



Columbia College

2004/2005

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CAMPUS LIFE

CALENDAR & HANDBOOK

Welcome to Columbia College!

In the pages ahead you will find information that will answer many of your questions about Columbia College. There is also a calendar that includes important dates, activities and events to be held both on and off campus. Make a commitment now to achieve academic success and to be actively involved in the campus community at Columbia College. A commitment from you will make a difference in the quality of your educational experience.

Have a great year!

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STATEMENT OF MISSION

Columbia College assists individuals in gaining a broad understanding of the liberal arts and sciences through exemplary teaching. Learning is made possible by the discovery, acquisition and application of knowledge, diverse learning experiences and the totality of interaction among faculty, staff and students. In both undergraduate and graduate education, the college encourages intellectual growth, preparation for the world of work, involved citizenship and lifelong learning in order to pursue excellence in human endeavor.

Approved by the Columbia College Board of Trustees May 17, 1996.

ABOUT COLUMBIA COLLEGE

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

The College is accredited by the Higher Learning Commission of the North Central Association and holds specialized accreditation in its Education, Nursing and Social Work programs. Students may enroll in either day or evening classes at the home campus in Columbia, Missouri, or in its Extended Studies Division at one of many campuses around the country.

CAMPUS LIFE MISSION STATEMENT

The Department of Campus Life provides programs and services that encourage the development of an inclusive, involved and educated community. Student success is fostered by a commitment to provide opportunities and support services that promote individual growth, leadership and character development, academic achievement, having fun and building positive lifelong relationships.

Revised May 11, 2004

CAMPUS LIFE DEPARTMENTS

ADA

Career and Testing Services

Counseling Services

Health Services

International Programs

Residential Life

Student Activities

Student Development

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.

PEOPLE TO KNOW

Administrative Council:	875-
Dr. Gerald T. Brouder, <i>President, St. Clair 102</i>	7200
Dr. Terry Smith, <i>Vice President & Dean for Academic Affairs, St. Clair 119</i>	7500
Mike Randerson, <i>Associate Vice President</i> & <i>Dean for the Extended Studies Campuses, St. Clair 128</i>	7663
Faye Burchard, <i>Dean for Campus Life, Student Commons</i>	7401
Barbara Payne, <i>Director of Public Relations & Marketing, St. Clair 135</i>	7207
Bob Hutton, <i>Director of Plant & Facilities, St. Clair 112</i>	7300
Bruce Boyer, <i>Controller/Chief Financial Officer, St. Clair 7</i>	7251

Campus Life Staff:

Faye Burchard, <i>Dean for Campus Life, Student Commons</i>	7401
Chrissy Benson, <i>Campus Life Office Manager, Student Commons</i>	7400
Julie Starkey, <i>Assistant Dean for Campus Life, Student Commons</i>	7450
Britta Wright, <i>Coordinator of International Programs, Student Commons</i>	7686
Terri Zeilenga, <i>Counselor, Student Commons</i>	7423
Kim Kinyon, <i>Director of Student Development, Student Commons</i>	7420
Anthony Claypool, <i>Director of Student Activities, Student Commons</i>	7403
Don Malson, <i>Director of Career & Testing Services, Student Commons</i>	7421
Tricia Elliott, <i>Office Manager, Career & Testing Services, Student Commons</i>	7425
Alison Carey, <i>Area Coordinator, Banks and Hughes Halls</i>	219-3851
Holly Herlinger, <i>Area Coordinator, Miller Hall</i>	219-3735
Linda Kolostov, <i>Health Services, Student Commons</i>	7432
Shirley Wilbur, <i>ADA Coordinator, Student Commons</i>	7626

Resident Assistants

Stacy Hawkins, Head Resident
 Kim Albrecht
 Stacy Floyd
 Amanda Hall
 Jamie Hoffman
 Jamie Netherton
 Andrea Rafter
 Nathan Rover
 Jacob Schlemmer
 Ken Smith

Academic Programmers

Cassie Gross
 Gordon Lake
 Nikki Nesselhauf
 Dan Stokes

Community Consultants

Brady McEwen (trainer)
 Becca Pilgram (trainer)
 Karissa Scott (trainer)
 Christy Allen
 Megan Borghi
 Billy Burkett
 Jill Dudley
 Aaron Edwards
 Lisa Kowalewski
 DeAnn Vollmer

Academic Departments:

<i>Art</i>	Professor Tom Watson
<i>Business Administration</i>	Dr. Ken Middleton
<i>Computer & Mathematical Sciences</i>	Dr. Lawrence West
<i>Criminal Justice Administration & Social Work</i>	Professor Barry Langford
<i>Education</i>	Dr. Donna Reed
<i>History & Social Sciences</i>	Dr. David Roebuck
<i>Humanities</i>	Dr. Lisa Ford-Brown
<i>Science</i>	Dr. Julie Estabrooks

Student Government Association (SGA) Officers:

<i>President</i>	Aaron Edwards
<i>Vice President</i>	Jamie Hoffman
<i>Secretary</i>	Stacy Maskey
<i>Treasurer</i>	Megan Borghi
<i>Chairperson, Student Activities Commission</i>	Lisa Kowalewski
<i>Chairperson, Student Relations</i>	Stacy Floyd
<i>Chairperson, Residence Hall Council Association</i>	Christy Allen

TELEPHONE DIRECTORY

	<u>875-</u>
Academic Affairs	7500
Athletics	7433
Bookstore	7340
Campus Life.....	7400
Career & Testing Services	7425
Counseling Services	7423
Evening Campus	7610
Health Services	7432
International Programs.....	7686
Mathematics Center	7619
Registration	7526
Residential Life	7450
Security	7315
Sports Hot Line	7416
Stafford Library	7381
Student Activities.....	7403
Student Development.....	7420
Student Financial Services	7252
Student Work Study	7247
Technology Services.....	7313
Writing Center	7616

Abbreviations

A & B Sections of Miller Hall	ABE
Atkins-Holman Student Commons	AHSC
Back Campus	B Camp
Bass Commons	Bass
Brown Hall.....	BRN
Buchanan Hall.....	BUH
C & D Sections of Miller Hall	CID
Campus Life.....	CL
Conference Room	CR
Cougar Den (Student Commons).....	Cgr Den
Cougar Room, Dulany Hall	Cgr
Dorsey Gym.....	DOR G
Dorsey Hall	DOR
Dulany Banquet Room.....	DUL B Rm
Dulany Hall.....	DUL
Dulany Patio.....	Patio
Launer Auditorium.....	Launer Aud
Lee Room, Dulany Hall	Lee
Missouri Hall	MO Hall
Soccer Field	S Field
Southwell Complex.....	South
Student Activities Commission	SAC
Student Government Association	SGA
To Be Announced	TBA

2004 - 2005
CALENDAR/PLANNER

COLUMBIA COLLEGE DAY CAMPUS

*While on campus, check out **Channel 92** for all of Columbia College's campus news, movies, sports and information.*

*Access Columbia College
on the web at www.ccis.edu*

FACILITY HOURS

BOOKSTORE, ATKINS-HOLMAN STUDENT COMMONS, EXT. 7341

Monday - Thursday	8:30a.m. to 5:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.

