



**Columbia College
Florida – Orlando
2017-2018 Graduate 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

Aaron Williams, Director,

Address: 2600 Technology Drive, Suite 100, Orlando, FL 32804

Phone: (407) 293-9911, **Fax:** (407) 293-8530, **Email:** aawilliams@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 COSTS

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

On-campus Graduate tuition	\$390 (per credit hour)
Online Graduate tuition	\$415 (per credit hour)
Textbooks	Approximately \$400.00 per class
Fees	Approximately \$185.00 Admission fee: \$55.00 (non-refundable); Graduation fee: \$120.00; Transcript fee: \$10.00

BOARD OF TRUSTEES

Columbia College is governed by the Board of Trustees

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- Lex Cavanah
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SENIOR ADMINISTRATION: Dr. Scott Dalrymple, President

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- Clifford Jarvis, Executive Director of Plant and Facilities
- Suzanne Rothwell, Executive Director of Advancement
- Gary Stanowski, Chief Information Officer

CRIMINAL JUSTICE MAJORS NOTICE

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

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:

5xx – indicates graduate level courses

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.

DEGREE PROGRAMS:

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

GRADUATE DEGREE PROGRAMS OFFERED IN-SEAT AND ONLINE:

- Master of Business Administration
- Master of Science in Criminal Justice

GRADUATE DEGREE PROGRAMS OFFERED ONLINE:

- Master of Arts in Teaching
- Master of Education in Educational Leadership

2017-2018 ACADEMIC CALENDAR ONLINE AND NATIONWIDE

Early Fall Session (17FALL1) August 28 – October 21, 2017	
July 31 – August 1	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
October 24	Grades entered by 12:00 noon

Late Fall Session (17FALL2) October 23 – December 16, 2017	
July 31 – August 1	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 23–24	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 - 28	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 - 28	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 - 20	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 (17SUMR1) April 30 – June 23, 2018	
March 19 - 20	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 (17SUMR2) June 25 – August 18, 2018	
March 19 - 20	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 25	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 location is located at 2600 Technology Drive, Suite 100, Orlando, FL 32804. This campus currently occupies 11 classrooms, 2 computer labs, a student resource lab, a student lounge, 10 administrative offices and a faculty room. Each classroom is equipped with a Nova station housing the room's Dell Pentium computers with flat panel monitors and projector supported by TI

connectivity. Two classrooms have smart boards and WiFi is available for the students throughout the school. The administrative office is open Monday thru Thursday from 8:30 a.m. to 5:30 p.m. and Friday from 8:30 a.m. to 5:00 p.m.

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.

Faculty:

Faculty Name:	Course(s) Taught:	Degrees/Diplomas Held & Awarding Institution:
Battaglia, Anthony	<ul style="list-style-type: none"> • BUSI 570 • BUSI 562 	<ul style="list-style-type: none"> • MBA, MAFM, Keller Graduate School of Management, DeVry University, Downers Grove, IL
Boutty, Benjamin	<ul style="list-style-type: none"> • BUSI 506 • MSCJ 530 	<ul style="list-style-type: none"> • J.D., University of Florida, Gainesville, FL • MBA, University of Florida, Gainesville, FL
Brown, Audrey	<ul style="list-style-type: none"> • BUSI 522 • BUSI 526 • BUSI 595 	<ul style="list-style-type: none"> • Ph.D., Education, Nova Southeastern, Orlando, FL • MBA, Webster University, Orlando, FL
Diaz, Manuel	<ul style="list-style-type: none"> • MSCJ 500 	<ul style="list-style-type: none"> • Ph.D., Measurement and Statistics, University of Houston, Houston, TX • M.S., Psychology, Old Dominion University, Norfolk, VA
Franz, Thomas	<ul style="list-style-type: none"> • MSCJ 500 	<ul style="list-style-type: none"> • Ph.D., Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI • M.A., Industrial/Organizational Psychology, Central Michigan University, Mt. Pleasant, MI
Hasse, Gordon	<ul style="list-style-type: none"> • BUSI 544 	<ul style="list-style-type: none"> • MBA, University of Pennsylvania, Philadelphia, PA
Howard, Andrew	<ul style="list-style-type: none"> • BUSI 508 • BUSI 528 	<ul style="list-style-type: none"> • Ph.D., Information Systems Management, Walden University, Baltimore, MD • MBA, International Business, Webster University, St. Louis, MO
Newman, Raymond F.	<ul style="list-style-type: none"> • MSCJ 525 • MSCJ 510 	<ul style="list-style-type: none"> • M.S., Criminal Justice, Rollins College, Winter Park, FL • B.S., Criminal Justice, Rollins College, Winter Park, FL
Richemond, Donel	<ul style="list-style-type: none"> • BUSI 544 	<ul style="list-style-type: none"> • D.B.A., Walden University, Minneapolis, MN • MBA, Nova Southeastern University, Ft. Lauderdale, FL • B.S., Management, Florida A&M University, Tallahassee, FL
Sterling, Carlene	<ul style="list-style-type: none"> • BUSI 504 	<ul style="list-style-type: none"> • M.S., Organizational Development, The American University, Washington, DC • B.A., International Business, Pace University, New York, NY