



Columbia College
Florida – Jacksonville
2017-2018 Undergraduate Catalog Addendum
Updated: January 22, 2018

MISSION

Columbia College improves the lives of diverse undergraduate and graduate learners through exemplary teaching.

The liberal arts and sciences and professional programs of the college embrace and profess these values:

- Student-centrism
- Lifelong learning
- Ethics and citizenship
- Flexibility and innovation
- Quality and improvement
- Civility and respect
- Environmental and fiscal stewardship

VISION

A model institution

CATALOG EFFECTIVE DATE

Provisions of the 2017-2018 Undergraduate Catalog are effective July 31, 2017.

LICENSURE

Columbia College has been granted a license by the Florida Commission for Independent Education.

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, be eligible for financial aid, and have difficulty in transferring college credits.

LOCATION CONTACT INFORMATION

Vanessa Swindell, Director

Address: 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216

Phone: (904) 338-9150; Fax: (904) 338-9263 Email: vswindell@ccis.edu

ADDITIONAL INFORMATION ABOUT COLUMBIA COLLEGE CAN BE OBTAINED FROM

The Commission for Independent Education, Florida Department of Education
325 West Gaines Street, Suite 1414, Tallahassee, FL 32399-0400
Phone: (850) 245-3200 or (888) 224-6684

STUDENT COST

The estimated fees provided are based on the admission fee, graduation processing fee and transcript fee. Other fees may apply as necessary.

Undergraduate Tuition	\$265.00 Per Credit Hour
Online Undergraduate Tuition	\$305.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Fees	Approximately \$120.00 Admission fee: \$35.00 (non-refundable); Graduation fee: \$75.00; Transcript fee: \$10.00

BOARD OF TRUSTEES

Columbia College is governed by the Board of Trustees

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- Suzanne Rothwell, Executive Director of Advancement
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CRIMINAL JUSTICE MAJORS NOTICE

Students who have criminal convictions should investigate the feasibility of attaining a Criminal Justice degree for the purpose of attaining employment in the criminal justice or related fields.

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 be moved to another section of the same course if there are openings in those sections.

PLACEMENT ASSISTANCE

While Columbia College offers placement assistance to all graduates, employment upon program(s) is not guaranteed.

REFUNDS

The college refund policy complies with the Commission for Independent Education.

Columbia College's Refund Policy:

Students with financial aid who drop or withdraw from a course(s) need to be aware that their financial aid could be affected. Refunds shall be made within 30 days of the date that Columbia College determines that the student has withdrawn.

1. Tuition Refunds

Requests to add/drop/withdraw from a course will not be accepted by telephone. Students are required to complete, sign and date all add/drop/withdrawal information. Confirmation of receipt is the responsibility of the student. The add/drop/withdrawal begins the same day and date that the session starts. Add/drop periods do not begin the first day a particular class begins. 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 Academic Catalog.

2. Full Refund

A student is entitled to a full reduction of tuition and course charges (excluding the admission fee, textbooks, and other academic resource materials) when he/she drops from a course(s) during the first week of the eight-week session, providing a Columbia College add/drop/withdrawal form has been completed and submitted prior to the close of business on Monday of the second week of the session.

3. Partial Refund

During the second through the eighth week of the session, a student could be entitled to a partial refund of tuition and course charges (excluding the admission fee, lab fees, textbooks, and other academic resource materials) when he/she withdraws from a

course(s) due to extraordinary circumstances (refer to the Tuition and Fees section of the Academic Catalog for further details). To be considered for a partial refund, a student must submit a complete add/drop/withdrawal form. This form must be accompanied by a letter from the student 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. Students should be aware that a refund is not automatic, rather, request for financial consideration are subject to review and approval on case to case basis.

4. 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 a session, unless extraordinary circumstances apply (refer to partial information listed above).

5. Refund Requests

Credit on a student account, which results from the transfer of financial aid, does not require a request for refund. These credit balances will automatically be refunded. Credit balances due to overpayment or a change in enrollment status must have a Refund Request Form submitted to the Accounting Office. This will inform the Accounting Office that the student wants to have a refund rather than have the credit apply to a future balance.

PETITION AND APPEALS

Unresolved conflict should be submitted to the Higher Learning Commission or the Florida Commission for Independent Education.

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 2017-2018 Undergraduate catalog, students can contact the Enrollment Service Center office at 1-800-231-2391, extension 7252.

TRANSFER OF COLUMBIA COLLEGE CREDITS

Columbia College courses are normally accepted by other regionally-accredited institutions of higher learning. However, all colleges and universities reserve the right to determine those credits they will accept in transfer.