COMPUTER HELP DESK, EXT. 4357

Monday - Friday	8:00 a.m. to 5:00 p.m.
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COMPUTER LAB, BUCHANAN HALL 405, EXT. 7333

Monday - Thursday	7:30 a.m. to midnight
Friday	7:30 a.m. to 5:00 p.m.
Saturday	8:00 a.m. to 5:00 p.m.
Sunday	noon to midnight

DULANY DINING HALL

Weekdays	Breakfast	7:00 a.m. to 8:30 a.m.
	Lunch	11:15 a.m. to 1:15 p.m.
	Dinner	5:30 p.m. to 7:00 p.m.
	(Fridays	5:00 p.m. to 6:00 p.m.)
Saturday	Brunch	10:30 a.m. to noon
	Dinner	5:00 p.m. to 6:00 p.m.
Sunday	Continental Breakfast	8:30 a.m. to 9:30 a.m.
	Lunch	12:15 p.m. to 1:15 p.m.
	Dinner	5:00 p.m. to 6:00 p.m.

STAFFORD LIBRARY, EXT. 7381

Fall & Spring	Monday - Thursday	8:00 a.m. to midnight
	Friday	8:00 a.m. to 5:00 p.m.
	Saturday	1:00 p.m. to 6:00 p.m.
	Sunday	2:00 p.m. to 11:00 p.m.
Summer	Monday - Thursday	8:00 a.m. to 10:00 p.m.
	Friday	8:00 a.m. to 5:00 p.m.
	Saturday	1:00 p.m. to 6:00 p.m.
	Sunday	2:00 p.m. to 8:00 p.m.

MAIL SERVICES, ST. CLAIR 15, EXT. 7305

Monday - Friday	8:00 a.m. to 5:00 p.m.
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Please note: Facility times may change or be closed when classes are not in session.

SERVICES

ACADEMIC ADVISORS

A faculty advisor is assigned to you by the Academic Affairs Office. Your advisor will help you as you plan your courses and program to satisfy graduation criteria as well as your own personal interests and needs. The relationship between you and your advisor is important. As you adjust to the college, you may find, for any reason, that a change of advisor could be in your best interest. The Registration Office has a change of advisor form designed especially to help you make a change. There is no problem in doing this—it is easy, acceptable and effective.

ACADEMIC PROGRAMMER

The Academic Programmer (A.P.) is a paraprofessional position within Residential Life. The A.P.'s chief responsibility is enhancing the academic environment in the residence halls through specialized programming, peer academic counseling and resource and referral information sharing.

ATHLETICS, SOUTHY, EXT. 7433

The Columbia College Cougars compete in the NAIA Region V and the American Midwest Conference in men's basketball and soccer and women's basketball, softball and volleyball.

ATM MACHINE

A Commerce Bank ATM machine is located in the Student Commons. Persons not having an account at Commerce Bank will be charged a transaction fee.

BOOKSTORE, ATKINS-HOLMAN STUDENT COMMONS, EXT. 7341

At their new location in the recently finished Atkins-Holman Student Commons, the Columbia College Bookstore is pleased to offer a wide range of items for the convenience of our students. In addition to all textbooks required for on-campus courses, students will find a selection of school supplies, art supplies, backpacks, reference and general reading books. The bookstore also carries Columbia College clothing, gifts and souvenirs, as well as refreshments and much more.

The Bookstore makes every effort to provide as many quality used books as possible as they are priced at 25% off the publisher's new price. The last day for a full refund on textbooks is the first workday after the last day to add/drop classes. For additional information on the refund policy, see the bookmark attached to your textbook receipt or ask a sales associate.

Students may bring in textbooks to sell back to the Bookstore any time of the year, though the best time for the Bookstore to "Buyback" used textbooks is Finals Week. During that time, the Bookstore pays half price for textbooks in good condition that are needed for the following semester. If a textbook isn't being used, the Bookstore may offer a wholesale price.

To reach the Bookstore, call ext. 7341, fax at (573) 442-0747, email at

bkscolumbiacollege@bncollege.com, or visit their website at <http://www.ccis.bkstore.com>.

CAREER & TESTING SERVICES, AHSC, EXT. 7425

Director Don Malson offers assistance in developing, evaluating and implementing education, career and employment decisions and plans.

CHANNEL 92

Channel 92 is Columbia College's cable television channel available for viewing on campus only. *Channel 92* is presented by the Campus Life office to inform students on a weekly basis and to promote student involvement. "A Week at a Glance" highlights campus events, scheduled movies, athletic competitions, academic schedules, and general student information. Tune in to *Channel 92*. We will keep you informed and involved!

CO-CURRICULAR RECORD, EXT. 7403

The co-curricular record is a formal document to validate a student's involvement in co-curricular activities. Information is available in the Student Activities Office located in the Student Commons.

COMMUNITY CONSULTANTS

A Community Consultant is a student peer counselor working in conjunction with the Director of Student Development. There are 10-15 students selected for this paid leadership position with the prime responsibility of helping new students make a healthy transition into our college community through Columbia College Connection, Orientation, Welcome Week, INCC 111, HNRS 110 and one-on-one peer counseling throughout the fall semester. This position also serves as a preparatory step for future campus leadership positions.

COMPUTER HELP DESK, EXT. 4357

The Computer Help Desk supports the campus in computer and network use. It provides a single point of contact for questions concerning telephone service, e-mail, connecting computers to the campus network, and problems with college-owned systems. Hours of operation are from 7:30 a.m. to 6 p.m., Monday through Friday.

COPY MACHINES

Copy machines are available for student use in the Library and Computer Lab.

COUGAR DEN, AH STUDENT COMMONS, EXT. 7420

The Cougar Den serves as a campus resource for all students, faculty and staff. It promotes healthy lifestyle choices and encourages balance between the mind, body and spirit. Throughout the year it sponsors workshops that focus on personal development, wellness, diversity and leadership.

The Cougar Den also offers classes in various outdoor recreation areas including rock-climbing, backpacking, canoeing, etc. It is a place to socialize between classes or to get away from the noise and find a quiet spot to relax. The Den houses pamphlets, videos and a small library of information on drug and alcohol abuse, stress reduction, sexual responsibility, depression and other health related topics. The Director of Student Development is always open to new ideas and available for any questions or concerns that may arise.

COUNSELING SERVICES, EXT. 7423

Counseling Services provides confidential individual, group and couples counseling free of charge to assist students with personal, developmental or psychological concerns related to their academic progress and personal growth. Consultation and referral to community resources is also available. Presentations on various mental health and wellness topics are provided in conjunction with the Student Development, Residential Life and Student Support Services Departments. Students may seek counseling for a variety of reasons including depression, anxiety/panic, test anxiety, stress management, relationships, time management, conflict resolution, drug and alcohol use, feelings of insecurity or self-doubt, homesickness and adjusting to campus life, eating disorders, sexuality or dealing with anger. Terri Zeilenga, a licensed professional counselor, can be contacted at ext. 7423.

DISABILITIES

Students with documented disabilities who may need assistance with access to an event or program, or who require classroom academic adjustments, auxiliary aids or services, should call the ADA Coordinator, Shirley Wilbur, Atkins-Holman Student Commons, at ext. 7626.

EMERGENCY CALL BOXES

Call boxes are located in most of the parking lots and in the center of campus. They are blue poles with 4 inch EMERGENCY letters located on the sides. To operate, press the **RED** button, wait for an answer, speak directly into the receiver and give the Security Guard your location.

FOOD SERVICES, DULANY HALL

All resident students are required to have a meal plan. The college offers two meal plan options: (1) a 20 meals per week plan; or (2) a 14 meals per week plan. Residents can change their meal plan option up to last day of registration for the semester by completing a "Meal Plan Change Request" form in the Campus Life Office. Residents are required to show their IDs at the entrance of the dining hall. Residents missing meals due to a class conflict may request a sack lunch through the Campus Life Office or use the value exchange option available at the Snack Bar in the Student Commons. Non-resident students may sign up for a meal plan in the Campus Life Office or purchase a meal ticket at the door. Glasses, dishes and food are not to be taken from Dulany Hall.

