedback, a recommendation to add a database to the library's licensed resources and budget is then submitted to college administration.

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.

- Students first need to complete the grievance/complaint procedure with Columbia College prior to submitting a complaint with the Private School Licensure Division of the Alabama Community College System. If your complaint remains unresolved after exhausting all available institutional processes, you may file a complaint with the Private School Licensure Division.
- 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) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Private School Licensure Division of the Alabama Community College System
135 South Union Street
Montgomery, AL 36104-4340
Phone: (334) 293-4500
How to File a Complaint

VA Statement

The Columbia College-Redstone Arsenal location has been approved by the Alabama State Approving Agency, Department of Postsecondary Education to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

California

MCRD San Diego | Imperial

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 to operate means Columbia College complies with state standards as set forth in the California Education Code (CEC) and Title 5, California Code of Regulations (CCR). Columbia College has been granted approval to operate under the terms of CEC section 94890(a)(1).

Agent for Service of Process

Northwest Registered Agent, Inc., (#C3184722) 1267 Willis Street, 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 $0.00 per one thousand dollars ($1000.00) of institutional charges.

California Office of Student Assistance and Relief

The Office of Student Assistance and Relief is available to support prospective students, current students, or past students of private postsecondary educational institutions in making informed decisions, understanding their rights, and navigating available services and relief options. The office may be reached by calling (888) 370-7589, Option #5 or by visiting https://osar.bppe.ca.gov.

Columbia College California Locations

Columbia College-MCRD San Diego, CA #32205612

Primary Contact: Tara Clawson-Inga, Student Engagement Director

Address: 4025 Tripoli Avenue, Bldg, 111 San Diego, CA 92140-5290
Phone: (866) 594-2330
Email: sandiego@ccis.edu
Website: https://www.ccis.edu/columbia-college-global/locations

Columbia College-MCRD 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 Corp Recruit Depot (MCRD) San Diego and a satellite location at Naval Base (NB) San Diego. As one of two schools on the MCRD base, Columbia College-MCRD San Diego occupies space in a one-story building. Columbia College-MCRD San Diego 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 Columbia College-MCRD location provides 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.

Columbia College-Imperial, CA #58669817

Primary Contact: Guillermo Salgado, Program Coordinator

Address: 380 E Aten Road, #3114, Imperial, CA 92251-9653
Phone: (760) 257-1137
Email: imperial@ccis.edu
Website: https://www.ccis.edu/columbia-college-global/locations

Columbia College-Imperial serves as an administrative location dedicated to supporting online students. While this location does not deliver instruction or academic courses, it does facilitate an efficient and supportive student experience and is located on the

Imperial Valley College Campus in the Career Technical Education Building/Workforce Development Center.

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. Some locations do not have apartment options within one (1) mile of the location. Listed below are the average costs to rent a one bedroom apartment in each area.

- $2,336 - San Diego, CA

Important Information

Enrollment Agreements and School Performance Fact Sheets

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.

Students who need to submit official versions of these forms may locate them in myPortal.

Student Costs

For tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

A Net Price Calculator for Residential Day Campus is available at: https://www.ccis.edu/tuition-financial-aid/college-cost/net-price-calculator-day

A Net Price Calculator for Online and Columbia College Global students is available at: https://www.ccis.edu/tuition-financial-aid/college-cost/net-price-calculator-online-evening

Estimated Charges

Associate's

- Total charges for the current period of attendance: $5,160.00
- Estimated total charges for the entire education program: $25,800.00

Bachelor's

- Total charges for the current period of attendance: $5,160.00
- Estimated total charges for the entire education program: $51,600.00

RN to BSN

- Total charges for the current period of attendance: $5,400.00
- Estimated total charges for the entire education program: $54,000.00

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.

Information About Student Loans

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 moneys 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.

Admissions

Students can find Columbia College's admissions policies on the Admission Policies catalog page. Additionally, students may find in the catalog the Policies Pertaining to Special Programs.

Credit for Prior Learning (CPL)

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 CPL. Please visit the Evaluation of Credit and Testing page of the catalog for more information.

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.

Student's Right to Cancel

The student has the right to a full refund of all charges if the student cancels the enrollment 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.

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 session, or the seventh day after enrollment, whichever is later.