CREDIT

Columbia College uses semester credit hours. Sixty (60) credit hours are required for associate degrees and 120 credit hours required for bachelor's degrees. Courses are eight-weeks in length and are, generally, three credit hours each.

COURSE NUMBERING

Columbia College course numbering system follows standard practices:

- 1xx – indicates freshman level 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 located in Columbia, MO. All academic and administration policies and procedures identified in the 2017-2018 Undergraduate catalog also pertain to the nontraditional program.

GENERAL EDUCATION

The state of Florida requires 45 hours of general education for students completing Bachelor of Arts degrees.

DEGREE PROGRAMS

The Undergraduate catalog combines information for all Columbia College locations. Consequently, it includes information on degree programs offered at one or more of the nationwide locations. All degrees listed are not offered at all locations.

UNDERGRADUATE DEGREE PROGRAMS OFFERED IN-SEAT AT JACKSONVILLE LOCATION AND ONLINE

- Associate in Arts
- Associate in General Studies
- Associate in Science in Business Administration
- Associate in Science in Computer Information Systems
- Associate in Science in Criminal Justice Administration
- Bachelor of Arts in Business Administration
- Bachelor of Arts in Criminal Justice Administration
- Bachelor of Arts in Psychology
- Bachelor of General Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Management Information Systems

UNDERGRADUATE DEGREE PROGRAMS OFFERED ONLINE

- Associate in Science in Environmental Studies
- Associate in Science in Human Services
- Bachelor of Arts in American Studies
- Bachelor of Arts in English
- Bachelor of Arts in History
- Bachelor of Arts in Human Services

- Bachelor of Arts in Political Science
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Sociology
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Nursing (RN to BSN)

CERTIFICATE PROGRAMS OFFERED IN-SEAT AT JACKSONVILLE LOCATION AND ONLINE

- Business Administration Certificate in Human Resources Management
- Business Administration Certificate in Marketing Management
- Business Administration Certificate in Management

CERTIFICATE PROGRAM ONLY OFFERED ONLINE

- Crime Scene Investigation Certificate

**2017-2018 ACADEMIC CALENDAR
ONLINE AND NATIONWIDE**

Early Fall Session (17FALL1) August 28 – October 21, 2017	
July 31	Registration for the early and late fall sessions begins for graduate students, seniors, military members and new students
August 2	Registration for the early and late fall sessions begins for returning juniors
August 3	Registration for the early and late fall sessions begins for returning sophomores
August 4	Registration for early and late fall sessions begins for returning freshmen and non-degree seeking students
August 28	Start of session
September 4	Labor Day: offices closed; in-seat classes cancelled
September 5	Last day to drop classes
October 6	Last day to withdraw from classes with a "W"
October 21	End of session

Late Fall Session (17FALL2) October 23 – December 16, 2017	
July 31	Registration for the early and late fall sessions begins for graduate students, seniors, military members and new students
August 2	Registration for the early and late fall sessions begins for returning juniors
August 3	Registration for the early and late fall sessions begins for returning sophomores
October 23	Start of session
October 24	Grades entered by 12:00 noon
October 25	Last day to add classes
October 30	Last day to drop classes without academic record and financial liability
November 24–25	Thanksgiving Break: offices closed; in-seat classes cancelled; offices and library open Nov. 20-22, 8:00 am-5:00 pm; offices and library closed Nov. 23-25; library open Nov. 26, 2:00 pm-midnight

November 27	Registration for spring semester begins for graduate students, seniors, military members and new students
November 29	Registration for spring semester begins for returning juniors
November 30	Registration for spring semester begins for returning sophomores
December 1	Registration for spring semester begins for returning freshmen and non-degree seeking students
December 1	Last day to withdraw from classes with a "W"
December 16	End of session
December 19	Grades entered by 12:00 noon

Early Spring Session (17SPRG1) January 2 – March 3, 2018

November 27	Registration for spring semester begins for graduate students, seniors, military members and new students
November 29	Registration for spring semester begins for returning juniors
November 30	Registration for spring semester begins for returning sophomores
December 1	Registration for spring semester begins for returning freshmen and non-degree seeking students
January 8	Start of session
January 8	Classes begin
January 10	Last day to add classes
January 15	Martin Luther King Jr. Day: offices and library closed, in-seat classes cancelled
January 16	Last day to drop a course
February 16	Last day to withdraw from classes with a "W"
March 3	Classes end

