



Columbia College
Florida – Patrick AFB
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

Suzanne DiCamillo, Director

Address: 1020 Central Avenue, Suite E-1, Patrick Air Force Base, FL 32925

Phone: (321) 783-5506, Fax: (321) 783-4506, Email: sdicamillo@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.

Undergraduate Tuition	\$250.00 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

*For military students, the undergraduate course tuition rate is \$250 per credit hour

BOARD OF TRUSTEES

Columbia College is governed by the Board of Trustees

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SENIOR ADMINISTRATION:

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- Dr. David Starrett, Provost and Vice President for Academic Affairs
- Dr. Jeffrey C. Musgrove, Vice President for Adult Higher Education
- Dr. Piyusha Singh, Vice President of Online Education
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- Patty Fischer, Executive Director of Human Resources
- 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.

REFUND POLICY

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 THE PATRICK AFB 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 General Studies
- Bachelor of Science in Business Administration
- Bachelor of Science in Computer Information Systems
- Bachelor of Science in Management Information Systems

UNDERGRADUATE DEGREE PROGRAMS ARE ONLY 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 Psychology
- Bachelor of Arts in Public Administration
- Bachelor of Arts in Sociology
- Bachelor of Science in Nursing

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 (17SPRG 1) 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 location currently occupies 4 classrooms, 1 computer lab, a student resource lab, 3 administrative offices and a faculty room. All classrooms are equipped with a symposium, dry erase boards, ceiling mounted data projector/screen, ELMO overhead projector, TV, and VCR/DVD, 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.

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:
Barrows, Jeffrey	<ul style="list-style-type: none"> • MATH 104 • MATH 106 • MATH 150 • MATH 170 • Math 250 	<ul style="list-style-type: none"> • PH.D., Business Administration • M.A., Mathematics, North Carolina State University, St. Raleigh, NC • B.A., Mathematics, University of North Carolina, Chapel Hill, NC
Cain, Belynda	<ul style="list-style-type: none"> • COMM 110 • COMM 203 • COMM 303 • COMM 393 	<ul style="list-style-type: none"> • M.A., Communication-Public Address, Eastern Michigan University, Ypsilanti, MI • B.S., English & American Literature & Language, Eastern Michigan University, Ypsilanti, MI
Groome, Maureen	<ul style="list-style-type: none"> • ENGL 111 • ENGL 112 • MGMT 254 	<ul style="list-style-type: none"> • M.A., English Education, University of Central Florida, Orlando, FL • B.A., Communications Technology, Eastern Michigan University, Ypsilanti, MI
Gunning, James	<ul style="list-style-type: none"> • ECON 293 • ECON 294 	<ul style="list-style-type: none"> • Ph.D., Economics, Virginia Polytechnic Institute, Blackburg, VA • B.A., Economics, University of Delaware, Newark, DE
Harris, David	<ul style="list-style-type: none"> • MGMT 265 	<ul style="list-style-type: none"> • JD., Barry University School of Law, Orlando, FL • MBA, Columbia College, Columbia, MO • B.S., Business Administration, Columbia College, Columbia, MO
Harris, Kathleen	<ul style="list-style-type: none"> • PHIL 330 	<ul style="list-style-type: none"> • B.A., University of Illinois at Urbana-Champaign, IL • MTS, MDivinity, & DM, Wesley Theological Seminary
Karavanich, Gregory	<ul style="list-style-type: none"> • MGMT 364 • MGMT 365 • MGMT 375 • MGMT 362 • MGMT 461 	<ul style="list-style-type: none"> • M.A., Industrial Relations/Labor Relations, St. Francis University, Loretto, PA • B.S., Business Administration, St. Vincent College, Bridgeport, CT

Koursaris, Constantine	<ul style="list-style-type: none"> • MATH 104 • MATH 106 • MATH 150 • MATH 170 • MATH 250 • CISS 280 • CISS 320 	<ul style="list-style-type: none"> • Ph.D., Operations Research, Florida Institute of Technology, Melbourne, FL • M.S., Engineering Management, Florida Institute of Technology, Melbourne, FL • M.S., Systems Engineering, Florida Institute of Technology, Melbourne, FL • B.S., Computer Science, Southern University, Baton Rouge, LA
Leonhard, Kelly	<ul style="list-style-type: none"> • PSYC 101 • PSYC 391 	<ul style="list-style-type: none"> • Ph.D., General Psychology, Capella University, Minneapolis, MN • M.A. Counseling, Michigan State University, East Lansing, MI • B.S. Secondary Education, Central Michigan University, Mount Pleasant, MI
Ludwiczak, Robert	<ul style="list-style-type: none"> • MGMT 150 • MGMT/POSC 311, • MGMT 330 • MGMT 338 • MGMT 339 • MGMT 341 • MGMT 360 • MGMT 361 	<ul style="list-style-type: none"> • M.S., General Administration, Central Michigan University, Mount Pleasant, MI • B.S., Business Administration, Emporia State University, Emporia, KS
McKnight, Christine	<ul style="list-style-type: none"> • FINC 350 	<ul style="list-style-type: none"> • M.A., Tax Accounting, Strayer University • MBA, Fontbonne University, St. Louis, MO • BS.BA., Accounting, St. Louis University, St. Louis, MO
Moy, Albert	<ul style="list-style-type: none"> • CISS 241 • CISS 242 • CISS 243 • CISS 170 • CISS 176 	<ul style="list-style-type: none"> • M.S., Computer Science, Webster University, St. Louis, MO • M.A., Management & Leadership, Webster University, St. Louis, MO • B.S., Computer Studies, University of Maryland, College Park, MD
Nesbitt, Joanne	<ul style="list-style-type: none"> • MGMT 150 • MGMT 330 • MGMT 331 • MGMT 339 • MGMT 368 • MGMT 479 • MKTG 310 • MKTG 478 	<ul style="list-style-type: none"> • Ph.D., Organization & Management, Capella University, Minneapolis, MN • MBA, Nova Southeastern University, Fort Lauderdale, FL • B.S., Professional Management, Nova Southeastern University, Fort Lauderdale, FL • A.A., Business Administration, Lynn University, Boca Raton, FL

Netzler, Mary	<ul style="list-style-type: none"> • ACCT 280 • ACCT 281 • FINC 350 	<ul style="list-style-type: none"> • M.A., Tax Accounting, University of Florida, Gainesville, FL • B.S., Computerized Accounting, University of Florida, Gainesville, FL • A.A., Accounting, St. Petersburg Junior College, Clearwater, FL
Noriega, Jaime	<ul style="list-style-type: none"> • CISS 170 • CISS 175 • CISS 274 • CISS 280 • CISS 320 • CISS 365 • MGMT 393 	<ul style="list-style-type: none"> • M.S., Information Resources Management, Central Michigan University, Mount Pleasant, MI • B.S., Computer Science, Park University, Parkville, MO
Shultz, William	<ul style="list-style-type: none"> • SOCI 111 • SOCI 214 	<ul style="list-style-type: none"> • M.S. Family Policy Planning, Florida State University, Tallahassee, FL • B.S. Sociology/Social Work, University of Tennessee, Chattanooga, TN
Sperr, Michael	<ul style="list-style-type: none"> • MUSI 122 • MUSI 323 	<ul style="list-style-type: none"> • Ph.D. Music Theory Program, University of Connecticut, Storrs, CT • M.M. Music Theory Program, University of South Florida, Tampa, FL