Casual meal rates: Breakfast \$3.45, Lunch \$4.00, Dinner \$4.75, Special \$5.60 (subject to change).

DULANY DINING HALL HOURS OF OPERATION

Weekdays:

Breakfast, 7:00-8:30 a.m.

Lunch, 11:15 a.m.-1:15 p.m.

Dinner, 5:30 p.m.-7:00 p.m.

(Friday, 5:00 - 6:00 p.m.)

Saturday:

Brunch, 10:30-noon

Dinner, 5:00-6:00 p.m.

Sunday:

Continental Breakfast, 8:30-9:30 a.m.

Lunch, 12:15-1:15 p.m.

Dinner, 5:00-6:00 p.m.

HEALTH SERVICES, AHSC, EXT. 7432

Coordinator of Health Services, Linda Kolostov, is a certified family nurse practitioner who can provide health assessments, physicals, urgent care, gynecological exams, write prescriptions and make referrals when appropriate. Health information is available through resources and programs. The office is open 20 hours per week when school is in session– call for the hours of operation.

I.D. CARDS, AHSC, EXT. 7400

Student ID cards are necessary in order to check out library materials, use the computer lab, pick up loan checks, attend college-sponsored events, enter a residence hall and to eat in the campus dining hall. There is no charge for the first ID; however, a \$15 fee will be charged to the student's account for the replacement of any lost or stolen card.

INTERNATIONAL PROGRAMS, AHSC, EXT. 7686

The International Programs office serves the international student population at Columbia College through a philosophy of empowerment. All aspects of service are designed to provide students with the information and support necessary to become an active and integral part of the campus community. The Coordinator, Britta Wright, counsels students, faculty, staff and the administration on current issues in international education as well as internal policies affecting students. Through effective recruitment, training and programming, the staff promotes an environment of diversity, understanding and cultural exchange in all areas of campus life.

New international students must arrive on campus for orientation activities prior to the start of the fall or spring semesters. During this time, students will move into the residence halls, take placement exams and register for classes. They will also attend a mandatory orientation session and receive detailed information about the College, transitioning to life in the United States and the surrounding community, as well as up-to-date information about immigration regulations governing their stay in the U.S.

In the mandatory meeting, students will be asked to report to the International Programs office during the first week of classes. Please bring the following documents: valid passport with visa stamp, I-94 card and SEVIS I-20 form. These documents will be reviewed for accuracy and photocopied for the student's file. In order to maintain F-1 status and ensure compliance with the regulations, it is vital that students remain in contact with the Coordinator throughout the duration of their studies at Columbia College. Students in F-1 status must enroll in and complete at least 12 semester hours in the fall and spring semesters. Only one online course may count toward full-time enrollment per semester. For further clarification, please schedule an appointment with the Coordinator or discuss this option with your academic advisor.

LIBRARY, EXT. 7381

The J. W. and Lois Stafford Library provides a place for students to study individually or in groups. There are over 70,000 items (books, videos, compact discs, etc.) and more than 300 magazine, journal, and newspaper titles in paper and on microfilm held by the library. Arthur, the library's catalog, is available on the Internet. Computers provide access to the Internet and over twenty online databases to search for full-text or indexed articles from professional journals, legal publications, newspapers, and magazines. Students are able to access the database from off campus by using Columbia College's proxy server.

Columbia College is a member of the MOBIUS Consortium providing students access to the collections of more than fifty Missouri academic libraries. Students can borrow books by using the MOBIUS online catalog or visiting a participating library.

STAFFORD LIBRARY HOURS

Fall & Spring:

Monday-Thursday: 8:00 am- Midnight

Friday: 8:00 a.m.-5:00 p.m.

Saturday: 1:00 p.m.-6:00 p.m.

Sunday: 2:00 p.m.-11:00 p.m.

Summer:

Monday-Thursday: 8:00 a.m.-10:00 p.m.

Friday: 8:00 a.m.-5:00 p.m.

Saturday: 1:00 p.m.-6:00 p.m.

Sunday: 2:00 p.m.-8:00 p.m.

LOST AND FOUND, SECURITY OFFICE, EXT. 7315

The Security Office, located in the Nursing Education Center, serves as the Lost and Found depository for Campus. Security personnel will attempt to locate owners of items, if possible. Any items not claimed will remain at the Security Office until the end of June, and then disposed of appropriately.

MAILBOXES AND MAIL SERVICE, ST. CLAIR 15, EXT. 7305

All day students have a mailbox in the Student Commons, assigned to them by the Mail Department. Please stop in to get your number and combination. The Mail Department receives and distributes all U.S. mail and packages as well as UPS and FedEx. On-campus mail, mid-term grades, counselor appointments, memos, etc., are distributed through the Mail Department. A mail drop is located in the Student Commons or you can take your outgoing mail to the Mail Department. Students may buy mailing supplies, postage and send packages. FAX services and color copies are available for a fee. Hours of operation are 8 a.m. to 5 p.m. Monday through Friday.

MATH CENTER, MISSOURI HALL, EXT. 7618/7619

The Math Center provides help for students taking non-online courses at the Columbia College home campus, from Beginning Algebra through Calculus II and Statistics I. No appointment is necessary to use this free service. For more information, visit the Center in Missouri Hall, call extensions 7618 or 7619, or visit our web site at <http://www.ccis.edu/departments/mathcenter/>.

PARKING PERMITS

All vehicles driven on campus must be registered with the Security Office. A parking permit may be purchased for \$30 at the beginning of the year, \$25 for the second semester and \$20 for summer only. Keep your vehicle from being ticketed or towed by parking in the designated areas and displaying a valid permit. Permits may be purchased at the Security Office, St Clair Hall 112, or for evening students, St. Clair Hall 118.

PLANT AND FACILITIES OPERATIONS, ST. CLAIR 112, EXT. 7300

Bob Hutton, director of plant and facilities operations, is responsible for college maintenance and construction, vehicle scheduling, room scheduling, security, parking, food service, mail and print services and insurance.

REGISTRATION, MISSOURI HALL 114, EXT. 7526

The Registration Office is where all students can go to register, add/drop, and withdraw from classes as well as file release forms, view grades, and update phone and address information. Hours of operation are Monday through Thursday 8 a.m. - 6 p.m., and Friday 8 a.m. - 5 p.m.

RELIGIOUS SERVICES

The Director of Student Development has resources available on places of worship in the community and opportunities on campus.

RESIDENTIAL LIFE, AH STUDENT COMMONS, EXT. 7450

The three residence halls on campus house a total of 320 students. The Residential Life staff strives to promote an environment conducive to individual growth and development through a wide variety of programs, services and activities. Julie Starkey, the assistant dean for campus life, two area coordinators; a head resident; and 10 resident assistants supervise the halls. Four academic programmers also work in the halls to assist with students' academic concerns. Complete rules for the halls can be found in the Residential Life Handbook.

SECURITY, EXT. 7315

Columbia College has contracted with Allied Security to provide security services for the campus. Using a combination of foot and vehicle patrols, security officers are continuously visible on campus as a deterrent to crime. They are responsible for maintaining a safe campus. Specific responsibilities include after-dark escorts, parking and traffic control, opening and securing buildings and rooms, campus patrol, safety education programs, liaison with law enforcement agencies and building mechanical checks.

The increase of violent crimes in the United States, including theft, assault and rape, is a cause for concern on every college campus.

Columbia College has increased security and campus lighting to decrease the probability of such crimes occurring.

The most successful strategy for improving the personal safety of students is for students to assume responsibility for their own safety and exercise every reasonable caution during all activities.