Late Spring Session (17SPRG2) March 5 – April 28, 2018

March 5	Classes begin
March 6	Grades entered by 12:00 noon
March 7	Last day to add a class
March 12	Last day to drop a class
March 19	Registration for summer begins graduate students, seniors, military members and new students
March 21	Registration for summer begins for returning juniors
March 22	Registration for summer begins for returning sophomores
March 23	Registration for summer begins for freshman
April 13	Last day to withdraw from classes with a "W"
April 28	Classes end

Early Summer Session (17SUM1) April 30 – June 23, 2018	
March 19	Registration for summer begins graduate students, seniors, military members and new students
March 21	Registration for summer begins for returning juniors
March 22	Registration for summer begins for returning sophomores
March 23	Registration for summer begins for freshman
April 30	Early summer session begins
May 1	Grades entered by 12:00 noon
May 2	Last day to add undergraduate and graduate classes
May 7	Last day to drop a class
May 28	Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-5:00 pm; Sunday, 2:00-10:00 pm
May 28	Memorial Day Holiday
June 8	Last day to withdraw from classes with a "W"
June 23	Classes end

Late Summer Session (17SUM2) June 25 – August 18, 2017	
March 19	Registration for summer begins graduate students, seniors, military members and new students
March 21	Registration for summer begins for returning juniors
March 22	Registration for summer begins for returning sophomores
March 23	Registration for summer begins for returning freshmen and non-degree seeking students
June 26	Classes begin
June 26	Grades entered by 12:00 noon
Jun 26–Aug 18	Library summer hours: Monday-Thursday, 8:00 am-10:00 pm; Friday, 8:00 am-8:00 pm; Saturday, 9:00 am-5:00 pm; Sunday, 2:00-10:00 pm
June 27	Last day to add undergraduate and graduate in-seat classes
July 2	Last day to drop a class
July 4	Independence Day: offices and library closed, in-seat classes cancelled
August 3	Last day to withdraw from classes with a "W"
August 18	Classes end
August 21	Grades entered by 12:00 noon

PHYSICAL FACILITIES & EQUIPMENT

The Jacksonville location is located in the Liberty Center, 7077 Bonneval Road, Suite 114, Jacksonville, FL 32216. The college leases a suite on the 1st floor for administrative, testing and general office duties. The classrooms (23-30 student capacity) and computer laboratory (18 computers) are located on the second floor of the building. Each classroom is equipped with a data projector and suite of equipment capable of projecting CD, DVD, VHS, PowerPoint and other methods of instruction. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classroom and lab hours are open per the

session schedule. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 9:00 a.m. to 5:00 p.m. The classroom and lab hours are open per the session schedule.

ANTI-HAZING POLICY

In accordance with the House Bill No. 126 of the State of Missouri, hazing is expressly prohibited by Columbia College. Individual students and/or organizations committing an act of hazing shall be subject to disciplinary action by the college and criminal prosecution.

COURSE DESCRIPTION

CJAD/FRSC 327 Fingerprint Evidence 3 hrs.

Exploration of the techniques and methods of identification, capture and analysis of fingerprint evidence, including consideration of the fundamentals of finger patterns, classification formulas and extensions, scarred patterns, amputations and missing fingers, filing sequence, searching and referencing, Henry Classification, techniques for taking good fingerprints, problems in fingerprinting, latent impressions, powdering and lifting latent impressions, preparation of fingerprint charts for court testimony, and practice exercises for capturing fingerprints on a ten print card and live scan fingerprint machines. *Prerequisites: CJAD 101 and a declared Criminal Justice or Forensic Science major.*

CJAD/FRSC 445 Forensic Pathology 3 hrs.

Analysis of system and methods of determining time, cause, and means of death in criminal investigations and trials. *Prerequisites: CJAD 101 or junior standing.*

FACULTY

Faculty Name	Course(s) Taught	Degrees/Diplomas Held & Awarding Institution
Allan, Terry	<ul style="list-style-type: none"> • FINC 397, • MGMT 150, • MGMT 330, • MGMT 341, • MGMT 361, • MGMT 368, • MGMT 375, • MGMT 422, • MGMT 433, • MGMT 479 	<ul style="list-style-type: none"> • M.A., Management and Human Relations, Webster University, St. Louis, MO