There are three California withdrawal refund formulas; one for 4 week classes (28 day term); 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 4 week term, California students who drop on days 1-8 will receive 100% refund. Students who withdraw on days 9-21 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 28. Then, divide the number of unused days by 28 to get the percentage refunded (Unused days / 28 = 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 ($ Tuition * % = $ refunded). No refunds are issued days 22-27. To receive this refund formula, the student must be withdrawing from a 4 week class and be a California student.

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 (Unused days / 55 = 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 ($ Tuition * % = $ 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 (Unused days / 111 = 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 ($ Tuition * % = $ 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

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.

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 learning management system 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 they are 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.

Program Leading to Licensure

Columbia College undergraduate programs delivered in California do not lead to licensure.

Attendance, Academic Probation, Suspension, and Dismissal

The Grading and Academic Standing section of the catalog details information regarding attendance, academic probation, suspension, and dismissal.

Student Services

The Columbia College Global Resources section of the catalog details information regarding the enrollment services center, ID cards, online tutoring services, writing center, math center, Stafford Libary, and books.

The Resources section of the catalog 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

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive physical and 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. In addition to the Director & Assistant Director, there are two degreed Librarians and a certified archivist who are available to answer research questions via email, video chat, text chat, or phone Monday through Friday 8:00 a.m. - 5:00 p.m. Off hours research assistance is available by request.

The library's collection supports the curriculum of Columbia College with more than 45,000 physical items (books, videos, journals, newspapers, etc.), as well as more than 300,000 electronic books and over 45 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 using a person's MyPortal username and password through a proxy server. Electronic delivery of articles not found in the library databases is also available.

Library resources are requested for purchase by faculty, library staff, students, and college staff. Individual titles may be purchased in either print, electronic, or both formats based upon the academic program need. Subscriptions to online databases of articles, books, videos, or other resources are suggested by faculty or library staff. A trial of the database is set up by library staff to evaluate the content, interface, etc. Depending on trial feedback, a recommendation to add a database to the library's licensed resources and budget is then submitted to college administration.

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.

Students may also view the Columbia College Global Resources page of the catalog for additional information.

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 participates in federal and state financial aid programs, and all consumer information is disclosed to the student pursuant to federal and state financial aid programs.
- 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/student-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.

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 http://www.bppe.ca.gov/enforcement/complaint.shtml.
- 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) 751-2361 or review the MDHE complaint process.

State Regulatory Agency Contact Information

A student or any member of the public may file a complaint about Columbia College with the Bureau for Private Postsecondary Education by contacting the BPPE below:

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

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.

Location Contact Information

Columbia College-Denver
Jim McNally, Director
15500 East Centretech Parkway
Aurora, CO 80011
denver@ccis.edu
Phone: (303) 771-0176
Fax: (303) 771-0794

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 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) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

The Colorado Department of Higher Education
1600 Broadway, Suite 2200
Denver, CO 80202
Phone: (303) 862-3001
Webpage: https://cdhe.colorado.gov/

VA Statement

The Columbia College-Denver location has been approved by the Colorado State Approving Agency for Veterans Education and Training to train veterans and other eligible persons under the benefits of Title 38, United States Code (38 U.S.C. 3671 [a] and 3672 [a]).

Florida

NAS Jacksonville

Catalog Effective Date

Provisions of the 2026-2027 Undergraduate catalog are effective February 25, 2026.

Licensure

Licensed by the Commission for Independent Education, Florida Department of Education. Additional information regarding this institution may be obtained by contacting the Commission at 325 West Gaines Street, Suite 1414, Tallahassee, FL 323099-0400, toll-free telephone number (888)224-6684.

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-NAS Jacksonville
Carthel Starks, Director
Building 110 Yorktown Avenue
P. O. Box 441325
Jacksonville, FL 32222-0014
nasjacksonville@ccis.edu
Phone: (904) 778-9769
Fax: (904) 771-3449

Physical Facilities and Equipment Information

Columbia College-NAS Jacksonville is located on Naval Air Station Jacksonville, on the second floor of Building 110 at the intersection of Yorktown Avenue and Langley Street. The location consists of administrative offices and classrooms (24-35 student capacity) and computer lab with 12 computers. The classrooms and lab are equipped with dry-erase boards, Video Conferencing Cameras "OWL" on mobile carts and equipment capable of

projecting CD, DVD, PowerPoint and other methods of instruction. The computer lab includes 12 desktop computers.