FOLLOW THESE PRECAUTIONS AT ALL TIMES TO PROTECT YOURSELF FROM CRIME:

- *Do not prop open residence hall doors.*
- *Do not leave personal property unattended.*
- *Report suspicious individuals to security.*
- *Keep your room locked at all times.*
- *At night, always walk in groups of at least two.*
- *Stay on main walkways.*
- *Become familiar with locations of emergency phones.*
- *Remove valuables from your car and lock it.*
- *Engrave your valuables.*
- *Attend college-sponsored programs on self-defense.*
- *Always carry your college identification card.*
- *Be aware of your surroundings and what is going on around you.*

SENIOR TRADITION

Each May, in conjunction with graduation, the traditional Ivy Chain ceremony is held on Bass Commons. Contact the Student Activities Office for more information, Ext. 7403.

SPORTS INFORMATION, EXT. 7419

Amber Cox, assistant director of athletics, distributes press releases, media guides, schedules, statistics and general information on the athletic teams in addition to keeping the *Sports Hot Line* updated, ext. 7416.

Tickets:

Tickets for men's basketball games are \$7 for adults and \$5 for all students (K-college). Tickets for Cougar soccer, softball, women's basketball and volleyball games are \$5 for adults and \$3 for all students. Tickets can be purchased at the event. (Ticket prices subject to change).

There is no admission charge for students who show their Columbia College I.D. at home games.

STUDENT ACTIVITIES, AHSC, EXT. 7403

The Student Activities Commission (SAC) is the programming branch of Student Government Association. SAC sponsors dances, movie nights, trips, speakers, entertainers and more. Additional programs are sponsored by the director of student activities and other areas within Campus Life. An updated calendar of events is delivered to each student's campus mailbox monthly.

CAMPUS CLUBS AND ORGANIZATIONS

For more information on any of the following campus organizations, contact the director of student activities in Launer Basement.

Alpha Chi	Political Science Club
Alpha Lambda Delta	Pre-Professional Club
Art Club	Psi Chi Honor Society
BACCHUS	Psychology Club
Black Student Association	Sigma Tau Delta
Criminal Justice Association	Social Workers Initiating Future Trends (SWIFT)
Delta Epsilon Chi	Spanish Club
Epsilon Sigma Alpha International	Student Ambassadors
Global Society	Student Activities Council (SAC)
Honors Student Association	Student Affiliates of American Chemical Society (SAACS)
Kappa Delta Pi	Student Government Association (SGA)
Master of Business Administration Association	Student Leaders Advocating Teacher Excellence (SLATE)
Mock Trial Association	Students for Tolerance and Active Non- Violent Direction (STAND)
Model United Nations (Model UN)	Students In Free Enterprise (SIFE)
Partners in Education	
Phi Alpha Delta	
Phi Alpha Theta (Honorary History Club)	
Phi Alpha Honor Society (Social Work)	

STUDENT FINANCIAL SERVICES, ST. CLAIR 6, EXT. 7252

Student Financial Services offers assistance with student account payment and financial issues. A student may cash a personal check for up to \$20 per day with a current Columbia College ID. Applications and information about scholarships, grants, loans and employment programs may be obtained from this office. Students must apply for financial aid each year as soon after January 1 as possible. Students may also make payments and gather student account information from this office. Hours of operation are 8 a.m. to 6 p.m. Monday through Thursday and 8 a.m. to 5 p.m. on Friday.

STUDENT GOVERNMENT ASSOCIATION (SGA)

SGA is the student government association for Columbia College. Full-time day students have voting privileges and may run for office in the fall and spring elections. SGA is the direct tie between the student body and the college administration.

STUDENT SUPPORT SERVICES (SSS), MO HALL, LEVEL II, EXT. 7627

SSS, funded by the U.S. Department of Education, offers support services free of charge to first generation college students, economically disadvantaged students, and students with disabilities. SSS provides academic, financial and personal counseling; peer and professional tutoring; mentoring; and career services. Activities include educational workshops, and cultural and social events. SSS also provides participants with opportunities for leadership, community service and assistance with graduate school exploration. Ext. 7627, or e-mail: studentsupport@email.ccis.edu

The Student Support Services program offices, student lounge and computer lab are located in Missouri Hall and are open Monday-Friday, 8 a.m.-5 p.m.

Applications to determine eligibility are available for all interested students.

STUDY ABROAD PROGRAMS, ST. CLAIR 207, EXT. 7625

Columbia College provides study abroad opportunities through other institutions and organizations. Students are encouraged to explore their options to study outside the United States. The College is a member of the Central College (IA) study abroad consortium. Dr. Brian Kessel, St. Clair 207, is the Study Abroad Advisor and counsels students about the availability, value and academic appropriateness of these programs. Students who are interested in obtaining more information about various short-term, semester or internship abroad programs should contact Dr. Kessel at (573) 875-7625 or e-mail:

blkessel@ccis.edu.

TECHNOLOGY SERVICES, BUCHANAN HALL, EXT. 7313

The Technology Services Office is responsible for academic and administrative computing needs and handles telephone service for resident students.

TECH SERVICES COMPUTER LAB, BUCHANAN HALL 403, EXT. 7333

The Technology Services Computer Lab is open to all registered students. Student e-mail accounts may also be set up here. Hours of operation are:

Monday-Thursday:	7:30 a.m. - Midnight
Friday:	7:30 a.m. - 5:00 p.m.
Saturday:	8:00 a.m. - 5:00 p.m.
Sunday:	12:00 p.m. - Midnight

The Lab is closed anytime classes are not in session, primarily semester breaks and holidays.

TELEVISION CHANNEL

Channel 92 is Columbia College's cable television channel available for viewing on campus only. *Channel 92* is presented by the Campus Life office to inform students on a weekly basis and to promote student involvement. "A Week at a Glance" highlights campus events, athletic competitions, academic schedules, scheduled movies and general student information. Tune in to *Channel 92*. We will keep you informed and involved

TUTORING SERVICES, MISSOURI HALL 117, EXT. 7614

Professional tutors are available to enhance students' learning experiences in various academic disciplines, such as biology, business courses, chemistry, computer courses, history, psychology, and sociology. This FREE service is offered at a variety of times each week to ALL students attending non-online education classes on the home campus. No appointment is necessary. Call the tutor coordinator for tutors' available times and locations or check the schedule at www.ccis.edu/departments/writingcenter/.

WEB ADDRESS

The Web address for Columbia College is www.ccis.edu

WRITING CENTER, MISSOURI HALL 117, EXT. 7616

The Writing Center provides FREE educational support services to help students enrolled at Columbia College develop and maintain writing skills needed to meet established academic standards. Professional writing consultants can help in discussing ideas for a paper, organizing essays, editing and revising papers, working on research and analysis, and using APA or MLA styles. These services are offered by appointment or on a walk-in basis to ALL students enrolled in non-distance education courses taught on the home campus. Hours are 8:30 a.m. to 8:30 p.m. Monday through Thursday, 8:30 a.m. - 5 p.m. Friday, and 1p.m. - 5p.m. Sunday.

VENDING MACHINES

To report lost money or vending machine problems go to the Plant and Facilities Operations Office in St. Clair 112.

2004 - 2005

POLICIES AND PROCEDURES

COLUMBIA COLLEGE DAY CAMPUS



COLUMBIA

COLLEGE

STUDENT CODE OF CONDUCT

The college has adopted a Student Conduct Code to protect the rights of students, faculty, staff and the college itself. This code ensures that the Columbia College learning community is one characterized by mutual respect, civility and good citizenship.

