



**Columbia College – NS Everett – Marysville, WA
2017-2018 Graduate Catalog Addendum
Updated: March 19, 2018**

“Columbia College is authorized by the Washington Student Achievement Council and meets the requirements and minimum educational standards established for degree-granting institutions under the Degree-Granting Institutions Act. This authorization is subject to periodic review and authorizes Columbia College to offer specific degree programs. The Council may be contacted for a list of currently authorized programs. Authorization by the Council does not carry with it an endorsement by the Council of the institution or its programs. Any person desiring information about the requirements of the act or the applicability of those requirements to the institution may contact the Council at P.O. Box 43430, Olympia, WA 98504-3430.”

MASTER OF ARTS IN TEACHING:

“Eligibility for initial educator certification in Washington is based on completion of a state approved educator preparation program. This program is approved in Missouri. Even though you may be residing in Washington while in this program, your application for educator certification in Washington will be processed as an out-of-state application. Go to <http://pathway.pesb.wa.gov/outofstate> for more information. Educators are advised to contact their individual school districts as to whether this program may qualify for salary advancement.” – Washington Student Achievement Council

MASTER OF EDUCATION IN EDUCATIONAL LEADERSHIP:

“Eligibility for initial educator certification in Washington is based on completion of a state approved educator preparation program. This program is approved in Missouri. Even though you may be residing in Washington while in this program, your application for educator certification in Washington will be processed as an out-of-state application. Go to <http://pathway.pesb.wa.gov/outofstate> for more information. Educators are advised to contact their individual school districts as to whether this program may qualify for salary advancement.”

LOCATION CONTACT INFORMATION:

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Chief of Staff &
Vice President of Online Education,
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STUDENT COSTS:

In-seat Undergraduate Tuition	\$390.00 Per Credit Hour
Online Undergraduate Tuition	\$415.00 Per Credit Hour
Textbooks	Approximately \$200.00 per class
Fees	Approximately \$175.00

COURSE CANCELLATION POLICY:

Courses will only be cancelled in the event of insufficient course interest or if appropriate teaching faculty cannot be found.

SUPPORT SERVICES:

Academic Advisement – academic advisors are available at each Columbia College location to assist students with program planning, course selection and other academic activities.

Placement Service – Columbia College does not provide any placement services; limited career services assistance is available by contacting the main campus Career Services office at (573) 875-7425.

TRANSFERABILITY OF CREDITS:

The transferability of credits earned at Columbia College is at the discretion of the receiving college, university, or other educational institution. Students considering transferring to any institution should not assume that credits earned in any program of study at Columbia College will be accepted by the receiving institution. Similarly, the ability of a degree, certificate, diploma, or other academic credential earned at Columbia College to satisfy an admission requirement of another institution is at the discretion of the receiving institution. Accreditation does not guarantee credentials or credits earned at Columbia College will be accepted by or transferred to another institution. To minimize the risk of having to repeat coursework, students should contact the receiving institution in advance for evaluation and determination of transferability of credits and/or acceptability of degrees, diplomas, or certificates earned.

LIBRARY INFORMATION:

The Columbia College J.W. and Lois Stafford Library is located at the main campus and includes extensive electronic library holdings in support of the college's curriculum. Stafford Library serves as the primary library for all campuses. The library is open more than 90 hours per week and staff members are available both online (email, chat or text) and telephonically to provide reference help to all students. Stafford Library's collection of materials supports the curriculum of Columbia College with more than 60,000 items (books, CDs videos, etc.) and more than 200,000 ebooks and 6,500 streaming videos. More than 60 online databases are available to search for full-text or indexed articles from professional journals, legal publications, newspapers and magazines. Electronic delivery of interlibrary loan articles is available to all Columbia College students and faculty.

The Library provides access to two electronic book subscription databases, *EBSCOhost eBook Collection* and *ebrary Academic Complete*. Combined, the databases provide access to more than 200,000 full-text electronic books covering a wide range of academic subjects.

All Columbia College locations have access to the Stafford Library of Columbia College via direct access to the college web-site <http://library.ccis.edu/home>. Access to all online library resources is gained through a CougarTrack login via the college website. The electronic library resources are available to students 24/7. Additional information regarding library access is available upon request.

PROGRAMS OFFERED:

The following graduate degree programs are offered in-seat at the NS Everett-Marysville location and online:

- Master of Business Administration

The following graduate degree programs are only offered online:

- Master of Arts in Teaching
- Master of Education in Educational Leadership
- Master of Science in Criminal Justice

INSTITUTIONAL CALENDAR:

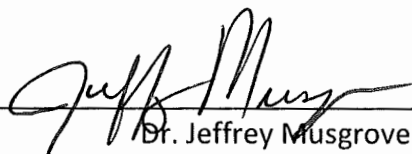
August 28, 2017	Early Fall Session Begins
September 5, 2017	Labor Day Holiday
October 21, 2017	Early Fall Session Ends
October 23, 2017	Late Fall Session Begins
November 23-24, 2017	Thanksgiving Holiday
December 16, 2017	Late Fall Session Ends
January 8, 2018	Early Spring Session Begins
January 15, 2018	Martin Luther King Jr. Day Holiday
March 3, 2018	Early Spring Session Ends
March 5, 2018	Late Spring Session Begins
April 28, 2018	Late Spring Session Ends
April 30, 2018	Early Summer Session Begins
May 28, 2018	Memorial Day Holiday
June 23, 2018	Early Summer Session Ends
June 25, 2018	Late Summer Session Begins
July 4, 2018	Independence Day Holiday
August 18, 2018	Late Summer Session Ends

FACULTY:

Faculty Name	Degrees Earned	Institution Conferring Degree
Buehlmaier, Karen	Ph.D.-Business Administration	Alliant International University
Leonard, Remy	J.D.	University of Oregon
Rhodes, Chatt	M.M.-Management Information Systems	Friends University

This institution does not provide any commission, bonus, or other incentive payment based directly or indirectly on success in securing enrollments or financial aid to any persons or entities engaged in any student recruiting or admission activities or in making decisions regarding the award of student financial assistance.

The information contained in this notification form is true and correct in content and policy and I am aware that the institution or facility must comply with applicable statutes and regulations and that failure to comply may lead to suspension or withdrawal of programs by the WSAC/SAA and/or DVA.



Dr. Jeffrey Musgrove
Vice President, Adult Higher Education
Columbia College

April 2, 2018
Date