Main Location

Columbia College, 1001 Rogers Street, Columbia, MO 65216. Phone number: (573) 875-8700

Student Costs

For tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Criminal Justice Majors Notice

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

Policies

Students may view the latest Columbia College information, including policies, on the Columbia College website at www.ccis.edu.

Important Information

Course Cancellation

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found. Notification of cancelled courses will be sent to the CougarMail accounts of students enrolled in the cancelled course. Students will have the option to move to an online section of the same course if there are openings in those sections. If this is not possible, the student will receive a full refund for the course.

Placement Assistance

While Columbia College offers placement assistance to all graduates, employment upon completion of program(s) is not guaranteed.

Tuition Refunds

The college refund policy complies with the Commission for Independent Education.

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

Financial Aid

For those who qualify, financial aid is available through Columbia College and is awarded at the main campus. In addition to the information provided in the Undergraduate catalog, students can contact the Center for Academic Retention and Student Success office at (800) 231-2391, extension 7252 or email: SUCCESS@ccis.edu.

Transfer of Columbia College Credits

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

Credit

Columbia College uses semester credit hours. Sixty (60) credit hours are required for associate degrees and one hundred and twenty (120) credit hours are required for bachelor's degrees. Courses are between four- and sixteen-weeks in length and are, generally, three credit hours each.

Course Numbering

Columbia College course numbering system follows standard practices.

1xx - indicates freshman level course
2xx - indicates sophomore level course
3xx - indicates junior level course
4xx - indicates senior level course

Nontraditional Programs

Distance education courses are available through Online Education housed in Columbia, MO. All academic and administrative policies and procedures identified in the Undergraduate catalog also pertain to nontraditional programs.

General Education

The state of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

Academic Calendars

For Academic Calendars, please visit the 2026 - 2027 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.

Undergraduate Degree Programs

The Undergraduate catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed in the catalog are not offered at all locations.

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) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Florida Commission for Independent Education
325 West Gaines St., Suite 1414
Tallahassee, FL. 32399-0400
Phone: (850) 245-3200
Website: https://www.fldoe.org/policy/cie/

Georgia

Fort Stewart | Hunter Army Airfield | 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 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).

Georgia was approved as a State Authorization Reciprocity Agreement (SARA) member state on November 9, 2015. Columbia College was approved as a SARA institution on February 26, 2015 and is authorized to offer online courses for students in the state of Georgia.

Accreditation

Columbia College is accredited by the Higher Learning Commission.

Location Contact Information

Columbia College-Fort Stewart
Ellen Parham, Director
100 Knowledge Drive #147
P O Box 3089
Fort Stewart, GA 31314-5018
ftstewart@ccis.edu
Phone: (912) 877-3406
Fax: (912) 877-3415

Columbia College-Hunter Army Airfield
Ellen Parham, Director
165 Markwell Street
P O Box 42119
Savannah, GA 31409-5503
hunter@ccis.edu

Phone: (912) 352-8635
Fax: (912) 315-5625

Online Education
Andi Kenuam, Senior Director
Columbia College
1001 Rogers Street
Columbia, MO 65216
onlineeducation@ccis.edu
Phone: (573) 875-7287
Fax: (573) 875-7445

Academic Calendars

For Academic Calendars, please visit the 2026 - 2027 Academic Calendars page in the catalog.

Faculty

A list of current faculty can be obtained at the Georgia locations and Online Education.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.

- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, 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.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education and Workforce Development (MDHEWD) at (573) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) 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/

Hawaii

Approval

Columbia College has been approved to operate as a post-secondary degree-granting educational institution in the state of Hawaii by the Department of Commerce and Consumer Affairs (DCCA).

Hawaii was approved as a SARA member state on May 17, 2016. Columbia College was approved as a SARA institution on February 26, 2015 and can offer distance education programs to students in the state of Hawaii.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, 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.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education and Workforce Development (MDHEWD) at (573) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Hawaii Postsecondary Education Authorization Program
Department of Commerce and Consumer Affairs
P O Box 541
Honolulu, HI 96809
(808) 586-7327
Website: http://cca.hawaii.gov/hpeap/

Illinois

Freeport

Authorization

The 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

Columbia College-Freeport
2998 West Pearl City Road,
Freeport, IL 61032-9341
freeport@ccis.edu
Phone: (815) 599-3585

Columbia College-Freeport serves as an administrative location dedicated to supporting online students. While this location does not deliver instruction or academic courses, it does facilitate an efficient and supportive student experience located on the Highland Community College campus.