Columbia College students, as members of the academic community, are expected to accept and adhere to these high standards of personal conduct. Students shall:

1. Treat all members of the college community with courtesy, respect and dignity.
2. Comply with directions of college officials acting in the performance of their duties.
3. Treat the campus itself with respect, including buildings, grounds and furnishings.
4. Respect the rights and property of other members of the college 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 shall 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 College Catalog, Student Handbook, Residential Life Handbook and Code for Computer Users.
9. Refrain from tampering with fire safety equipment in college buildings and on campus grounds.
10. 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.

The Student Conduct Code, as well as the preceding guidelines outlining the adjudication of conduct-related offenses, applies to all Columbia College students.

STUDENT RIGHTS AND RESPONSIBILITIES

1. You 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, you have the right to fair and impartial treatment.
3. The college will not interfere with your right to join associations which promote your common interests as students. However, student organizations which are officially recognized by the college are subject to the policies and regulations established by the college.
4. You have the right to freely discuss, speak, write and exchange ideas and opinions on any subject in accordance with the guarantees and restrictions of federal and state constitutions.
5. Student groups on campus have the right to select freely guest speakers or performers. There are no restrictions on the point of view expressed by the speakers other than those imposed by national or state law. The invitation to appear on campus does not imply approval or sponsorship by the college or the group which offers the invitation of the speaker's expressed views.
6. You and/or recognized student groups have the right to use the facilities of the college as long as established rules and procedures are followed.
7. You are free to engage in peaceful and orderly protest demonstrations and picketing as long as you do not disrupt the functions of the college or violate the rights of others.
8. You have the right to appeal a grade or a disciplinary action by following the procedures established for each.
9. You have the right to participate actively in student government.

10. You have the right to discuss problems and concerns with appropriate college officials, free from duress or fear of retribution.
11. You are responsible for all information contained in the Student Handbook, the Columbia College Catalog and other relevant publications of the college.
12. You are responsible for initiating action when necessary to secure your rights.
13. You are responsible for your actions. While you have the right to select from alternatives, you must also recognize the responsibility that freedom implies and accept the consequences that result from your selections.

CONDUCT PROCEDURES

ACADEMIC INTEGRITY

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 by which we live 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; using another'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. Respect for the conditions necessary to enhance learning is, therefore, required

PROCEDURES

Generally, the faculty will handle offenses related to academic misconduct and assign appropriate penalties without involving others. In such cases, the following procedure will be followed:

1. The faculty member who, upon investigation, suspects academic misconduct will, if possible, confer with the student suspected.
 - a. If the faculty member determines the student is not responsible for engaging in academic misconduct, the matter will be dropped.
 - b. If the faculty member determines the unacceptable behavior was unintentional, the violation will be explained and an alternative penalty will be imposed at the discretion of the investigating faculty member. The Vice President and Dean for Academic Affairs and the Dean for Campus Life must be notified in writing of the incident and the outcome.
 - c. If the student admits responsibility for academic misconduct, or if the faculty member determines there was intentional unacceptable behavior, the faculty member may impose the penalty stated in the course syllabus. In the absence of a penalty stated in the syllabus, the penalty will be a grade of F on that activity, which will be factored into the final grade. The Vice President and Dean for Academic Affairs and the Dean for Campus Life must be notified in writing of the incident and the action taken.
2. A student wishing to challenge or appeal the accusation of academic misconduct should seek the counsel of the Department Chair. The Vice President and Dean for Academic Affairs must be notified of the results of this informal disposition.
3. If either the student or the faculty member is not satisfied with the informal disposition, he/she may request a formal hearing. The individual must initiate the hearing procedure by filing an Appeal Request Form with the Vice President and Dean for Academic Affairs within one (1) school day after the informal disposition meeting. The written request will be forward to the Vice President and Dean for Academic Affairs and the Dean for Campus Life.

4. The Vice President and Dean for Academic Affairs and the Dean for Campus Life will review the request and determine if there are proper grounds for appeal and if the evidence submitted warrants reconsideration of the decisions. All parties involved will be notified. Generally, most incidents of academic dishonesty, such as plagiarism, cheating and grade appeals, will be resolved through processes governed by Academic Affairs. Most incidents of personal conduct related allegations, such as disorderly classroom conduct, will be resolved through processes governed by Campus Life.

It is important to note that there are those cases where the allegations and potential consequences are so serious and complex that the matter will be submitted, at the outset, to Campus Life for investigation, informal disposition, and if necessary, formal disposition through a campus hearing board. Decisions regarding case jurisdiction ultimately rest with the Vice President and Dean for Academic Affairs and the Dean for Campus Life.

CLASS CONDUCT

Students are expected to conduct themselves on campus and in class so others are not distracted from the pursuit of learning. Discourteous or unseemly conduct may result in a student being asked to leave the classroom. Persistent misconduct on the part of a student is subject to disciplinary action as outlined in the Student Handbook and in the course syllabus. Some examples of classroom misconduct that will not be tolerated include, but are not limited to the following:

- Disorderly conduct
- Harassment
- Verbal abuse
- Assault
- Interference with the educational opportunity of other students
- Attending class under the influence of alcohol or other drugs

PERSONAL CONDUCT

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. Disciplinary action may be taken regardless of the existence of any criminal proceedings that may be pending.

Procedures:

Generally, allegations regarding a student's personal conduct will be adjudicated through processes governed by the Campus Life Department.

1. The Assistant Dean for Campus Life or another appropriate college official will investigate the situation and review it with the student. If it is determined that no violation occurred, then the matter will be dropped. If the student admits responsibility or the Assistant Dean for Campus Life determines there was a violation, college disciplinary action will ensue. The student will be notified in writing of the finding of fact and the recommended disciplinary sanction recommended by the Assistant Dean for Campus Life.
2. If facing disciplinary action, the student has the right to accept the Assistant Dean's finding of fact and recommended sanction, at which time the matter is closed; or the student may appeal to the Dean for Campus Life for a review of the finding of fact and/or the recommended sanction.
3. To initiate an appeal, the student must file an Appeal Request Form with the Dean for Campus Life within one (1) school day of the informal disposition meeting with the Assistant Dean for Campus Life. The Dean for Campus Life will review the request and determine if there are sufficient grounds for appeal and if evidence submitted warrants reconsideration of the decision. All parties will be notified.
4. If a decision is made to reconsider, a campus hearing board will be empaneled to hear the matter. Decisions made by the Campus Hearing Board are final.

GENERAL GUIDELINES FOR STUDENT APPEALS

1. Students have a right to a fair and impartial hearing of their case. Fundamental fairness includes written notice of the violation and disciplinary action. Students also have a right to speak in their own defense and present substantiating evidence and testimony.
2. Students may appeal on the grounds of their innocence or the inappropriateness of the disciplinary action assigned. Appeals may not be made against the college's accepted standards of conduct or established policies, rules and regulations.
3. Students are encouraged to consult with the SGA Director of Student Relations, a member of the counseling staff, a member of the Campus Life staff or a faculty member of the college in deciding whether to appeal.
4. Students must assume the responsibility for the development of their case. Students have the right to consultation before and during the hearing with a member of the college community willing to provide support and advice and approved by the chairperson of the committee.
5. It is recognized that hearings are not based upon the strict rules of law and evidence found in a court of law. The hearing will be conducted in a fair and impartial manner and decisions will be based on the evidence presented.

STUDENT CONDUCT FOR EVENING CAMPUS, ESD AND ONLINE EDUCATION

Campus Directors for the Evening Campus, ESD and Online Education will be responsible for disposition of less serious conduct-related offenses. For more serious offenses, disposition will be handled by the Campus Life Department.