Beckles, Irish	<ul style="list-style-type: none"> • PSYC 385 	<ul style="list-style-type: none"> • M.A., Counseling Mental Health and Marriage and Family, Webster University • B.A., Psychology, Columbia College
Carlson, Raymond	<ul style="list-style-type: none"> • MGMT 265, • MGMT 367, • CJAD 101, • CJAD 301, • CJAD 405, • CJAD 415, • CJAD 495, • POSC 292, • POSC 302 	<ul style="list-style-type: none"> • J.D., Law, Indiana university, Bloomington, IN • LL.M., University of Virginia, Charlottesville, VA
Carswell, Agnes	<ul style="list-style-type: none"> • COMM 110, • COMM 303 	<ul style="list-style-type: none"> • J.D., Nova Southeastern University, Fort Lauderdale, FL • M.A., Communications – Training & Diversity, Miami, FL
Ewing, James	<ul style="list-style-type: none"> • GEOG 101 	<ul style="list-style-type: none"> • M.A., Geography, Indiana University of Pennsylvania, Indiana, PA • B.A., Geography, University of Pittsburgh, Pittsburgh, PA
Fulmer, Daniel	<ul style="list-style-type: none"> • MUSI 122, • MUSI 323 	<ul style="list-style-type: none"> • D.M.A, University of Miami, Miami, FL • Master of Music Composition, Florida State University
Hall, Gary W.	<ul style="list-style-type: none"> • MGMT 338, • MGMT 339, • MGMT 368 	<ul style="list-style-type: none"> • M.S., Management, Troy University, Troy, AL • B.S., Manufacturing Technology, University of Florida, Jacksonville, FL • B.A., Criminal Justice, university of Central Florida, Orlando, FL
Jones, Deborah	<ul style="list-style-type: none"> • PSYC 101, • PSYC 360, • PSYC 381 	<ul style="list-style-type: none"> • M.Ed., Agency Counseling, Southern Arkansas University, Magnolia, AR • Ed.D., Education, University of Sarasota, Sarasota, FL
McGarry, Deborah	<ul style="list-style-type: none"> • ACCT 280, • ACCT 281, • FINC 289, • FINC 350 	<ul style="list-style-type: none"> • MBA, Webster University • B.S., Accounting, University of Phoenix

Meyer, Kenneth	<ul style="list-style-type: none"> • CISS 170 	<ul style="list-style-type: none"> • M.A.T., Computer Science, Jacksonville University, Jacksonville, FL • M.S., Systems Management, University of Southern California, Los Angeles, CA • B.A., Technology and Management, University of Maryland, College Park, MD
Plasa, Vladimir	<ul style="list-style-type: none"> • MATH 104, • MATH 106, • MATH 150 	<ul style="list-style-type: none"> • M.A., Education/Curriculum Instruction Assessment, Walden University, Minneapolis, MN • B.A., Engineering/Education, Tirana University, Tirana, Albania
Ryder, Cassandra	<ul style="list-style-type: none"> • ACCT 280, • ACCT 281, • FINC 298, • FINC 350, • FINC 396, • MGMT 338 	<ul style="list-style-type: none"> • M.B.A., University of California, Berkeley, CA • M.S., Accountancy, University of Phoenix, Phoenix, AZ
Santos, Irma	<ul style="list-style-type: none"> • SPAN 101, • SPAN 102 	<ul style="list-style-type: none"> • M.A., Spanish Language and Culture, University of Salamanca, Salamanca, SP • B.A., History/Spanish, University of Puerto Rico
Simpson, James	<ul style="list-style-type: none"> • ECON 293, • ECON 294 	<ul style="list-style-type: none"> • M.A., Economics, University of Southern California, Los Angeles, CA • B.A., Economics and Business Administration, Park University
Stanley, Michael	<ul style="list-style-type: none"> • MGMT 339, • MGMT 360, • MGMT 361, • MGMT 364 	<ul style="list-style-type: none"> • Ph.D., Organization and Management, Saint Leo University, Saint Leo, FL • M.S., Public Administration, Troy State University, Troy, AL
Strain, Lega	<ul style="list-style-type: none"> • COMM 110 	<ul style="list-style-type: none"> • M.S., Communications, Texas Christian university, Ft. Worth, Texas • B.A., Communication, Texas Christian university, Ft. Worth, Texas
Taborn, Gayla	<ul style="list-style-type: none"> • HUMS 105, • HUMS 300, • HUMS 310 	<ul style="list-style-type: none"> • M.A., Social Work, University of Illinois, Urbana, IL • B.A., University of Illinois, Urbana, IL
Walton, David	<ul style="list-style-type: none"> • MKTG 310, • MGMT 330, • MGMT 393 	<ul style="list-style-type: none"> • MBA, Jacksonville University, Jacksonville, FL • B.S., Business, Brenau University, Gainesville, GA
Wider, Felicia	<ul style="list-style-type: none"> • MATH 104, • MATH 106, • MATH 150, • MATH 250 	<ul style="list-style-type: none"> • M.A.T., Mathematics, Jacksonville University, Jacksonville, FL • B.A., History and Interdisciplinary Studies, Arabic, African Studies, University of Florida, Gainesville, FL