Provost
Dr. Sandra Hamar, 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

Students Costs

For tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

The Online, Nationwide, and Main Campus Evening Tuition Structure catalog page details the standard payment policy, tuition refunds, and other pertinent information that students should be aware of.

General Student Grievance Policy

To view the entire policy, please visit the General Student Grievance Policy section of the Columbia College Policies website.

The Student Conduct section of the catalog details information regarding the student grievance process, student code of conduct, overview of the conduct process, as well as other pertinent information that students should be aware of.

- Complaints about sex discrimination, harassment and/or retaliation are handled in accordance with the College's Title IX and Sexual Misconduct Policy and corresponding procedures.
- Complaints about discrimination, harassment and/or retaliation, not based on sex, are handled in accordance with the College's Non-Discrimination and Equal Opportunity Policy and corresponding procedures.
- Complaints related to the ADA/Section 504 accommodation process or related to the implementation of approved reasonable accommodations are handled in accordance with the College's ADA/Section 504 Grievance Policy.

Further Complaint Resolution

On occasion, 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.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education and Workforce Development (MDHEWD) at (573) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) 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]).

Indiana

Online Education

Approval

Indiana was approved as a State Authorization Reciprocity Agreement (SARA) member state on February 21, 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 Indiana.

Indiana Uniform Refund Policy

Institution's Online Refund Policy

The institution shall cancel a student's enrollment upon request of the student. The student's obligation at the time of cancellation will be calculated as follows:

(A) Within six (6) days following the signing of the contract, no obligation and all monies paid, if any, to be fully refunded.
(B) After six (6) days, but before beginning of training, a registration fee of 20% of the total tuition not to exceed $100.00.
(C) After beginning of training, the registration fee, plus 10% of the total tuition until student completes 10% of the assignment.
(D) After completing 10% of the assignments, but prior to completing 25% of the assignments, the registration fee plus 25% of the total tuition.
(E) After completing 25% of the assignments but prior to completing 50% of the assignments, the registration fee plus 50% of the total tuition.
(F) After completing 50% of assignments, but prior to completing 75% of the assignments, the registration fee plus 75% of total tuition.
(G) After completing 75% of assignments, the student is responsible for total tuition
(H) The contract shall state a length of time for a student to complete his course of study. If a student does not cancel by the end of such time, he is responsible for his total tuition.
(I) The institution will make a proper refund, within thirty-one (31) days of the student's request for cancellation.
(J) If the student has paid tuition extending beyond twelve (12) months all such charges shall be refunded.

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 Indiana Commission for 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) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Indiana Commission for Higher Education
101 West Ohio Street, Suite 300

Indianapolis, IN 46204-4206
Phone: (317) 464-4400
Website: https://www.in.gov/che/

Oklahoma

Fort Sill

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.

Accreditation

Columbia College is accredited by the Higher Learning Commission. The college's next HLC reaffirmation of accreditation is scheduled for 2032-2033. Students who attend colleges that are not accredited may be unable to sit for professional exams, may not be eligible for financial aid, and have difficulty in transferring college credits.

Location Contact Information

Columbia College-Fort Sill (Instruction Delivered)
2502 Sheridan Road
Lawton, OK 73503

Phone: (580) 353-7884
Fax: (580) 353-8004
Email: ftsill@ccis.edu

Main Location

Columbia College, 1001 Rogers Street, Columbia, MO 65216. Phone number: (573) 875-8700.

Tuition and Charges

For tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition page in the catalog.

Tuition Refunds

For tuition refunds, please visit the Online, Nationwide, and Main Campus Evening Tuition Structure page in the catalog.

Transferability of Credits

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.

Placement Assistance

Columbia College offers placement assistance but does not guarantee job placement to graduates upon completion of training or upon graduation.

Online Courses and Scheduling Options

The college uses D2L course learning management system. Distance education courses are available through Online Education housed in Columbia, MO. Please view the Online Courses and Scheduling Options page for more information.

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.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education and Workforce Development (MDHEWD) at (573) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) 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 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]).

Texas

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.

Location Contact Information

Columbia College-NASJRB Fort Worth
Jared Opoien, Director
1525 Desert Storm Road
Fort Worth, TX 76127
ftworth@ccis.edu
Phone: (817) 377-3276
Fax: (817) 377-0176

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.
- Students in distance education programs or courses should reach out to the Missouri Department of Higher Education and Workforce Development (MDHEWD) at (573) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Texas Higher Education Coordinating Board
1801 Congress Ave., Suite 12.200
Austin, TX 78701
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]).