When a student believes application of a particular Columbia College rule, policy or procedure is manifestly unfair, discriminatory or wrong, that student may petition The Dean for the Extended Studies Division to grant appropriate relief. The student must prepare a written statement setting forth all facts and circumstances surrounding the complaint and state the corrective action desired. The Dean for the Extended Studies Division will have the Campus Director further investigate the matter and attempt to resolve the problem at the campus.

When the problem cannot be resolved at the campus, the Director will transmit the student's complaint and relevant support materials, with appropriate comment, to the Dean for the Extended Studies Division, who will investigate the matter and take such action as may be deemed appropriate and necessary. If requested relief lies outside the Dean's jurisdiction, the matter will be referred to the appropriate College authority for resolution.

POLICIES

AIDS

The complete policy statement on Acquired Immune Deficiency syndrome (AIDS) and HIV is available from the Coordinator of Health Services or the Dean for Campus Life. Because there is yet neither vaccine to prevent HIV nor curative therapy for persons infected with HIV, the most pressing need for Columbia College will be to: implement programs that increase awareness, provide education to prevent further spread of the virus and provide referral sources on and off campus for persons requesting private consultation. Columbia College will respond to individual cases of HIV infection or AIDS on campus on an individual case-by-case basis.

AFFIRMATIVE ACTION

Columbia College does not discriminate on the basis of race, color, age, religion, sex, ethnicity, nationality, disability or veteran status in the recruitment, admission or administration of any student. This pertains to all of the rights, privileges, programs and activities generally accorded or made available to students at the school, including administration of Columbia College's educational policies, admission policies, scholarship and loan programs, athletic and other school-related programs.

ALCOHOL AND OTHER DRUGS

Alcohol

Under Missouri law, anyone under 21 years of age who buys, attempts to buy or is in possession of alcohol can be charged with a misdemeanor and may be subject to a fine, jail sentence or both. Further, any underage individual who consumes alcohol in or around a licensed dealer or establishment or uses falsified identification to obtain alcohol may be charged with a misdemeanor with the same penalties.

Columbia College policy prohibits the possession, use, distribution and sale of alcohol and illicit drugs by Columbia College students and employees on college owned property and at college sponsored or supervised events. Empty alcohol containers are not allowed in the residence halls and students will be disciplined for behavior resulting from intoxication.

The President retains the authority to make exceptions to this policy as it pertains to the serving of wine and/or beer at college functions where meals are served. Requests for exceptions to this 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.

Other Drugs

The college regards possession, use or distribution of illegal drugs a violation of college regulations and of the law. Representatives of the college will cooperate with outside authorities in their efforts to enforce existing laws regarding illegal drugs. Possession of drug paraphernalia and misuse of legal (prescription) drugs will be regarded as violations of the drug policy.

Possible consequences of violations of the above policies include the following: legal action, fines, expulsion, individual alcohol assessments, restitution, required attendance of alcohol awareness seminars, work penalties, work assignments, verbal and written warnings, required counseling, residential hall probation, office supervised probation or disciplinary probation. In all cases, we will turn violators' names over to the police.

Contact the campus Director of Student Development, ext. 7420, or the Counselor, ext. 7423, for answers to your questions and help regarding drug and alcohol abuse problems. Both are located in the Student Center. All visits are free and confidential.

CRIME STATISTICS AND GRADUATION RATES

As required by law, crime statistics and graduation rates for Columbia College are available in the Registration Office, Missouri Hall 114.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

Student records are maintained in keeping with federal law—the Family Educational Rights and Privacy Act of 1974.

The following policies apply to Columbia College students:

- a. The educational records of each student and former student maintained by the college and the information contained therein will be available to the student.
- b. Personnel within the institution who have a legitimate educational interest in a student record shall have access to that record.
- c. The institution may release directory information to persons outside the college unless the student requests limited access. Forms are available in the Registration Office.
- d. Under emergency conditions, staff of the institution may disclose personal information to the appropriate persons to protect the health and safety of the student or other persons.

GRIEVANCE

Students have the right to freedom from unlawful discrimination on the basis of race, color, religion, sex, disability or national origin. It is the intent of the college to create an environment in which students can grow and develop as free from problems as possible. From time to time, however, it is recognized that legitimate concerns, complaints and/or grievances may occur. Title IX of the Educational Amendments of 1972, portions of the Rehabilitation Act of 1973

and various sections of the Civil Rights Act specifically prohibit discrimination. Students who feel they have a legitimate complaint or grievance are encouraged to voice their concerns and seek remediation.

The following options are available:

- a. You should, when appropriate, discuss your concern with the person involved and seek appropriate means of solution.
- b. You may, if a policy rather than a person is involved, or if the person involved is unresponsive to the complaint, present the problem to the supervisor of the area—e.g., department head or Director of Security.
- c. You may at any time use the services of the SGA Director of Student Relations for information, consultation and/or representation.
- d. You may file a written complaint with the Dean for Campus Life and the Vice President and Dean for Academic Affairs. It is then the responsibility of these officials to investigate the issues raised in the written complaint and take appropriate action based on their findings. You will be provided written notice of the disposition of the complaint.
- e. Students with disabilities have the right to have access and accommodation complaints addressed through a formal appeals procedure. Disabilities Grievance Forms are available in the Campus Life Office, the Academic Affairs Office, and the Plant and Facilities Operations Office.

HAZING

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.

HOUSING REQUIREMENT

All full-time freshmen and sophomore day program students (those with fewer than fifty-two semester hours completed) and all day program students receiving institutional aid must live on campus except: married students, single parent students, students residing with parents in Boone County, MO, where such address has been established as the sole, legal and permanent residence of parents, students age 22 or older, military veterans as defined by federal guidelines, institutional aid recipients whose only form of institutional aid was awarded at the annual Honors and Awards Convocation.

SEXUAL OFFENSE

The educational purpose of a college is to foster an open learning and working environment. Any form of intimidation or discrimination is antithetical to this purpose. Thus, Columbia College is committed to providing faculty, staff and students with an environment free from implicit and explicit coercive sexual behavior used to control, influence or affect the well being of any member of its community. No member of the Columbia College community, whether faculty, staff or student, may sexually harass another individual. Any form of sexual harassment is grounds for college disciplinary action. Sexual harassment also constitutes a violation of federal and state law. Alleged violations should be reported to a member of Administrative Council.

SMOKING

In order to promote a healthy work and educational environment, a smoke-free policy is enforced. Smoking is not allowed in any building on the Columbia College campus. All Columbia College residence hall facilities are non-smoking.

SNOW CANCELLATION

If Day classes are to be delayed or canceled because of weather, the decision will be made by 6:30 a.m. Decisions regarding evening classes will be made by 3 p.m. Official information, including updated changes, will be made available by calling 875-SHUT. Cancellation information will also be given on KOMU-NBC 8, KMIZ-ABC 17 and radio station KFRU 1400 am.

SOLICITATION

All sales and solicitations are prohibited on Columbia College property, which includes all college-owned, rented or otherwise occupied (e.g., military) buildings and grounds. Requests for exceptions to this policy may be directed to the appropriate member of the Administrative Council. Chain letters, in any form, are prohibited, without exception.

DEFINITIONS OF DISCIPLINARY TERMS

CONDUCT POINT SYSTEM

Each resident student begins his/her initial residency at Columbia College with 25 conduct points. If a student is written up for a violation occurring anywhere on campus, the student will have points deducted based on the violation and/or the severity of the violation, in accordance with established guidelines. If a student reaches zero points, he/she is subject to review before the Campus Hearing Board and to suspension or dismissal from Columbia College.

WARNING

Written notice to a student for violation of a campus rule or regulation.

CAUTIONARY ADVISEMENT

Students placed on cautionary advisement are required to meet with an advisement coordinator to discuss their violations, their status, the consequences of any further violations and to receive any assistance possible in preventing subsequent violations. Additional consultation periods may be required. Students who commit additional violations while on cautionary advisement are subject to campus probation, suspension or dismissal.

CAMPUS PROBATION

- A student placed on campus probation will be assigned a minimum probation period of 12 school weeks from the date of the incident, unless otherwise determined by the Campus Hearing Board. The student's parents may be notified. Students holding campus offices who are placed on campus probation may also be removed from that position by the Dean for Campus Life.
- A student placed on campus probation cannot be removed from that status during the same semester, and the probation may carry over into the next academic year. During the probation period, the student is required to communicate/meet with an advisement coordinator or other appropriate college staff member on a regular schedule determined by the staff member. The communications between the student and staff member are to be such that the student receives encouragement and support in order to avoid any further incident and/or disciplinary action.
- A student who violates a "campus rule" while on campus probation status, including not communicating with the adviser assigned, will likely appear before the Campus Hearing Board and will be subject to a full range of disciplinary actions including suspension or dismissal. This determination will be made by the Assistant Dean for Campus Life or the Dean for Campus Life.
- A student who successfully fulfills the responsibilities of campus probation for the weeks assigned will have a disciplinary status change to "extended cautionary advisement" for the remainder of the academic year.

EXTENDED CAUTIONARY ADVISEMENT

Status for students who successfully fulfill their responsibilities of campus probation for the assigned weeks. Students are required to meet with the Advisement Coordinator to discuss their status and the consequences of any further violation(s). Additional consultation periods may be required. Students who commit violations while on extended cautionary advisement are subject to a wide range of disciplinary action which may include campus probation, suspension or dismissal.

CAMPUS HEARING BOARD

The board is composed of faculty members, staff members and students. Its purpose is to ensure due process for students involved in conduct-related offenses, grade appeals or academic dishonesty, and also to uphold the rules of the institution.

SUSPENSION

The involuntary separation of a student from the college, with a specified date or condition for re-admittance. Students returning from suspension are placed on campus probation.

- When a Columbia College student is suspended, the student is suspended from the college, not just a program of the college. For example, if a day program student is suspended, he/she may not re-enroll in any program of the college for an entire semester. Similarly, a suspended student in the Evening Campus may not re-enroll in any program of the college for two consecutive sessions.
- Students may appeal academic suspension to the Vice President and Dean for Academic Affairs. Once suspended, students must apply for readmission through the Admissions Office.

DISMISSAL

The separation of a student from the college may be due to academic, disciplinary or personal causes. Academically dismissed students may be reviewed for readmission to Columbia College only after a 3-year period has elapsed.

CHANGE IN ROOM ASSIGNMENT

Involuntary removal of a student from one room or residence hall to another.

REMOVAL FROM RESIDENCE HALL

Involuntary removal of a student from the residence hall system for any violation or for health or social reasons.

ACADEMIC PROCEDURES

The procedures, policies and regulations covering your academic life are covered in the current Columbia College Catalog. The information reviewed here consists only of highlights from this source. Copies of this document are available on the web at www.ccis.edu, in the Library and the Academic Affairs Office. Your advisor and/or the appropriate academic officer will be glad to discuss any questions with you.

ADDING COURSES

Day students may add courses during the first week of a semester. Forms are available from the student's advisor or in the Registration Office. The forms must be signed by the student's advisor and returned to the Registration Office before the end of the add period.

ADVISING WEEK

Advising Week is scheduled in each semester for students to meet with their advisors to plan the next semester's course schedule.

ATTENDANCE AND LACK-OF EFFORT

Students are expected to attend all classes and laboratory periods for which they are enrolled. There is no class-cut system at Columbia College. The instructor, not the college, defines conditions under which an absence is excused. The instructor is responsible for the maintenance of standards and quality of work in his or her classes. An absence is an individual matter between student and instructor.

Students are directly responsible to instructors for class attendance and for work missed during an absence for any cause. If absences jeopardize progress in a course, the student's instructor may submit a Course Warning Report to the Registration Office. An instructor may drop such a student from the course. A drop initiated during the semester by an instructor for a student's lack of attendance or lack of effort is recorded on the student's permanent record as grades F or W at the discretion of the instructor.

AUDITING A COURSE

You may audit a class for no grade and no credit; however, participation in the course will be noted on your official records. This provides you with an opportunity to pursue an interest in a particular subject without being graded on your effort. Acceptable performance, attitude and attendance (as defined by the instructor of the course) is expected.

Audit enrollments do not fulfill requirements of coursework for degree completion, requirements for load consideration by the Veterans Administration for educational benefits or requirements for financial aid awards.

If you enroll to audit a course, you are subject to regular enrollment procedures and a \$75 per-semester-hour fee; you are also liable for all course lab fees. Admittance to class is based upon space availability and the instructor's permission. All students enrolling under this policy are required to complete the "Auditing: Information and Request Form" which is available in the Registration Office. Some programs of the College, e.g., piano, voice, distance education, and nursing are not available for audits.

CHANGING A MAJOR

Fill out a form in the Evaluations Department, Missouri Hall 103.

CLASSIFICATION

Classification, or class year, is based on the number of credit hours earned.

0-23.9	freshman	52-83.9	junior
24-51.9	sophomore	84-120+	senior

DECLARING A MAJOR

Students are required to officially declare their majors in the Evaluations Department during the semester in which 48 to 60 semester hours are scheduled for completion.

DEGREE CHECKLIST

A degree checklist is completed by the Evaluations Office at approximately 60 semester hours and 90 semester hours, is sent to the student, and is used in academic advising.

DROPPING COURSES

See your academic advisor. There are deadlines for dropping courses that affect financial and academic liability. Drop forms are available in the Registration Office or from your advisor, and the course catalog has details for this process.

FINAL EXAM SCHEDULE

Students are expected to take all final exams according to the final exam schedule, found in the front of the class schedule, but not more than two exams in one day. In such cases, students should go to the Academic Affairs Office, St. Clair 119, for assistance in re-scheduling their exam times.

FULL-TIME STATUS

Columbia College considers any student who is enrolled for 12 or more hours a full-time student. Students with full veteran's benefits or financial aid are required to be enrolled full-time.

International students must enroll in and complete at least 12 semester hours in the Day Program to maintain legal immigration status. Three of the required twelve hours may be taken via online courses. Enrollment in online courses is restricted. For additional information about eligibility to enroll in online courses, please refer to the 2004-2005 Undergraduate Catalog.

GRADE APPEALS

Grade appeals should only be filed when it is possible to demonstrate substantial objective knowledge that an incorrect or an unfair grade has been given. If a student thinks the final grade received in any course is incorrect or unfair, the student should:

1. Discuss the problem with the faculty member (instructor) involved.

2. If not satisfied with that faculty member's explanation, seek mediation from the department chair.
3. Failing resolution of the problem, make an appeal to the Vice President and Dean for Academic Affairs by requesting a grade appeal hearing with the Campus Hearing Board. This request is filed in writing with the Vice President and Dean for Academic Affairs within 60 calendar days after grades have been issued/posted by the Registration Office. The Vice President and Dean for Academic Affairs either informs students that their submitted materials do not support requests for changes in grades or forwards the appeal to the Campus Hearing Board. The decision of the Campus Hearing Board is final. If a change in grade or academic standing results, the Vice President and Dean for Academic Affairs will inform the Registrar.
4. In the event that new evidence becomes available, a request may be made in writing to the Vice President and Dean for Academic Affairs who determines if the appeal is to be reconsidered. If a question arises regarding procedural correctness or impartiality, the issue may be brought to the Vice President and Dean for Academic Affairs who has the final authority in passing judgment on such matters.