Washington

Marysville | NAS Whidbey Island

Authorization

Columbia College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Columbia College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P. O. Box 43430, Olympia, WA 98504-3430 or by email at degreeauthorization@wsac.wa.gov.

Washington was approved as a State Authorization Reciprocity Agreements (SARA) member state on May 13, 2014. Columbia College was approved as a SARA institution on February 26, 2015.

Location Contact Information

Columbia College-Marysville
Dr. Darin Hand, Director
13910 45th Avenue NE, #802
Marysville, WA 98271-7854
marysville@ccis.edu
Phone: (360) 653-4480

Columbia College-NAS Whidbey Island
Dr. Darin Hand, Director
1045 Midway Street #117
Oak Harbor, WA 98278-4932
whidbey@ccis.edu
Phone: (360) 279-9030
Fax: (360) 279-9289

Columbia College
Dr. Sandra Hamar, 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

Student Costs

For tuition and charges, please visit the Online, Nationwide, and Main Campus Evening Tuition 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 or contact the Student Loan Advocate at 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.

Placement Services

Columbia College does not provide any placement services; limited career services assistance is available by contacting the main campus Career Services office at (573) 875-7425.

Transferability of Credits

The transferability of credits earned at Columbia College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at 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 physical and 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. In addition to the Director & Assistant Director, there are two degreed Librarians and a certified archivist who are available to answer research questions via email, video chat, text chat, or phone Monday through Friday 8:00 a.m. - 5:00 p.m. Off hours research assistance is available by request.

The library's collection supports the curriculum of Columbia College with more than 45,000 physical items (books, videos, journals, newspapers, etc.), as well as more than 300,000 electronic books and over 45 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 using a person's MyPortal username and password through a proxy server. Electronic delivery of articles not found in the library databases is also available.

Library resources are requested for purchase by faculty, library staff, students, and college staff. Individual titles may be purchased in either print, electronic, or both formats based upon the academic program need. Subscriptions to online databases of articles, books, videos, or other resources are suggested by faculty or library staff. A trial of the database is set up by library staff to evaluate the content, interface, etc. Depending on trial feedback, a recommendation to add a database to the library's licensed resources and budget is then submitted to college administration.

Academic Calendars

For Academic Calendars, please visit the 2026 - 2027 Academic Calendars page in the catalog.

Undergraduate Degree Programs

The academic catalog combines information for all Columbia College locations.

Programs delivered at the Marysville, Whidbey Island locations and through Distance Education.

- Associate in General Studies
- Bachelor of General Studies
- Bachelor of Science in Business Administration

Programs delivered through Distance Education and authorized for delivery of some in-seat courses.

- Associate in Arts (Marysville, Whidbey Island)
- Associate in Science in Business Administration (Marysville, Whidbey Island)
- Associate in Science in Criminal Justice Administration (Marysville)
- Associate in Science in Human Services (Marysville)
- Bachelor of Arts in Business Administration (Marysville, Whidbey Island)
- Bachelor of Arts in Criminal Justice Administration (Marysville)
- Bachelor of Arts in Human Services (Marysville)
- Bachelor of Science in Human Resource Management (Marysville)
- Bachelor of Science in Management (Marysville)
- Bachelor of Science in Accounting (Marysville)
- Bachelor of Science in Management Information Systems (Marysville)

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 Washington Student Achievement Council (WSAC) has authority to investigate student complaints against specific schools. WSAC may not be able to investigate every student complaint. Visit student complaints for information regarding the WSAC 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) 751-2361 or review the MDHE complaint process.
- National Council for State Authorization Reciprocity Agreements (NC-SARA) complaint process.

State Regulatory Agency Contact Information

Washington Student Achievement Council
917 Lakeridge Way SW
Olympia, WA 98502
Phone: (360) 753-7800
Website: https://www.wsac.wa.gov/degree-authorization

VA Statement

Columbia College Washington locations have been approved by the Washington Student Achievement Council, State Approving Agency for Veteran's Education & Training to train veterans and other eligible persons under the provision of Section 3675, Chapter 36, Title 39, U.S. Code.

Attestation

This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

The information contained in this notification form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statues and regulations and that failure to comply may lead to suspension or withdrawal of programs by the WSAC/SAA and/or DVA.