GRADE CHANGES

The grade reported to the Registrar at the end of the semester is final and will not be changed except on the written acknowledgment of the instructor in the course that there was an error in computation or recording. Such a change is subject to the approval of the Vice President and Dean for Academic Affairs. The only other circumstances under which a final grade may be changed is upon the recommendation of the Campus Hearing Board.

GRADE POINT AVERAGE

Grade Point Average (GPA) is determined by assigning point values to letter grades for each semester hour earned at Columbia College. Quality points are assigned as follows:

A = 4.00	C = 2.00	F = 0.00
B = 3.00	D = 1.00	

To determine your GPA, multiply the number of quality points you earn by the number of credit hours given for each class. (If you earn a B in a 3 hour class, for example, multiply 3 times 3. If you earned an A in another 3 hour class, multiply 3 times 4. Add these figures together (in the example, $9 + 12 = 21$) and divide by the total number of hours attempted. ($21/6 = 3.5$). This is your semester GPA. Cumulative GPA is the average of all credits completed at Columbia College.

GRADING SYSTEM

Your academic progress is reported twice each semester, mid-semester (100- and 200- level courses for Day students only) and at the semester's end. Your academic success in a course is recorded in terms of a letter grade. The following system is used at Columbia College.

A = Excellent; B = Superior; C = Satisfactory; D = Inferior; F = Failing

WE = Excused from the course for extraordinary circumstances*

I = Incomplete: unfinished work to be completed without further class attendance.

W = Withdraw.

Y = Audit: Completed course. No official credit recorded on transcript.

N = Audit: Did not complete course.

S/U = Satisfactory/Unsatisfactory: Recorded when the pass/fail option is chosen.

U = Grade given to students when they have not achieved a passing grade in ENGL 107 and/or MATH 104/106 or ESOL courses: must repeat course next semester.

*Extraordinary Circumstances. Generally, this phrase is narrowly interpreted to mean the development of unforeseen, unexpected circumstances beyond a student's ability to control that prevent continued attendance in all classes (death of an immediate family member, a change in the student's employment, or mental or physical illness befalling the student or a member of his/her immediate family).

INCOMPLETE

You may receive an “I” grade in a course only with your instructor’s permission. An instructor is never required to grant your request for an Incomplete, regardless of the circumstances. If you do receive an “I” grade for a course, work must be completed by the end of the following semester unless the instructor requires a shorter completion date. Work not completed in that time will be permanently recorded by the instructor as an “I” or any other grade. You are responsible for remembering this deadline. When incomplete work in a course is completed, it is the instructor’s responsibility to see the grade you have earned replaces the “I” on your permanent record.

PASS/FAIL

You may elect to take one course per semester on a Pass/Fail basis. These courses may not be courses in your declared major area of study. Certain courses, by academic program stipulation, are only offered Pass/Fail. To receive an “S” grade, the work must equal the work of other students who earn an “A,” “B,” or “C.” Further details are available from faculty advisors or in the Registration Office. **At the time you register**, you must designate that you wish to take a course Pass/Fail.

These may not be courses in the declared major. (Exception: Honors projects in the major may be taken pass/fail.) Each term, students enrolling in a course pass/fail convert to the regular grading system (A, B, C, D, or F) up to the end of the first quarter (usually 4 weeks for a semester, 2 weeks for a session) of that term. Courses taken on a pass/fail basis are not considered when determining Dean’s List eligibility.

PROBATION

Students will be placed on academic probation if their cumulative grade point average (GPA) fails to meet the following minimums:

0-30.9 semester hours1.75 GPA

31-45.9 semester hours1.90 GPA

46 and more semester hours.....2.00 GPA

If you are placed on academic probation, you must earn sufficient quality points in the probationary semester or session so the cumulative GPA meets the standards set above. If you fail to do this, you may be suspended for the following academic term.

You may apply for readmission to the college after completion of the suspension. If you are readmitted and fail to achieve a satisfactory cumulative grade point average in the next term, you will be academically dismissed from Columbia College.

If you are placed on academic probation, you may not hold appointed or elected offices in any student organization and you may not participate in intercollegiate athletic competition. Appeals regarding this policy should be directed to the Assistant Dean for Campus Life.

Failure to meet the minimum academic progress requirements will result in Financial Aid Probation or Suspension. The first time a student fails to meet the minimum requirement, he/she will be placed on financial aid probation. Probation is a warning, in writing, that subsequent failure to meet the minimum requirement will result in financial aid suspension. The second and subsequent time a student fails to meet the minimum requirement will result in loss of financial aid for the following term of enrollment.

If placed on Financial Aid Suspension, notification will be sent to the student and all forms of Title IV federal and state aid will be withdrawn for the next term in which the student enrolls. The Financial Aid Office will review the academic progress of financial aid recipients twice per academic year: once in December and again in May.

REGISTRATION

Registration for the up-coming semester begins the week after Advising Week and is on-going until the beginning of classes. Registration is never complete until all fees have been paid or deferred payments have been arranged and approved by the Student Financial Services.

However, early registration ensures you a space in the classes you wish to take, and you are urged to complete your registration as far in advance as possible.

If, after completing registration, you wish to add a class, or classes, you may do so through Add/Drop Week. Forms which permit you to add a class are available in the Registration Office or from your advisor. They must be signed by your advisor and returned to the Registration Office within that week.

REPEATING A COURSE

When a student repeats a course, the second grade shall be computed into the GPA and the first grade shall become an R (repeat). This policy applies when the student actually completes the course and receives a regular letter grade the second time. If, on the second attempt, the student withdraws from the course, the first grade shall remain on the transcript and be computed into the GPA. **Note:** this applies to courses taken at Columbia College only.

SUSPENSION

When a Columbia College student is suspended for academic reasons, this means the student is suspended from the College, not just a program of the college. For example, if a day program student is suspended, he/she may not re-enroll in any program of the College for an entire semester. Similarly, a suspended student in the Evening Campus may not re-enroll in any program of the College for the following two sessions.

Students may appeal academic suspension to the Vice President and Dean for Academic Affairs. Once suspended, students must apply for readmission through the Admissions Office.

TEST OUT OF GENERAL EDUCATION CLASSES

Specific information regarding CLEP credits, advanced placement testing, and proficiency examinations is available in the Transcripts Office, Missouri Hall.

TOTAL WITHDRAWAL

If you should decide, once you are registered or at any time during the semester, that you wish to withdraw from the college for any reason, you must contact the Dean for Campus Life immediately. The staff will assist you from that point forward in completing the formal withdrawal procedure. Until the procedure is completed, you remain academically and financially liable.

The Dean for Campus Life establishes the official date of withdrawal based upon the completion date of the withdrawal process and will verify your withdrawal date to other college offices. Information regarding academic and financial liability is available in the Campus Life Office.

All withdrawals for extraordinary circumstances must be approved by the Vice President and Dean for Academic Affairs. Requests for approval must be submitted, in writing, when withdrawal procedures are initiated. Substantiating documentation must be presented at the time of withdrawal. Refer to the *College Catalog* for complete information and financial liability.

TRANSCRIPTS, MISSOURI HALL 106, EXT. 7652

The Transcripts Office issues official Columbia College transcripts per written student request. All requests must include the student's signature. The transcript fee is \$7.50 per copy (price subject to change).